

Vendor Verification Checklist

Vendor Name	
Verified by	
Approved by	
Date	

Use this checklist to evaluate any vendor before signing a contract.

Certifications

- ☐ HIPAA compliance certification provided in writing
- ☐ Data destruction certifications verified (R2v3, e-Stewards, or NAID AAA)

Process and Documentation

- ☐ Certificate of Destruction provided per device
- ☐ Chain of custody process clearly explained
- ☐ Confirmed how many days devices are held before destruction

Destruction Methods

- ☐ On-site or off-site destruction option confirmed
- ☐ Destruction standards clearly stated (NIST 800-88, ASTM D4572)
- ☐ Vague or ambiguous answers about data handling