



Business Partner Security Profile Questionnaire

Business Partner Data

Business Name: _____
Address: _____
Owner: _____
Type of Business: _____ Years in Business: _____
Description of services/product offered: _____

Point-of-Contact

Name/Title: _____
Telephone: _____ FAX: _____
E-mail: _____

Locations of other businesses/offices/terminals:

Carrier only: does the company own and operate only tractors and no trailers in their terminal/facility: _____

Carrier only: does the company own and store trailers in their terminal/facility: _____

Number of tractors: _____ Number of trailers: _____

Business Partner Reference:

C-TPAT Certification Status

SVI - if Certified: _____

- _____

Other: _____

Any other foreign based security program/certifications (NEEC, BASC, CASCEM, others):

- _____

Other: _____

Does a Contractual Agreement exist between you and your
Business Partner regarding minimum security procedures: _____

Is a copy of the Contractual Agreement maintained by both parties and are procedures verified periodically: _____

Please list the name and address of all additional carriers or terminals with which you conduct business as part of business' supply chain:

Do all of the above supply chain business partners comply with the minimum security criteria as found in C-TPAT guidelines and/or do you have contractual agreements with these business partners regarding security criteria compliance: _____

Comments/Observations on above: _____

Conveyance / Container / Trailer Security (MFR-CARRIER)

Are container/trailer inspections conducted: _____

Are they conducted for incoming and outgoing conveyances: _____

Where are inspections conducted: _____

Is an inspectional checklist used with above inspections: _____

Are laden and empty trailers stored in separate areas: _____

Are laden conveyances tracked and monitored from point of origin: _____

Does company have written inspectional, tracking and monitoring procedures: _____

Does company utilize ISO high security seals (HSS): _____

Does company secure and monitor the issuance of their high security seals: _____

Less-than Truck Load (LTL) (CARRIER)

Are padlocks used between pickup points for LTL shipments: _____

Are ISO HSS used at final consolidation point: _____

Physical Access Controls (MFR-CARRIER)

Are employees issued ID badges/uniforms: _____

Are visitors issued an ID badge: _____

Are visitors registered and picture ID required: _____

Are unauthorized persons identified and removed from premises: _____

Personnel Security (MFR-CARRIER)

Does the company conduct pre-employment verification: _____

Does they company conduct background checks/investigations: _____

Employment Application: _____

Interview: _____

Criminal History Check: _____

Reference Check: _____

Fingerprinting / Photo: _____

Initial Drug Testing: _____

Periodic: _____

Key personnel only: _____

Other: _____

Does the company have termination procedures: _____

Procedural Security

Documentation Processing

(MFR-CARRIER)

Does company ensure that all data used in clearing cargo is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information: _____

Manifesting Procedures

(MFR-CARRIER)

Does company ensure that information received from business partners is reported accurately and timely: _____

Shipping and Receiving

(MFR)

Is cargo accurately described, and the weights, labels, marks and piece count indicated & verified: _____

Are drivers delivering or receiving cargo positively identified before cargo is received or released: _____

Is the timeliness of all incoming and outgoing shipments tracked: _____

Is the stuffing and sealing of containers/trailers supervised: _____

Is the receiving and/or shipping dock monitored by CCTV: _____

Cargo Discrepancies

(MFR-CARRIER)

Does company investigate all shortages, overages, & other significant discrepancies or anomalies: _____

Does company have procedures to notify CBP of any detected anomalies or suspicious activities: _____

Document Review:

(CARRIER)

Does company train personnel to review manifests and other documents in order to identify or recognize suspicious cargo: _____

Physical Security

Fencing

(MFR-CARRIER)

Does perimeter fencing enclose the entire truck/terminal yard: _____

Does company regularly inspect the perimeter fencing for integrity and damage: _____

Gates and Gate Houses

Does company monitor or man all operational gates: _____

Does company have gate houses: _____

Parking

Are private vehicles prohibited from parking close to equipment that crosses the int'l border: _____

Building Structure

Are company buildings constructed of materials that resist unlawful entry: _____

Is the integrity of the buildings maintained by periodic inspection and repair: _____

Locking Devices and Key Controls

Are all external and internal windows, gates and fences secure with locking devices: _____

Does management or security control issuance of locks and keys, to include tractors: _____

Are conveyance doors locked and windows closed to prevent unlawful entry: _____

Lighting

Does company have adequate lighting inside and outside the facility including entrances and exits, parking or storage areas, and fences: _____

Alarms Systems & Video Surveillance Cameras

Does company utilize alarm system to monitor premises: _____

Does company utilize video surveillance cameras to monitor premises and prevent unauthorized access to cargo handling and storage areas based on risk: _____

Security Training and Threat Awareness

(MFR-CARRIER)

Does company have a security training program to include topics regarding the threat posed by drug smugglers and terrorists at each point in the supply chain: _____

Does company's security training program include training on the inspection of conveyances/ trailers, recognizing internal conspiracies, and protecting access control: _____

Information & Technology Security

(MFR-CARRIER)

Do company employees require a password to access company IT systems: _____

Are passwords changed periodically: _____

Does the company have a system in place to identify the abuse of IT (improper access, tampering or altering of business data: _____

Company certifies that the information given/obtained in completing this questionnaire is true and correct to the best of my/our knowledge. Should any significant changes occur, which would effect the security of the supply chain, we/the Company will provide notification in writing to this associated business partner.

Signature: _____

Name: _____

Title: _____

Date: _____

Security
Assessment/Check
conducted by: _____

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

Comments: _____

Medium _____ *Approved with Reservations*

Comments: _____

Low _____ **Approved**

Comments: _____
