GS1 US National Data Quality Program

ASSESSMENT GUIDE FOR DATA GOVERNANCE PROCESS

R1.0 — MAY 27 2015

GS1 US

THE GLOBAL LANGUAGE
OF BUSINESS

CONTENTS

ABOUT GS1

GS1® is a neutral, not-for-profit, global organization that develops and maintains the most widely-used supply chain standards system in the world. GS1 Standards improve the efficiency, safety, and visibility of supply chains across multiple sectors. With local Member Organizations in over 110 countries, GS1 engages with communities of trading partners, industry organizations, governments, and technology providers to understand and respond to their business needs through the adoption and implementation of global standards. GS1 is driven by over a million user companies, which execute more than six billion transactions daily in 150 countries using GS1 Standards.

ABOUT GS1 US

GS1 US, a member of the global information standards organization GS1, brings industry communities together to solve supply-chain problems through the adoption and implementation of GS1 Standards. Nearly 300,000 businesses in 25 industries rely on GS1 US for trading-partner collaboration and for maximizing the cost effectiveness, speed, visibility, security and sustainability of their business processes. They achieve these benefits through solutions based on GS1 global unique numbering and identification systems, barcodes, Electronic Product Code (EPC®)-enabled RFID, data synchronization, and electronic information exchange. GS1 US also manages the United Nations Standard Products and Services Code® (UNSPSC®). www.GS1US.org.

DOCUMENT INFORMATION

DOCUMENT SUMMARY

DOCUMENT ITEM	CURRENT VALUE
DOCUMENT TITLE	GS1 US National Data Quality Program: Pillar 1 – Data Governance Process Assessment
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DOCUMENT DESCRIPTION	This document is the basis for the *Pillar 1 - Data Governance Process* assessment for the data quality certification program.

PURPOSE OF THIS DOCUMENT

This document is the assessment guide for the *GS1 US National Data Quality Program Pillar 1 – Data Governance Process*. It provides a questionnaire to assess the degree to which processes and procedures are in place within a supplier's organization to support and promote data quality. In addition, it defines the requirements for documentation and additional questions that will be asked by the auditor during the interview.

This document is the basis for the *Pillar 1 – Data Governance Process* assessment. In addition, it can serve as a self-assessment tool to help a company determine whether they are ready to begin the certification process.

NOTE: As with all GS1 Standards and solutions, the GS1 US National Data Quality Program is voluntary, not mandatory. It should be noted that use of the words "must" and "require" throughout this document relate exclusively to technical recommendations for the proper application of the standards to support the integrity of your implementation.

BACKGROUND: THE GS1 US NATIONAL DATA QUALITY PROGRAM

The *GS1 US National Data Quality Program* is designed to validate that an organization's internal data governance process is documented and adhered to, and to demonstrate institutional knowledge of GS1 Standards, such as the *GS1 Global Trade Item Number® (GTIN®) Allocation Rules* and the *GS1 Global Data Synchronization Network™ (GDSN®) Package Measurement Rules,* by those individuals responsible for quality data.

The program provides an assessment process that focuses on three pillars of data quality:

- **Pillar 1 - Data Governance Process**
- **Pillar 2 - Education and Training Protocol**
- **Pillar 3 - Attribute Audit**

Each pillar has defined criteria and thresholds used to measure the supplier's performance. A supplier must achieve a passing score in all three pillars in order to receive certification.

This document is the assessment guide for *Pillar 1 - Data Governance Process*. A supplier must achieve a score of 90% to receive a "passing score" for *Pillar 1 - Data Governance Process*.

INSTRUCTIONS

The remainder of this document is the basis for the *Pillar 1 - Data Governance Process* assessment. It includes a questionnaire designed to assess the degree to which processes and procedures are in place within a supplier organization to support and promote data quality. In addition, to help prepare for the assessment process, any requirements for documentation and/or additional questions that will be asked by the auditor (notated in orange text) are also included in each section. *(Note: This document can also be used as a self-assessment tool to help a company determine whether they are ready to begin the certification process.)*

There are two sections in the questionnaire:

- **Company Overview:** This section is designed to be free text for the submitter to complete.

