

# Chain of Custody Summary

The custody stages every asset passes through at VIG LLC — and the record each stage writes. One asset, one serial, one unbroken paper trail.

ENTITY	FACILITY	STANDARD	REVISION
VIG LLC	2630 Andjon Drive, Dallas, TX 75220	R2v3 #274644 · NIST SP 800-88 Rev. 1	Rev A — June 2026

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

## 1 Custody stages and the records they write

Custody transfers to VIG on the Bill of Lading at pickup and is tracked through six in-facility stages. Each stage writes a named record against the lot or the individual serial — no stage hands off without one.

01

### Receive

Freight arrives sealed at 2630 Andjon Drive. Pallets are intake-scanned and counts are verified against the Bill of Lading and packing list; variances and transit damage are recorded and flagged to the client. Suspect or short lots are quarantined.

RECORD: BOL + RECEIVING INSPECTION RECORD (COUNTS, VARIANCE, DAMAGE, PHOTOS)

02

### Audit / asset record

Each device is tagged with a unique asset ID and recorded by serial number, make, and model, with photos. From this point, every action taken on the device is written to that one asset record.

RECORD: SERIALIZED ASSET RECORD (ASSET ID, SERIAL, MAKE/MODEL, PHOTOS)

03

### Data sanitization

Storage media is logically sanitized per NIST SP 800-88 Rev. 1 — Clear (overwrite) or Purge (cryptographic erase / sanitize command) by media type. Verification is required before any unit can advance; media that fails verification is quarantined and dispositioned under NCR.

RECORD: WIPE LOG PER SERIAL (METHOD, TOOL/VERSION, RESULT, TECHNICIAN)

04

### Repair / refurbishment

Units routed for refurbishment are repaired, functionally tested against the device-type checklist, and cosmetically graded A/B/C/D under the published grading standard.

RECORD: WORK-ORDER UNIT RECORD + STATION CHECKPOINTS (REPAIR, TEST, GRADE)

05

### Final QC + release

Outbound lots are acceptance-sampled per ANSI/ASQ Z1.4 (General Inspection Level II, single, normal) and checked against the packaging and labeling checklist. A QC supervisor — and only a QC supervisor — releases the lot; on release the inspection records are locked.

RECORD: AQL SAMPLING LOG + SUPERVISOR RELEASE (RECORDS LOCKED)

06

### Ship

Released material ships under an outbound manifest and Bill of Lading; carton labels are matched to the shipping documents at the dock. The client receives the disposition reporting for the lot — one line per serial.

RECORD: OUTBOUND MANIFEST / BOL (MATCHED TO RELEASED LOT)

## 2 Access controls & record integrity

- **Named, role-based access.** Custody records are written by authenticated staff accounts. Inspectors create and edit their own open records; supervisors approve, release, lock, and unlock; administrative access is restricted and logged.
- **Record locking.** Released and approved records are locked. A locked record cannot be edited or deleted — the only permitted action is an explicit supervisor unlock, which is itself recorded with who and when.
- **Per-serial traceability.** The receiving record, asset record, wipe log, checkpoints, sampling log, and outbound manifest all carry the serial or lot reference, so any device can be traced end-to-end from a single identifier.

### FOR AUDITORS

This summary mirrors the live process documented at [vigita.com/chain-of-custody](http://vigita.com/chain-of-custody). Full procedures (VIG-QC-SOP-100), the AQL sampling plan, a sample wipe log, and blank inspection forms are provided to authorized clients as controlled documents through the VIG client portal.