



C-TPAT Business Partner Questionnaire

LR International has been a member of C-TPAT, a supply chain security program established by U.S. Customs and Border Protection (CBP), since 2008. Membership in C-TPAT requires that our company and its business partners commit to minimizing the risk of unauthorized and/or dangerous goods entering the U.S. in one of our shipments.

This commitment requires, among other things, that we ask our business partners to analyze their physical security and internal control procedures, and certify that they have taken the necessary steps to protect their part of the supply chain.

As one of our most important business partners, you play a critical role in the security of our supply chain. Our obligation to CBP and our U.S. customers require that we ask your company to confirm that you either have in place or that you agree to develop security processes that are consistent with C-TPAT security criteria.

To assist us in this regard, we are attaching a questionnaire for you to review and complete. This questionnaire is the means by which we can document that the commitment to security required of our business partners under C-TPAT has been met. We request that you complete this questionnaire and once completed have it signed by a senior company official and returned to us within 10 business days.

If you are already a C-TPAT certified company, please fill out section I, include your SVI number and return form.

Your prompt attention to this matter is very much appreciated.

Sincerely,

Paul Jarzombek | Chief Operating Officer
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**C-TPAT Business Partner
Supply Chain Security Questionnaire**

III. Business Partner Data

Company Name:

Address:

Name:

Title of Contact Person:

Email:

Phone:

Fax:

SVI Number:

II. Security Policies, Procedures and Practices

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. For example, you may explain why a specific security measure does not apply or is not necessary at your company. You may also wish to attach written documentation to support your responses, such as documents from your security manual, training handbook, etc.

III. Questionnaire & Certification (see attachment)

(See attachment)

C-TPAT QUESTIONNAIRE

Please note that the attached questionnaire does not have to be completed if your company is C-TPAT certified. In such case, please provide your SVI number in lieu of completing the questionnaire.



**C-TPAT Business Partner
Supply Chain Security Questionnaire**

1. Business Partner Requirements

For purposes of implementing the minimum standards prescribed by C-TPAT for brokers, the term “business partner” includes all third parties within the supply chain with whom the Customs Broker voluntarily, and on its own initiative, engages in the performance of its agency obligations for importer clients (but does not include those clients).

Does the company have written and verifiable processes for the screening of new business partners, beyond financial soundness issues, to include security indicators?

Yes No

For business partners eligible for C-TPAT certification, does the company maintain documentation (e.g., C-TPAT certificate, SVI number, etc.) indicating whether these business partners are, or are not C-TPAT certified?

Yes No

Does the company ask current or prospective business partners whether they participate in a supply chain security program being administered by foreign Customs Administration?

Yes No

If yes, do you request that they provide a certificate or other evidence of their participation?

Yes No

C-TPAT QUESTIONNAIRE

Does the company ensure that C-TPAT security criteria is provided to importer-clients by making educational opportunities available through seminars, through consultative services, dissemination of text materials, and/or through providing assistance to clients in obtaining such materials on the CBP website or elsewhere, when requested?

Yes No

Does the company encourage client-importers to join the C-TPAT program?

Yes No

2. Container and Trailer, Security

The company should convey to its business partners who are importers, whether a C-TPAT member or not, concerning the importance of having security procedures in place at the point of stuffing.

Specifically, does the company advise its importer-clients that they should follow the U.S. Customs seven-point inspection process for empty containers, prior to loading the cargo?

Yes No

In the case of clients in Mexico, has the company advised its clients of the U.S. Customs recommended seventeen-point inspection process for all trailers/tractor?

Yes No

3. Container Security, Seals

The sealing of trailers and containers, to include continuous seal integrity, are crucial elements of a secure supply chain.

Does the company convey to its business partners that seals used to secure loaded containers and trailers bound for the U.S. must meet or exceed the current ISO 17712 standards for high security seals?

Yes No

4. Physical Access Controls

Does the company have documented procedures for the issuance, removal and changing of access devices (e.g. keys, key cards, etc.)?

Yes No

C-TPAT QUESTIONNAIRE

Does the company require identification badges for employees?

Yes No

Does the company require unknown visiting persons to present photo identification upon arrival and be escorted while on the broker's premises?

Yes No

Does the company maintain a logbook of all unknown visiting persons, recording such data as visitor name, purpose of visit and confirmation of identity?

Yes No

Does the company require visitors/vendors to wear temporary identification badges upon arrival, to be visibly displayed at all times while on the broker's premises?

Yes No

Has the company trained its employees to identify, challenge and address unauthorized and/or unidentified persons?

Yes No

Does the company require vendor ID and/or photo identification to be presented for documentation purposes upon arrival of all first time or unknown vendors or vendor representatives?

Yes No

5. Personnel Security

Does the company have written and verifiable processes in place to screen prospective employees and to periodically check current employees?