- **Data Governance Process:** This section provides multiple choice questions in the seven areas listed below. The responses to these questions will be used for scoring.

    o Data Governance
    o Data Quality
    o GTIN Management
    o Product Management
    o Attribute Accuracy
    o Data Synchronization
    o Training

Please complete all of the questions on the following pages. Preliminary responses and the required documentation may be provided to the auditor in advance of the on-site interview at the supplier's location.

COMPANY OVERVIEW QUESTIONNAIRE

Please provide a list of your GS1 Company Prefixes.

What Sectors do you serve? Check all that are applicable:

	Retail Grocery
	Foodservice
	General Merchandise
	Healthcare
	Fresh Foods
	Hardlines
	Apparel
	Other (Please Specify)

Please list the Product Categories your organization supports (e.g., Dairy, Dry Grocery, Frozen, Non-food, etc.).

Please list the product categories being submitted for certification?

Who is the Executive Sponsor of Data Quality within your organization? Include name and title.

Name: _____   Title: _____

Who is the point person for certification and ongoing contact after certification has been obtained? Include name, title, department, and email.

Name: _____   Title: _____

Department: _____   E-Mail: _____

DATA GOVERNANCE PROCESS QUESTIONNAIRE

A. DATA GOVERNANCE

1. ***Does the Organization have a documented Data Governance Process in place for New Item Setup?***

   Key components of a Data Governance Process consist of:

   1) Adherence to GS1 Standards and Rules for "Foundational" attributes during internal setup;

   2) Assignment of data owners throughout the organization;

   3) Appointing one entity/department/individual responsible for the accuracy of the product data submitted for data synchronization;

   4) An audit of new items produced in a sustainable production environment ready for shipment (finished goods).

   5) Communication of changes to attribute information, if any, both internally and externally.

2. ***Is there a process in place to ensure a unique GTIN is required whenever any of the pre-defined characteristics of an item are different in any way that is relevant to the trading process?***

   The basic pre-defined characteristics of a trade item are:

   - *The product brand*
   - *The trade item type and variety (scent or flavor)*
   - *The declared net content (weight, volume, size, or other dimension)*
   - *The number of items contained and declared, and their subdivision in sub-packaging units (i.e., cases and inner packs)*

_____	0 - No
_____	1 - Yes, documented, but not implemented
_____	2 - Yes, implemented, but not documented
_____	3 - Yes, documented and implemented
_____	4 - Yes, documented, implemented and regularly reviewed

   Auditor Question: Documentation required.

3. ***Does the organization periodically audit the Data Governance Process to ensure it is current and is being adhered to? This includes a review of procedures and training.***

_____	0 - No, never
_____	1 - Yes, every 5 to 10 years
_____	2 - Yes, every 2 to 5 years
_____	3 - Yes, every 2 years
_____	4 - Yes, yearly

   Auditor Question: Examples of audit results will be requested.

4. Do you have a procedure to facilitate changes to your organization's Data Governance Process?

0 - No

1 - Yes, documented, but not implemented

2 - Yes, implemented, but not documented

3 - Yes, documented and implemented

4 - Yes, documented, implemented and regularly reviewed

Auditor Question: Documentation required.

Provide examples of changes, if any, you had to implement to the Data Governance process.

5. Do the Data Governance audits result in documented, communicated action plans (including feedback from auditors and trading partners)?

0 - No, never

4 - Yes

Auditor Question: Examples will be requested.

6. Describe the integrated process for data management within your organization.

0 - There isn't a formal system or process in place

1 - Data is in multiple systems which are not integrated, resulting in multiple sources of information. There aren't clearly defined roles and responsibilities. There isn't a formal process for issue resolution.

