



SCAN Association Committee – Audit

- Committee Name:** Audit
- Committee Chair:** Lesa Hubbard, JC Penny
- Elected by the Membership at large
 - Three (3) year term
- Goals & Objectives:** Audit Program Oversight
- Build comprehensive audit approach driving standardization and compliance. Review and update tools as security requirements change.
 - Education and Awareness Materials
 - Quality Review Programs
- Membership:** Any SCAN Executive Members
- Approval by Committee Chair
 - The goal is to have minimum of 3 members to participate on committee
- Commitment Needs:** Regular active participation
- Monthly calls, 1 hour; bi-weekly calls, 1 hour depending on the project
 - Need a lead point person for each of the three main areas of the program
 - Workshop attendance to make sure criteria of audit templates are meeting the SCAN standards and AEO program guidelines (or other program needs as needed; soliciting support of appropriate SMEs as appropriate)
 - Coordinating with the membership to obtain the required feedback on the audit quality review forms
 - Compilation from Committee to provide monthly report to the BOD on activities
 - Representation from the committee in the virtual SCAN Open Members meetings (~2x a year)
- Subcommittees:** Audit Programs
- Creation and annual updates
 - SCAN Security Audits (onsite, immersive, self)
 - Shadow Audit program
 - Others as deemed appropriate
 - Corrective Action classifications and definitions
 - Guidance Documentation
 - Proper instructions for expectations at a question level (both for ASPs and Factories/Suppliers)
 - Acceptable levels of compliance
 - Corrective Action protocols for reviewers
 - MSC Relationship with CBP/CTPAT



SCAN Association Committee – Audit

Education & Awareness

- Training Materials for factories and ASP auditors
- ASP Auditor Guidance
- SCAN Program mgmt. team CAPA guidance
- Outreach to Membership on KPIs
- Updates on the SCAN website of activities

Quality Review Program

- Membership quarterly feedback
- SCAN Program Mgmt. Team meetings
- Analysis and feedback to the BOD and Membership of results
- Implementation of process improvements
- Program review and engagement with CTPAT representatives