

C-TPAT SECURITY BUSINESS PARTNER QUESTIONNAIRE

Company Name:	
Address:	
Contact Person:	
E-mail:	

C-TPAT requires that your company have policies or procedures in the security areas described elsewhere in this questionnaire. Accordingly, please mark "YES" or "NO" in the spaces indicated. Also, please explain any 'No' answers on a separate sheet. For example, you may explain why a specific security measure does not apply or is not necessary at your company.

YES	NO	A. ACCESS CONTROLS
		Does your facility have access controls for the positive identification of all employees, visitors, and vendors?
		Are employees required to wear photo identification badges?
		Are visitors, including vendors, required to provide photo identification, to be escorted, and to visibly display temporary identification?
		Do you have documented procedures for identifying and removing unauthorized or unidentified persons?
		Are arriving packages and mail screened periodically before dissemination?
YES	NO	B. PHYSICAL SECURITY
		Is there a perimeter fencing of sufficient Height to impede intrusion around cargo handling and storage facilities?
		Are all doors, windows, fences, and gates (both internal and external) equipped with adequate locking devices?
		Is adequate lighting available throughout the interior and exterior of your facilities, including parking areas?
		Are your facilities equipped with an alarm system to prevent unauthorized access to cargo handling and storage?
		Is a video surveillance system in place on the facilities?
YES	NO	C. PERSONNEL SECURITY
		Do prospective employees complete an application when applying for positions?
		Do you conduct employment screening of prospective employees?
		Do you verify applications submitted by prospective employees for work history?
		Do you conduct background checks of prospective employees?
		Do you have an employee termination procedure that includes recovering keys, identification badges, and other access devices?
		Do you maintain current personnel files on employees?

YES	NO	D. SECURITY AND THREAT AWARENESS
		Do you conduct a security awareness program?
		Does the program address maintaining cargo integrity, protection of access controls and recognition of internal conspiracies?
		Do you keep logs to record training class dates and attendance?
		Do you randomly audit security procedures?
		Do you follow a practice of educating the importing community on C-TPAT policies?
YES	NO	E. CONTAINER SECURITY
		Do you have documented procedures to properly seal and maintain the integrity of shipping containers at the point of stuffing?
		Do container seals meet or exceed the current PAS ISO 17712 standards for high security seals?
		Is U.S. Customs' 7-point inspection of container integrity (i.e. front wall, left side, right side, floor, ceiling/roof, inside/outside doors, outside/under-carriage) conducted prior to stuffing the container?
		Do you have documented procedures to recognize compromised seals and report them to the appropriate government authority (e.g., customs authorities)?
		Do you have control over the seals so that they are not misused?
YES	NO	F. I.T. SECURITY
		Are there measures in place to safeguard computer access and information?
		Do you assign passwords to your computer users?
		Do you have procedures to prevent unauthorized use of documents and forms?
		Are system violators subject to appropriate disciplinary actions?
		Does the company require a periodic change of password?
YES	NO	G. BUSINESS PARTNER REQUIREMENTS
		Does the company have written and verifiable processes for the screening of new business partners, beyond financial soundness issues, to include security indicators?
		Do you send questionnaires to existing and prospective business partners to determine if they meet the C-TPAT requirements or are C-TPAT certified?
		Do you maintain completed questionnaire records for your business partners?
		Do you conduct site visits to verify business partner's adherence to C-TPAT guidelines?

I certify that the information in this questionnaire is true and correct to the best of my knowledge. Should significant changes occur in our program, we will provide written notification to the company in writing of these changes.

Signature _____

Title _____

Company _____

Date _____