2 - Data is managed in multiple systems which may be integrated. There is a responsible individual or individuals assigned. There is a lack of formal training and a clear data governance process.

3 - Data is managed in integrated systems. There is a responsible individual or individuals assigned. Training is informal, as is the data governance process. Data Stewardship is a distributed responsibility, lacking a formal method of integration or one source of information.

4 - Data is managed in integrated systems. All data has clearly defined Data Stewards with one Data Steward responsible for the alignment and integration of the various repositories assuring one source of information. Processes are in place for New Item Set-up and changes to existing data attributes. The process, roles and responsibilities are documented. All parties have proper training and remain current. Periodic audits are in place.

Auditor Question: Documentation required.

o Identify the department that has the ultimate accountability for data management (e.g., Master Data Management).
o Provide documentation of the roles and responsibilities of the data management structure.

> o   What system(s) host the product master data? What systems or tools are used to create new items? How is the system updated? How are changes communicated to the master data management system?
>
> o   Which monitoring methods of master data management are used within the organization to evaluate and track the data quality management processes and procedures? (Possible answers: internal/external auditing; process performance indicators; user feedback; other.)

7. **Does the organization have a process in place to ensure that only trained authorized individuals can update the data?**

    Examples: Restricted data update rights capability, restricted system access rights; IS backing up files (Tapes available); Schedule review of security rights (authorized people entering data).

    _____   0 -   No
    _____   1 -   Yes, documented, but not implemented
    _____   2 -   Yes, implemented, but not documented
    _____   3 -   Yes, documented and implemented
    _____   4 -   Yes, documented, implemented and regularly reviewed

    Auditor Question: Documentation required.

8. **Does the organization review the data creation and input procedures for accuracy?**

    _____   0 -   No, never
    _____   1 -   Yes, every 5 to 10 years
    _____   2 -   Yes, every 2 to 5 years
    _____   3 -   Yes, every 2 years
    _____   4 -   Yes, yearly

    Auditor Question: Documentation required.

9. **Has the organization established, maintained and documented the operational processes needed for internal data publishing?**

    "Internal data publishing" refers to the communication of item data to internal functions, such as sales or marketing, which would then re-use the data with external customers.

    _____   0 -   No
    _____   1 -   Yes, documented, but not implemented
    _____   2 -   Yes, not formally documented, but implemented
    _____   3 -   Yes, documented and implemented
    _____   4 -   Yes, documented, implemented and regularly reviewed

    Auditor Question: Documentation required.

B. DATA QUALITY

1. Does your organization have a mission statement focused on data quality?

_____	0 - No
_____	1 - Yes, documented, but not implemented
_____	2 - Yes, not documented, but implemented
_____	3 - Yes, documented and implemented
_____	4 - Yes, documented, implemented and regularly reviewed

Auditor Question: Documented mission statement required.

2. Does the organization have processes to document, approve and communicate changes to product master data within the Master Data Management System (MDMS)?

_____	0 - No, never
_____	4 - Yes

3. Are all internal and external communications of product master data generated from the Master Data Management System (MDMS)?

_____	0 - No, never
_____	4 - Yes

Auditor Question: What systems or tools are used for internal communication? Where is the source of the data? What systems or tools are used for external communications? Where is the source of the data?

4. Is there a process in place to identify and communicate changes/corrections to data?

_____	0 - No
_____	1 - Yes, documented, but not implemented
_____	2 - Yes, implemented, but not documented
_____	3 - Yes, documented and implemented
_____	4 - Yes, documented, implemented and regularly reviewed

Auditor Questions: Documentation required.

5. What type(s) of repository do you use for your product information?

        0 - Multiple spreadsheets in different departments

        1 - Combination of some system databases and some spreadsheets

        2 - Multiple systems

        3 - Multiple systems but integrated with each other

        4 - One centralized system

6. Describe the process for maintenance of product information.

        0 - Completely manual process without defined roles or permissions to manage user access.

