

Example ITAD Ltd

1 Example Road, Example Town
01234 000000 · records@example.com

Certificate of Data Destruction

Certificate Number:	SPECIMEN-0001
Issue Date:	17 September 2026
Customer:	Example Client Ltd
Location:	Example Site, Unit 1
Date of Destruction:	2026-09-01
Session Start Time:	10:10
Operator:	A. Operator
Sanitization Method:	Destroy
Sanitization Technique:	Shred
Prepared By:	Example ITAD Ltd
Total Assets:	8

Media Summary: HDD: 3, RAM: 1, SSD: 4
Sanitization Summary: Destroy · Shred: 8

Asset List Audit
Expected: 8 Matched: 8 Missing: 0 Unexpected: 0

Asset List (✓ scanned, ✗ not scanned):

#	Serial Number
1	✓ 3PX0ABCD
2	✓ CT2K16G4SFRA32A.C16FE-0001
3	✓ PHYF12340A1B480BGN
4	✓ S3Z1NB0K123456K
5	✓ S4EVNX0R512345A
6	✓ S5GXNF0T987654R
7	✓ WD-WX12A34B5C6D
8	✓ Z9A0B1C2

Media Destination/Disposition: Recycling Facility

This certificate confirms that the assets listed in the attached manifest were received by Example ITAD Ltd and subjected to data sanitization processing on 2026-09-01 at Example Site, Unit 1. All storage media included in this manifest have been processed in accordance with applicable data sanitization standards, including NIST SP 800-88 Rev. 2 guidance on media sanitization. Example ITAD Ltd accepts no liability for data not included in this manifest. I attest that the information provided on this certificate is accurate to the best of my knowledge.

Person Performing Sanitization

Operator: A. Operator
Signature: _____
Date: _____

Concurrence

I concur that the sanitization described above was performed as documented and that the media handled is accurately represented on this certificate.

Name: B. Witness
Title:
Organization:
Location:
Phone:
Email:
Signature: _____
Date: _____

SPECIMEN

Asset Manifest

#	Media Type	Sanitization	S/N	Status	Model	Additional Fields	Scan Date/Time
1	SSD	Destroy · Shred	S4EVNX0R512345A	EXPECTED	—	—	2026-09-01 10:12:00
2	HDD	Destroy · Shred	WD-WX12A34B5C6D	EXPECTED	—	—	2026-09-01 10:13:07
3	HDD	Destroy · Shred	Z9A0B1C2	EXPECTED	—	—	2026-09-01 10:14:14
4	SSD	Destroy · Shred	S3Z1NB0K123456K	EXPECTED	—	—	2026-09-01 10:15:21
5	RAM	Destroy · Shred	CT2K16G4SFRA32A.C16FE-0001	EXPECTED	—	—	2026-09-01 10:16:28
6	SSD	Destroy · Shred	PHYF12340A1B480BGN	EXPECTED	—	—	2026-09-01 10:17:35
7	HDD	Destroy · Shred	3PX0ABCD	EXPECTED	—	—	2026-09-01 10:18:42
8	SSD	Destroy · Shred	S5GXNF0T987654R	EXPECTED	—	—	2026-09-01 10:19:49

Total per equipment type

HDD: 3
RAM: 1
SSD: 4