**Customs-Trade Partnership Against Terrorism (C-TPAT)**

| **Supplier Name :** | **Vendor Number:**  |
| --- | --- |
| **Security Procedure** | **Yes** | **No** | **If No, what are the plans to comply?** |
| **1. Physical Security**; All buildings must be constructed of materials which resist unlawful entry and protect against outside intrusion. Physical security must include: |  |  |  |
| * Adequate locking devices for external and internal doors, windows, gates and fences
 | [ ]  | [ ]  |       |
| * Segregation and marking of international, domestic, high-value and dangerous goods cargo within the facility by a safe, caged or otherwise fenced-in area.
 | [ ]  | [ ]  |       |
| * Adequate lighting provided inside and outside the facility to include parking areas
 | [ ]  | [ ]  |       |
| * Separate parking area for private vehicles separate from the shipping/loading dock and cargo areas.
 | [ ]  | [ ]  |       |
| * Having internal/external communications systems in place to contact internal security personnel or local law enforcement.
 | [ ]  | [ ]  |       |
| **2. Access Controls:** Unauthorized access to the shipping, loading dock and cargo areas must be prohibited. Controls include: |  |  |  |
| * The positive identification, recording and tracking of all employees, visitors and vendors.
 | [ ]  | [ ]  |       |
| * Procedures for challenging unauthorized/unidentified persons.
 | [ ]  | [ ]  |       |
| **3. Procedural Security:** Measures for the handling of incoming and outgoing goods must include the protection against the introduction, exchange, or loss of any legal or illegal material. Security controls should include: |  |  |  |
| * Having a designated resource to supervise the introduction/removal of cargo, with properly marked, weighed, counted and documented products
 | [ ]  | [ ]  |       |
| * Procedures for affixing, replacing, recording, tracking and verifying seals on containers, trailers and railcars.
 | [ ]  | [ ]  |       |
| * Procedures for detecting and reporting shortages and overages, and for tracking the timely movement of incoming and outgoing goods
 | [ ]  | [ ]  |       |
| * Proper storage of empty and full containers/trailers/railcars to prevent unauthorized access.
 | [ ]  | [ ]  |       |
| * Procedures to notify Customs and Border Protection in cases where anomalies or illegal activities are detected or suspected by the company.
 | [ ]  | [ ]  |       |
| **4. Personnel Security:** Companies must conduct employment screening and interviewing of prospective employees to include periodic background checks and application verifications in accordance with applicable statutes and regulations. Is such a process in place? | [ ]  | [ ]  |       |
| **5. Education and Training Awareness:** A security and threat awareness program must be provided to employees and include instruction on how to recognize internal conspiracies, maintaining product integrity, and determining and addressing unauthorized access. These programs should offer incentives for active employee participation in security controls. Is such a program in place? | [ ]  | [ ]  |       |
| **Form Completed By:** | Name:      Title:      Date:       |