        1 - Automated process without roles and permissions

        2 - Manual process with one process owner

        3 - Automated process with a limited number of process owners

        4 - Automated process with one process owner

Auditor Question: Documentation required.

7. Does the organization have clearly defined roles and responsibilities for the Data Stewards?

        0 - No

        1 - Yes, documented, but not implemented

        2 - Yes, implemented, but not documented

        3 - Yes, documented and implemented

        4 - Yes, documented, implemented and regularly reviewed

Auditor Questions: Documentation required (i.e., job description). How are standards changes that impact business processes communicated and managed to ensure quality data on an ongoing basis?

8. Is there a Data Steward role for monitoring industry standards activity and ensuring that the organization's Data Governance Processes, procedures and systems are updated to ensure alignment with evolving standards? *(including, but not limited to, GDSN, GS1 GTIN Allocation Rules, GS1 GDSN Package Measurement Rules, etc.)*

        0 - No

        4 - Yes

Auditor Question: Who is the Data Steward or who are the Data Stewards, and to which department(s) do they report?

9. *Is there an on-going internal communication process to create awareness within the organization on the importance of providing highly-accurate data?* (e.g., Internal websites, email, newsletter, etc.)

     _____ 0 - No

     _____ 1 - Yes, documented, but not implemented

     _____ 2 - Yes, implemented, but not documented

     _____ 3 - Yes, documented and implemented

     _____ 4 - Yes, documented, implemented and regularly reviewed

Auditor Question: Documentation required.

C. GTIN MANAGEMENT

1. Does the organization have documented processes and procedures for the creation and allocation of GTINs?

    0 -   There is no formal process for the creation and assignment of GTINs.

    1 -   There is an informal process in place. There is no formal training, nor does a documented process exist. Knowledge of GS1 Standards and GS1 GTIN Allocation Rules are limited.

    2 -   There is a documented process in place based on **Foundational knowledge** of GS1 Standards, including which barcode to use in which application, knowledge of GS1 GTIN Allocation Rules, packaging hierarchies, and application identifiers.

    3 -   There is a documented process in place based on **Institutional knowledge** of GS1 Standards, including which barcode to use in which application, knowledge of GS1 GTIN Allocation Rules, packaging hierarchies, and application identifiers. Formal training and documented process is in place, but there is a conscious decision not to consistently follow "the rules."

    4 -   There is a documented process in place based on **Institutional knowledge** of GS1 Standards, including which barcode to use in which application, knowledge of GS1 GTIN Allocation Rules, packaging hierarchies, and application identifiers**.** Formal training and documented process are in place. The rules are being applied consistently and correctly.

Auditor Questions: Documentation required.

Within your organization, which group (department) is responsible for creating and maintaining GTINs, including identifying hierarchies and managing allocation? What systems or tools are used to create new items?

2. Is there a policy or procedure in place to ensure the GS1 GTIN Allocation Rules are adhered to?

    0 -   No

    1 -   Yes, documented, but not implemented

    2 -   Yes, implemented, but not documented

    3 -   Yes, documented and implemented

    4 -   Yes, documented, implemented and regularly reviewed

Auditor Questions: Documentation required.

Who within the organization is accountable for organizational adherence to the GS1 GTIN Allocation Rules? In what department do they reside? How is the organization kept up-to-date on the rules?

What is the process for governance of the GTIN allocation policy applied within the organization?

Who has ultimate approval for whether GS1 GTIN Allocation Rules will be adhered to?

3. Is there a process to keep updated on the most current version of the GS1 GTIN Allocation Rules?

	0 -	No
_____	1 -	Yes, documented, but not implemented
_____	2 -	Yes, implemented, but not documented
_____	3 -	Yes, documented and implemented
_____	4 -	Yes, documented, implemented and regularly reviewed

Auditor Questions: Documentation required.

4. Is there a process or procedure in place to identify, document and communicate changes and/or corrections to GTIN data?

