

Know Your Vendors

Salvage / Reclamation Services

RSGDA Vendor, Product & Data Risk Checklist

WHY THIS MATTERS A vendor problem can become your business problem. Know who supplies critical products, who can access customer or employee information, what systems they connect to, and what records you can produce if something goes wrong.

1. Inventory the Vendors That Touch Your Business

- ☐ Auction, inventory and yard-management platforms
- ☐ Title, VIN, lien and vehicle-history service providers
- ☐ Parts buyers, resellers and online marketplaces
- ☐ Transporters and towing vendors
- ☐ Payment, accounting and payroll providers
- ☐ Environmental, refrigerant, fluid, battery and waste contractors

2. Questions You Should Be Able to Answer

- ☐ Can vehicles, titles and major/safety-critical parts be traced through records?
- ☐ Is there a process for airbags/restraints and other safety-critical components?
- ☐ Do we address personal data remaining in infotainment/navigation systems when applicable?
- ☐ Are buyer/seller IDs, payment and title records access-controlled?
- ☐ Are environmental vendors properly documented and records retained?
- ☐ Do online marketplaces and downstream buyers receive only needed information?

3. Data & Technology Vendor Review

- ☐ What customer or employee information does the vendor receive?
- ☐ Where is it stored, who else can access it, and how long is it retained?
- ☐ Does the vendor use appropriate access controls, MFA and encryption where applicable?
- ☐ Does our contract address security safeguards and breach notification?
- ☐ What happens to our information when the relationship ends?
- ☐ Do we maintain a current contact for security, safety or incident escalation?

4. Red Flags - Stop and Ask More Questions

- ☐ Unknown provenance of airbags/restraints or safety-critical parts
- ☐ Title/VIN records stored in unsecured locations
- ☐ Vehicles resold without considering stored digital data
- ☐ Unverified downstream buyer for regulated/material-sensitive items
- ☐ Environmental vendor cannot provide expected documentation

5. Annual Vendor Review

Vendor / Service	Risk or Data Access	Reviewed / Action Needed

Owner Sign-Off

Reviewed by: _____ Date: _____

Important: This checklist is a practical risk-management resource, not legal advice. Legal, contractual, insurance, cybersecurity, safety and regulatory obligations vary by business and circumstance.