**ASCM Enterprise Certification Registration Document Checklist**

The purpose of this document is to provide any organization interested in pursuing ASCM Enterprise Certification with a comprehensive checklist of all supporting documentation of their processes and policies that must be collected during the registration process.

**How to Submit Documentation**

All documents must be submitted at the time the organization completes their registration.. Please note that the registration application does allow organizations to save and come back, meaning that all documentation does not need to be provided in one sitting; however, all documentation will need to be provided prior to submitting your registration.

To provide supporting documentation via your registration:

1. Log in to [your ASCM account](https://www.ascm.org/Saml/InitiateSignOn?returnUrl=%2F)
2. Go to [ascm.org/enterprise-registration](https://www.ascm.org/enterprise-registration/)
3. Navigate through the registration until you reach the fourth step “Supporting Documentation”
4. Find the type of document you wish to provide in the list\* presented on the screen
\**The list of documents in the registration will match the list of documentation provided below*.
5. Click on the down arrow next to the document
6. Click on the “Choose File” button, and select the document you wish to provide
7. Repeat steps 5 and 6 for all remaining documentation

***Registration Documentation Exceptions***

*We understand that some organizational policies and security restrictions may prevent you from uploading documentation through the registration form. Alternate forms of reviewing documentation are available but may require additional days of evaluation and/or additional fees. If you would like to request onsite or alternate review of your documentation, please contact* *certification@ascm.org* *to request more information.*

**Which Documents to Collect & Submit**

The documents listed below provide preliminary content that will be reviewed by an ASCM Enterprise Evaluator. Multiple types of content as listed below may be part of the same document. If this is the case, please upload the same document under each relevant category in the registration.

* Public, private, non-profit status of the organization
* Nature of business / business model
* Description of product/service offerings
* Stated mission, vision and/or values
* Annual report if applicable (prior 3 years)
* Description/map of organizational site location (supply chain network)
* Organizational structure – key leadership profiles
* Key customers/suppliers and other stakeholders (e.g. investors, joint ventures, etc.)
* SCORmark (if available) and/or applicable performance reports
* Copy of applicable environmental / social responsibility certifications for the enterprise – e.g. ISO accreditations or proof of implementation (quality, environment, risk, social responsibility)
* Overview process document defining steps in sales and operations planning (S&OP) and/or (integrated business planning (IBP) process
* Supplier selection process overview and assessment criteria document
* Supplier score card / audit results
* Contracts / standard operating procedures (SOPs) with suppliers where clear assessment of ecological and ethical standards is in place / raw materials sourcing criteria
* Health, safety & environmental compliance audit records through applicable local governing body
* Diversity in workplace tracking document (including external stakeholder analysis)
* Governance & internal audit results
* Corporate sustainability strategy / Corporate Social Responsibility (CSR) mandate
* Fair trade code of conduct
* Risk matrix
* Skills and competency framework
* Returns process
* Quality control process
* Quality standards documents
* Quality measurement reports
* Waste generation / measurement report
* Waste management process
* Transportation metrics report detailing environmental impact vs targets
* Transportation optimization process / system algorithm overview (consideration of environmental factors)
* Code of conduct (and evidence of distribution within company)
* Examples of signed non-disclosure agreements (NDAs)
* Product life cycle process / policy
* Manufacturing processes (showing reuse and regenerative elements)
* Climate / environmental company strategy
* Materials allowed list
* Supply chain strategy document
* Leadership training programs
* Internal and external audit results
* Environmental Policy, awareness and communication
* Waste Disposal & Energy Usage Policy
* Human Rights Policy
* Workplace Diversity Policy
* Employee Compensation Policy
* Policy on confidential information and knowledge sharing / Record Retention and Security of Personnel Information Policy
* Policy on usage of intellectual property
* Ethics and Compliance Policy
* Whistleblowing Policy
* Tax Policy
* Returns Policy
* Antitrust / Anti-corruption Policy
* Health, safety, and environment (HSE) Policy