	0 -	No
_____	1 -	Yes, documented, but not implemented
_____	2 -	Yes, implemented, but not documented
_____	3 -	Yes, documented and implemented
_____	4 -	Yes, documented, implemented and regularly reviewed

Auditor Questions: Documentation required.

5. Is there a process in place to periodically audit GTIN information to ensure that the data remains accurate?

	0 -	No
_____	1 -	Yes, documented, but not implemented
_____	2 -	Yes, implemented, but not documented
_____	3 -	Yes, documented and implemented
_____	4 -	Yes, documented, implemented and regularly reviewed

Auditor Questions: Process documentation required. Review of internal audit results.

6. At what level of the product hierarchy does your organization assign GTINs? *(e.g., each, inner pack, case, pallet, etc.)*

	0 -	Don't know
_____	1 -	The identification of packaging hierarchies is inconsistent, and managed on a situational basis depending on the item and trading partner.
_____	2 -	Case only
_____	3 -	Case, Item, and Inner-Pack
_____	4 -	All levels of the hierarchy are identified including the SSCC on the logistic unit

7. *Do all of the identified packaging levels have the following attributes associated with them: Brand Name; Declared Net Content; Pack Quantity; Gross Weight; Dimensions (height, width, depth/length); and Country of Origin? Levels of the hierarchy may be identified, but do not necessarily need to be placed on a product in a barcode, sometimes referred to as a virtual GTIN.*

_____ 4 - Yes

_____ 0 - No

Auditor Questions: If no: what levels do not have these attributes? Why?

D. PRODUCT MEASUREMENT

1. *Does the organization have a process <u>in place</u> to ensure <u>that</u> the physical weights and measurements of products <u>are taken in</u> a production-stable environment?*

   _____ 0 - No
   _____ 4 - Yes

   Auditor Questions: Documentation required. Which department? Where is the product measured (e.g., manufacturing plant; distribution center; etc.)?

2. *Does the organization have processes in place for product measurement in accordance with the latest version of the GS1 Package Measurement Rules?* *(e.g., reporting structure, responsibilities, work instructions, etc.).*

   _____ 0 - No
   _____ 1 - Yes, documented, but not implemented
   _____ 2 - Yes, implemented, but not documented
   _____ 3 - Yes, documented and implemented
   _____ 4 - Yes, documented, implemented and regularly reviewed

   Auditor Questions: Documentation required. What is the training that the responsible individual(s) receives?

3. *For which levels of the hierarchy are weights and dimensions measured and captured?*

   _____ 0 - None
   _____ 1 - Consumer Unit (item)
   _____ 2 - Case Only
   _____ 3 - Consumer Unit and Case
   _____ 4 - Consumer Unit, Inner Pack (if any) and Case

4. *At what point(s) in the product lifecycle are products weighed, measured, captured and shared with trading partners?*

   _____ 0 - Never
   _____ 1 - Pre-Production only
   _____ 2 - Post-Production only
   _____ 3 - Both Pre & Post Production
   _____ 4 - Both Pre & Post Production and periodic audits on a pre-defined schedule

   Auditor Questions: Provide audit results if applicable.

5. **At what point(s) in the product lifecycle is additional product information (beyond weights and dimensions) shared with trading partners?**

    _____   0 -   Never

    _____   1 -   Pre-Production only

    _____   2 -   Post-Production only

    _____   3 -   Both Pre & Post Production

    _____   4 -   Both Pre & Post Production and periodic audits on a pre-defined schedule

Auditor Questions: Provide audit results if applicable.

6. **If your organization uses a 3rd party for measurements, is there a process for communicating the measurements back to your organization and updating the product data?** *(Note: If your organization does not use a 3rd party measurement services -- skip to Question 8.)*

    _____   ---   Not applicable

    _____   0 -   No

    _____   1 -   Yes, documented, but not implemented

    _____   2 -   Yes, implemented, but not documented

    _____   3 -   Yes, documented and implemented

    _____   4 -   Yes, documented, implemented and regularly reviewed

Auditor Questions: Documentation required.

