# On-Site Shredding Evidencing Pack

SECURE TRANSPORTATION SINCE 1996



**A practical evidencing framework for on-site media destruction, including chain of custody, serial capture, shred verification, and completion reporting**

## 1. Purpose:

This evidencing pack is designed to support **on-site media shredding** projects where clients need a clear, auditable record of destruction activity.

It helps document:

- what media was collected
- where it was destroyed
- who handled it
- how chain of custody was maintained
- what proof of destruction was captured
- what certificates and reports were issued after completion

This pack is particularly useful for:

- **HDD data destruction**
- **SSD destruction**
- **tape destruction**
- **on-site shredding for regulated sectors**
- **multi-site destruction programmes**
- **GDPR and internal audit requirements**
- **ITAD projects involving data-bearing assets**

## 2. What This Pack Is For:

The purpose of the pack is to create a single evidencing bundle that gives Procurement, Compliance, InfoSec, Estates, and Audit teams confidence that the destruction process was:

- secure
- witnessed or verifiable
- correctly documented
- compliant with agreed procedure
- completed against the asset list
- supported by Certificates of Destruction and environmental reporting where relevant

This pack does not replace operational RAMS or waste transfer documentation. It complements them by focusing specifically on destruction evidence and proof.

## 3. When to Use This Pack:

Use this pack when:

- drives, SSDs, or backup tapes are being shredded on site
- the client requires a clear evidencing pack after destruction
- serial numbers must be captured and reconciled
- the destruction process must be witnessed or photographed
- the client operates in a regulated sector
- multi-site collections are being rolled into one audit trail
- internal policy requires chain of custody and proof of destruction

This pack should be prepared before the job and completed immediately after the shredding event.

# 4. Suggested Evidencing Pack Structure:

**Below is a practical recommended structure for the final PDF pack:**

## A. Cover Sheet

**Purpose:** Provides a clear front page and project summary. This cover sheet should make it immediately clear what the evidencing pack relates to and which project or site it supports.

### Recommended contents

- Client name
- Project name
- Site or sites covered
- Date of destruction
- Secure Transportation reference number
- Contact details for project lead
- Destruction method summary
- Type of media destroyed
- Total quantity destroyed

## B. Project Summary

**Purpose:** Provides a short narrative overview of the job.

### Recommended contents

- Scope of work
- Type of destruction performed
- Site location
- Date and time window
- Equipment used
- Number of staff on site
- Client representative present if applicable
- Summary of outcomes

## C. Chain of Custody Record

**Purpose:** Shows who had control of the media at each stage. This section should demonstrate that the media remained under continuous control from release to destruction.

### Recommended contents

- Collection point
- Date and time of release
- Name of releasing person
- Name of receiving crew member
- Asset container / batch reference
- Seal reference if used
- Movement to shredder confirmation
- Final transfer to destruction stage
- Sign-off at completion

## D. Asset Inventory and Serial Reconciliation

**Purpose:** Shows exactly what was destroyed. Where possible, all serial numbers should be captured before destruction. Any missing, unreadable, or damaged labels should be recorded clearly.

### Recommended contents

- Asset type
- Make / model where relevant
- Serial number
- Batch reference
- Quantity
- Inventory source reference
- Reconciliation status
- Notes for any unreadable serials or exceptions

## E. Photographic Evidence Log

**Purpose:** Provides visual support for the destruction record. Photos should support the written record without exposing confidential data beyond what is required for evidence.

### Recommended photo stages

- media before destruction
- serial number labels where visible
- sealed containers or batches
- shredding setup and machine positioning
- media entering shredder
- output material where appropriate
- cleared work area after completion

### Recommended log fields

- Photo reference
- Description
- Date / time
- Asset or batch reference
- Captured by

## F. Shred Method Verification

**Purpose:** Confirms how the media was destroyed.

### Recommended contents

- Type of media destroyed
- Shred method used
- Agreed shred size or destruction standard
- Equipment used
- Confirmation that media was rendered unreadable and unusable
- Operator confirmation
- Any witnessed verification if applicable

## G. Site Attendance Record

**Purpose:** Shows who attended and when. This section is useful for regulated clients who require attendance records as part of their audit trail.

### Recommended contents

- Names of Secure Transportation crew
- Roles
- Arrival time
- Start of destruction
- End of destruction
- Departure time
- Client representative present
- Witness details if applicable

## H. Exceptions and Variance Log

**Purpose:** Captures anything that did not exactly match plan. All variances should be recorded, even where they do not affect the overall completion of the destruction work.

