



C-TPAT Security Questionnaire for Business Partners

Name of Company: _____ Web Page: _____

Address: _____ Telephone: _____

Point of Contact: _____ Title: _____ e-mail: _____

Description of Services/Products offered: _____

The C-TPAT Program requires our company to ensure that our business partners are following effective security measures and to ensure the integrity of their security practices, urging them to inform its partners in the supply chain of their security guidelines. We ask you to please answer the following questionnaire, with a YES/NO and if necessary a comment.

Is your Company participating in any of the below mentioned Custom Industry Partnership Programs?

a). C-TPAT Program?

YES NO

Status of participation: _____

b). Carrier Initiative Program?

YES NO

Status: _____

c). Business Anti-Smuggling Coalition?

YES NO

Status: _____

d). Fast Program?

YES NO

Status: _____

e). Participating / Certification in Foreign Customs Administrations Supply Chain Security Programs?

YES NO

Name of Program: _____ Status: _____

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Tel: 956-724-8417 Laredo, TX. 78045 Fax: 956-724-9015
www.transcontinentalinc.com



If your company is C-TPAT Certified please provide us with your SVI Number. You do not need to complete the questionnaire

SVI: _____

A- Commercial Partners and Service Providers

1. Do you maintain a written and verifiable process for the selection of business partners?
YES/NO Comments: _____
2. Do you send questionnaires to all trading partners and service providers to determine if they meet all the requirements of the C-TPAT Program and to ensure that they are certified?
YES/NO Comments: _____
3. Are records maintained of these questionnaires received from trading partners and service providers in your company files?
YES/NO Comments: _____
4. Does your Company conduct site visits to all trading partners and service providers to verify the information received?
YES/NO Comments: _____

B. Access Control Procedures

1. Are there Procedures in place for the access of visitors/suppliers/clients?
YES/NO Comments: _____
2. Does your company maintain a record/log book of who enters your facilities?
YES/NO Comments: _____
3. Are visitors required to leave a photo ID in reception to enter your facilities?
YES/NO Comments: _____
4. Is there a procedure in place to remove unauthorized persons?
YES/NO Comments: _____
5. Is parking for employees separate from parking of tractors/trailers/containers?
YES/NO Comments: _____

C. Employee Hiring and Termination Procedures

1. Are candidates for employment required to fill out a job application and provide a valid photo ID attached to all the necessary paper work for their investigation?
YES/NO Comments: _____

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2. Are employees' background checks part of the employee's recruitment process?
YES NO Comments: _____
 3. Is the information received from the candidate verified?
YES NO Comments: _____
 4. Is there a procedure in place for termination of employment?
YES NO Comments: _____
 5. Are employees required to wear a picture ID badge while on company facilities?
YES NO Comments: _____

D. Cargo Security Procedures

1. Are private vehicles allowed to park near the loading/unloading/storage of cargo and merchandise?
YES NO Comments: _____
2. Does your company have an alarm system?
YES NO Comments: _____
3. Does your establishment have surveillance cameras?
YES NO Comments: _____
4. Are there secure locking devices on all doors and windows of the company?
YES NO Comments: _____
5. Are buildings and walls built of material that resist and prevent un-authorized entrance by intruders?
YES NO Comments: _____
6. Is lighting adequate in all parking areas, entrances and areas for loading and unloading of merchandise?
YES NO Comments: _____

E. Threat Awareness Program

1. Is there an awareness program in place in your company?
YES NO Comments: _____
2. Does the training include cargo security, access control and the recognition of internal conspiracies?
YES NO Comments: _____
3. Does your company maintain records of all training? YES NO
4. Is there a designated person in your company in charge of the C-TPAT Program who maintains all the Procedure Manuals and is responsible for maintaining the security in the supply chain?
YES NO



Name: _____ Title: _____ e-mail: _____

F. – IT Systems Security

- 1. Are procedures in place to ensure the safety of company information systems?
YES/NO Comments: _____
- 2. Are employees trained in these procedures?
YES/NO Comments: _____
- 3. Do employees have their own User ID and Password?
YES/NO Comments: _____
- 4. Are employees informed that company e-mails are confidential?
YES/NO Comments: _____
- 5. Are servers protected?
YES/NO Comments: _____
- 6. Is company information backed-up?
YES/NO Comments: _____
- 7. Are antivirus and firewall protection systems in place?
YES/NO Comments: _____

As a company representative I hereby certify that the information provided in this questionnaire is accurately described and based on my knowledge. Should significant changes occur in our Security Programs we will provide our Supply Chain partner notification in writing about these changes.

Company Name: _____

Person answering questionnaire

Signature

Position

Date

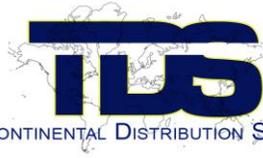
Location

Risk Assessment: High _____ **Risk-Reject**

Comments: _____

Medium _____ **Approved with Reservations**

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TRANSCONTINENTAL DISTRIBUTION SERVICES, INC.

Comments: _____

Low _____ Approved

Comments: _____

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