

Company Name	
Address	
Contact Person	
Title	
E-mail	
Phone	
Fax	
# Of Employees	

Is the facility a member of any of the following? (If so, please copies of certifications)	
U.S. programs: C-TPAT, BASC, other (please specify)	
Foreign programs: Avanzada, other (please specify)	

If you are currently a member of C-TPAT, please provide us with a copy of your certification or your SVI number. If your company is not C-TPAT certified, please confirm that you are in compliance with all current C-TPAT security requirements by answering the following questionnaire.

Mark with an 'X' the answer that best apply to you in each question whether if Yes or NO.

Physical Security	YES	NO
Does perimeter fencing enclose around cargo handling and storage areas? Is interior fencing used to segregate domestic, international, high value and hazardous cargo?		
Are gates manned and/or monitored? Is private passenger vehicle parking separate and away from cargo handling/storage areas?		
Are buildings constructed of materials that resist unlawful entry? Are all external and internal windows, gates and fences secured with locking devices?		
Is there adequate lighting inside and outside? Is there an alarm system that is monitoring center or local police department?		
Are there video surveillance cameras monitoring the premises? Is there an internal/external communication systems in place to contact internal security or local law enforcement?		

Mark with an 'X' the answer that best apply to you in each question whether if Yes or NO.

Physical Access controls	YES	NO
Is there an employee identification system?		
Are there written procedures for issuance, removal and changing employee I.D.?		
Are visitors required to present photo identification upon arrival?		
Is there a visitor log?		
Are all visitors escorted with visibly displayed temporary identification?		
Are there procedures for addressing entry of unauthorized personnel?		

Procedural Security	YES	NO
Is there a designated security officer to supervise the introduction/removal of cargo?		
Are incoming shipment counted, weighed, and verified against shipping documents?		
Are there procedures for reporting shortages or overages?		
Are departing shipments verified against purchase or delivery orders, including piece count, marks and weights?		
Are drivers delivering or receiving cargo required to be positively identified before receipt or release?		
Are incoming/outgoing vehicles checked and logged?		
Are there procedures to ensure shipping documentation is legible, complete and accurate?		

Container Security	YES	NO
Are containers stored in a secure area to prevent unauthorized access?		
Are there procedures to inspect and verify physical integrity and locking mechanism of container prior to stuffing?		
Is the 7- point (front wall, left side, right side, floor, ceiling/roof, inside/outside, door, outside/undercarriage) inspection process used?		
Are there written procedures for controlling and affixing seals to loaded containers?		
Are there written procedures for recognizing and reporting compromised seals?		
Do all container seals affixed to loaded containers bound for the U.S. meet the PAS ISO 17712 standards?		

Mark with an 'X' the answer that best apply to you in each question whether if Yes or NO.

Personnel Security	YES	NO
Is application information verified prior to employment?		
Are background checks and investigations conducted for prospective employees?		
Are there procedures for removal of identification and access to terminated employees?		

Security Training and Threat Awareness	YES	NO
Is there a Security Director or a manager responsible for security matters?		
Is there a security awareness program for employees to recognize internal conspiracies, maintaining product integrity, and addressing unauthorized access?		
Is there a threat awareness program for the facility's employees to recognize the threat posed by terrorists and smugglers?		
Are employees aware of the procedures for addressing and reporting possible threats?		
Do the security awareness programs offer incentives for active employee participation?		

ADDITIONAL COMMENTS:

I certify that the following information is true and correct although our company is not a C-TPAT participant; I assure that our company meets the minimum requirements to satisfy C-TPAT.

Name of person certifying _____

Signature of person certifying _____

Title of person certifying _____

Date _____