### Typical entries may include

- unreadable serial label
- extra media presented on site
- missing assets from expected list
- damaged item before destruction
- photography restricted by site policy
- client-requested change to scope

### Recommended fields

- Issue ID
- Description
- Date / time
- Action taken
- Approved by
- Final status

## I. Certificate of Destruction

**Purpose:** Provides formal confirmation that the destruction has taken place.

### Recommended contents

- Client name
- Site location
- Date of destruction
- Type of media destroyed
- Quantity destroyed
- Destruction method
- Batch or reference number
- Statement confirming media destruction
- Signature or authorised issue confirmation
- Certificate reference

## J. Environmental and WEEE Reporting

**Purpose:** Shows what happened to the residual material after destruction. This section is especially useful where the destruction project forms part of a wider ITAD or e-waste programme.

### Recommended contents

- Residual material route
- Recycling / downstream treatment summary
- Weight or estimated volume
- WEEE reference if applicable
- Environmental reporting statement

## 5. Suggested Submission Checklist:

**Use this checklist before issuing the final evidencing pack:**

- ☐ **Cover sheet completed**
- ☐ **Project summary included**
- ☐ **Chain of custody record completed**
- ☐ **Asset inventory and serial list included**
- ☐ **Serial reconciliation checked**
- ☐ **Photographic evidence log included**
- ☐ **Shred method verification completed**
- ☐ **Site attendance record included**
- ☐ **Exceptions log included if required**
- ☐ **Certificate of Destruction attached**
- ☐ **Environmental / WEEE note attached if relevant**
- ☐ **Final PDF checked for accuracy and legibility**
- ☐ **File named clearly and saved to project record**

## 6. Common Evidencing Gaps to Avoid:

The following are common weaknesses in destruction records:

- no serial capture before shredding
- unclear link between collected assets and destroyed assets
- no chain of custody sign-off
- photos taken without batch references
- no shred method or particle size confirmation
- exceptions handled verbally but not recorded
- certificate issued without enough supporting detail
- no environmental or WEEE route information after destruction

A complete pack avoids these gaps and makes post-project audit far easier.

## 7. Best Practice Guidance:

**Capture evidence as the work happens:** Do not try to rebuild the evidencing pack later from memory. Serials, photographs, and timings should be captured live.

**Keep one reference number throughout:** Use one consistent project or batch reference across the inventory, chain of custody, photos, and certificate.

**Record exceptions clearly:** If a serial number is unreadable or an item differs from the expected list, record it at the time. Do not leave gaps unexplained.

**Keep the pack concise but complete:** Clients want proof, not clutter. Include only relevant evidence, but make sure the destruction process can be understood and trusted from start to finish.

**Match the client's audit level:** Some clients need a simple completion record. Others need photo logs, serial reconciliation, and sign-off by named witnesses. Adjust the final pack to the site and sector.

## 8. Why this pack matters:

A strong **on-site shredding evidencing pack** helps:

- prove destruction beyond doubt
- support GDPR and internal compliance requirements
- reassure InfoSec, Procurement, and Audit teams
- reduce disputes about what was or was not destroyed
- create a stronger chain of custody trail
- support regulated sectors with strict documentation needs
- demonstrate professional, audit-ready delivery

For secure data destruction, the proof matters almost as much as the shredding itself.

## 9. Related Secure Transportation services:

- On-Site Media Shredding (HDD / Tape / SSD)
- HDD Data Destruction
- ITAD & E-Waste Disposal
- Chain of Custody Management
- Secure Transportation (UK & EU)
- RAMS & Method Statements
- Project Management

## 10. Suggested Quick Summary Page:

If you want a one-page summary at the front of the PDF, use this structure:

**Project reference:**
**Client:**
**Site:**
**Date:**
**Media type:**
**Quantity destroyed:**
**Serial capture completed:** Yes / No
**Photographic evidence included:** Yes / No
**Certificate attached:** Yes / No
**Chain of custody completed:** Yes / No
**Environmental route recorded:** Yes / No

**Summary statement:**
"Secure Transportation completed on-site media shredding in line with the agreed scope. All available serials were captured prior to destruction, chain of custody was maintained throughout, and the destruction process was evidenced by site records, operator confirmation, and Certificate of Destruction."