7. **If your organization uses a 3rd party for product measurements, what is the frequency and timing by which the 3rd party communicates the updated data to you?**

    _____   0 -   No pre-defined timing

    _____   1 -   Batched and sent at some frequency less than weekly

    _____   2 -   Batched and sent weekly

    _____   3 -   Batched and sent daily

    _____   4 -   Immediately

Auditor Questions: What is the method of communication? Documentation required on how data is captured and how master data is updated.

8. **At which level(s) of the hierarchy can the equipment that is currently being used capture weights and measurements?**

        _____ 0 - None

        _____ 1 - Consumer Unit (Item) Only

        _____ 2 - Consumer Unit and Inner Pack only

        _____ 3 - Consumer Unit, Inner Pack, and Case

        _____ 4 - Consumer Unit, Inner Pack, Case, and Pallet

9. **What equipment is being used for measurements and weights at each level of the hierarchy (e.g., digital scale, calipers, cubiscan, etc.)?** *List the equipment used to measure each level of the hierarchy, including model numbers if applicable. Include information on whether data is captured electronically or manually, and how master data is updated during this process.*

_____

_____

_____

_____

10. **How often is the equipment used to capture the weights and dimensions calibrated?**

        _____ 0 - Never

        _____ 1 - Between 3 – 5 years

        _____ 2 - Between 2 – 3 years

        _____ 3 - Between 1 – 2 years

        _____ 4 - Yearly

    Auditor Questions: Provide certificate of calibration.

11. **Is a documented procedure in place for handling customer feedback with regard to the accuracy of product weights and measures?** *Includes validation of customer feedback, follow-up communication, and remediation if necessary (e.g., correcting the error, addressing training or process issues that may require change).*

        _____ 0 - No

        _____ 1 - Yes, documented, but not implemented

        _____ 2 - Yes, implemented, but not documented

        _____ 3 - Yes, documented and implemented

        _____ 4 - Yes, documented, implemented and regularly reviewed

    Auditor Questions: Is there a contact person? If so, provide their name and the department in which they work. What is the process by which the information is validated?

F. ATTRIBUTE ACCURACY

1. *Does the organization have a specific process for generating and checking the physical weights and measures for new products prior to first distribution?*

   _____   0 -   No

   _____   1 -   Yes, documented, but not implemented

   _____   2 -   Yes, implemented, but not documented

   _____   3 -   Yes, documented and implemented

   _____   4 -   Yes, documented, implemented and regularly reviewed

   Auditor Questions: Documentation required.

2. *At what frequency does the organization audit product data during the product lifetime (i.e., on-going audits)?*

   _____   0 -   Never – the organization does not audit the product data

   _____   1 -   Between 3 – 5 years

   _____   2 -   Between 2 – 3 years

   _____   3 -   Between 1 – 2 years

   _____   4 -   Yearly

   Auditor Questions: Documentation required. Review audit results.

3. *Is there a process to ensure all corrections are made in both the product master data and the published data, and communicated to the recipients?*

   _____   0 -   No

   _____   1 -   Yes, documented, but not implemented

   _____   2 -   Yes, implemented, but not documented

   _____   3 -   Yes, documented and implemented

   _____   4 -   Yes, documented, implemented and regularly reviewed

   Auditor Questions: Documentation required. What steps are being taken?

F. DATA SYNCHRONIZATION

1. Within the organization, is there executive sponsorship for data synchronization?

_____ 0 - No

_____ 4 - Yes

Auditor Questions: If there is an executive sponsor, what is their name, title and department?

2. Has the organization established and maintained procedures to control the process of sharing product data externally? *(e.g., organizational set-up; clear lines of responsibilities; etc.)*

_____ 0 - No

_____ 1 - Yes, documented, but not implemented

_____ 2 - Yes, implemented, but not documented

_____ 3 - Yes, documented and implemented

_____ 4 - Yes, documented, implemented and regularly reviewed

Auditor Questions: Documentation required. What is the mechanism to keep the information current?

3. Does the data sharing process include a process to ensure that changes to the data are based upon the most recent version of the product?

_____ 0 - No

_____ 4 - Yes

Auditor Questions: What is the mechanism to keep the information current? How are communications outside of the GDSN handled? How does sales verify that they have the most current information?

4. *Does the organization have a process to guarantee that the data output from the Data Quality Management System complies with trading partner requirements for data synchronization?*
(Requirements include, but are not limited to all corresponding standards such as GS1 GTIN Allocation Rules, GDSN Packaging Measurement Rules, etc.)

    0 - No

    1 - Yes, documented, but not implemented

    2 - Yes, implemented, but not documented

    3 - Yes, documented and implemented

    4 - Yes, documented, implemented and regularly reviewed

Auditor Questions: Documentation required.

5. *Is there a process in place to keep the organization up-to-date regarding trading partner requirements?*

    0 - No

    1 - Yes, documented, but not implemented

    2 - Yes, implemented, but not documented

    3 - Yes, documented and implemented

    4 - Yes, documented, implemented and regularly reviewed

Auditor Questions: Documentation required.

If there is a process in place, what is the mechanism to keep the information current?

6. *Is there a single source of information used for all methods of data synchronization and internal communication?*

    0 - There is no electronic means to pull the data. There are multiple sources for an account representative to get the information.

    1 -

    2 - There is no electronic means to pull the data. There is one source for the account representative to get the information.

    3 -

    4 - Each account representative can go to one system to get the information they need for setting up a new item. The account representative is responsible for ensuring publication of new items for customers using GDSN.

Note: There are only 3 responses for this question. Numbers 1 and 3 are intentionally left blank.

G. TRAINING

1. *Are all parties responsible for product data required to participate in continuing education and training as a part of their responsibilities?* *(including data stewards, persons responsible for product measurement, product innovation, master data, and data synchronization)*

   _____ 0 - No

   _____ 4 - Yes

   Auditor Questions: How do the parties remain current (e.g., ask the expert, GS1 Connect, etc.)? When were the parties last trained? What is the frequency of training?

   What specific training or education have those responsible for product data had to ensure that product identification is managed per GS1 Standards?

2. *What are the means by which the individual(s) identified above remain current with the GS1 Standards, Implementation Guidelines and Industry Best Practices?*

   _____ 0 - There is no formal process in place to keep current.

   _____ 1 - The organization is kept current through trading partner feedback.

   _____ 2 - The organization is actively engaged in the GS1 Global Standards Management Process (GSMP).

   _____ 3 - The organization is actively engaged in the GS1 Global Industry Engagement Teams.

   _____ 4 - The organization is actively engaged in the GSMP and the appropriate Industry Engagement Teams at both the Global and National Level An example of a Global Industry Engagement Team is the Transport and Logistics Team. An example of a National Industry Engagement Team is the NA Data Quality Discussion Group.

   Auditor Questions: Which Industry Engagement Teams (GS1 Global and GS1 US) is the organization involved in? Who are the individuals involved? In which GSMP Standards Maintenance Group(s) is the organization involved? Who are the individuals involved?

3. *Does the organization evaluate the effectiveness of the actions taken to increase the competencies of personnel regarding data quality (i.e., the identification of instances where more training is required for the personnel to perform correctly)?*

   _____ 0 - No

   _____ 4 - Yes

   Auditor Questions: Documentation required. What procedures are in place to ensure that training and education for the personnel responsible for this activity remain current?

4. *Does the organization maintain appropriate records of education, training, skills, and experience (i.e., Human Resources recording via personal file)?*

_____ 0 - No

_____ 4 - Yes

Auditor Questions: Documentation required. What procedures are in place to ensure that training and education for the personnel responsible for this activity remain current?

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