Yes No

Does the company verify application information, such as employment history and reference, prior to commencement of employment?

Yes No

C-TPAT QUESTIONNAIRE

Does the company conduct background checks of prospective employees?

Yes No

For existing employees, does the company conduct periodic checks and reinvestigations based on cause, and/or the sensitivity of the employee's position?

Yes No

Do you have procedures in place or use a checklist to ensure that when an employee leaves the company, all access to the building, facility or the company's information system ceases?

Yes No

6. Procedural Security

Does the company have measures in place to ensure that data transmitted to CBP is optimal quality in order for CBP to maximize the use of their selectivity systems?

Yes No

Does the company have procedures in place to ensure that all information provided by the importer/exporter, freight forwarder, etc., and used in the clearing of merchandise/cargo, is legible and protected against electronic or manual manipulation?

Yes No

Does the company have documentation controls include procedures for ensuring that the information transmitted to CBP through the entry summary process matches the information that appears on the transaction documents provided by its clients? For example, do the supplier and consignee names and addresses agree; are the commodity description, weight, quantity, and unit of measure (i.e. boxes, cartons, etc.) correct?

Yes No

Does the company contact the business partner or importer/exporter, as necessary, to obtain corrected documentation or information when discrepancies appear?

Yes No

C-TPAT QUESTIONNAIRE

Does the company, to the extent such information comes to the broker's attention, alert the importer/exporter of its obligation to notify CBP and/or any other appropriate law enforcement agency of any errors and/or shortages and overages of merchandise that create a security risk in the supply chain?

Yes No

In the case of ocean transport (sea containers) and not cargo arriving via any other mode of transportation, does the company follow a practice of ensuring the import data is obtained in time so that the entry can be filed a minimum of 24 hours prior to the cargo arriving to the U.S?

Yes No

In cases where the company handles the importing cargo, does the company physically reconcile arriving cargo against information on the cargo manifest?

Yes No

Does the company have procedures to ensure that the arriving cargo is accurately described, and the weights, labels, marks and piece count indicated and verified?

Yes No

Is the cargo verified against purchase or delivery orders?

Yes No

Does the company require that the drivers delivering or receiving cargo be positively identified before the cargo is received or release?

Yes No

Does the company require that procedures be established (between their client and foreign shipper) to track the timely movement of incoming goods?

Yes No

7. Physical Security

Please answer the following questions if you receive and store cargo at your facility.

C-TPAT QUESTIONNAIRE

Does the perimeter fencing enclose the areas around cargo handling and storage facilities?

Yes No

Do you regularly inspected for integrity and damage?

Yes No

Are security gates through which vehicles and/or personnel enter or exit manned and/or monitored?

Yes No

Are the number of gates kept to the minimum necessary for proper access and safety?

Yes No

Are employee passenger vehicles prohibited from parking in or adjacent to cargo handling and storage areas?

Yes No

Are buildings constructed of materials that resist unlawful entry?

Yes No

Is the integrity of structures maintained by periodic inspection and repair?

Yes No

Is adequate lighting provided inside and outside the facility, including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas?

Yes No

Are alarm systems and video surveillance cameras utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas?

Yes No

C-TPAT QUESTIONNAIRE

Do cargo handling and storage facilities, as well as those facilities used to make entry of the international cargo, have physical barriers and deterrents that guard against unauthorized access?

Yes No

Do cargo handling and storage facilities, as well as those facilities used to make entry of the international cargo, have physical barriers and deterrents that guard against unauthorized access?

Yes No

8. Information Technology Security

Are there measures in place to safeguard computer access and information?

Yes No

Is there a system in place to identify the abuse of IT including improper access, tampering or the altering of business data?

Yes No

Are all system violators subject to appropriate disciplinary actions for abuse?

Yes No

Does the company require a periodic change of password?

Yes No

Does the company provide IT training to employees?

Yes No

Does the company have anti-virus and anti-spy ware installed and kept current?

Yes No

C-TPAT QUESTIONNAIRE

9. Security Training and Threat Awareness

As a liaison between CBP and trade community, C-TPAT suggests that brokers create opportunities to educate the importing community on C-TPAT policy, and those areas in which the broker has relevant expertise, such as security best practices, access controls, documentation fraud, information security, and internal conspiracies.

Does the company follow a practice of educating the importing community on C-TPAT policy as described above?

Yes No

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 _____

One Element to Improve Efficiency and Maintain Cost

Container Inspection

7-Point Container Inspection Process:

1. Outside/ Undercarriage (before entering facility)
2. Inside/ Outside doors
3. Right side
4. Left Side
5. Front Wall
6. Ceiling/Roof
7. Floor (Inside)



Balancing Supply Chain Security and Economic Efficiency



To ensure a systematic and consistent process, a checklist is used for documentation and verification. Checklists are important to establish chain of custody.

Container and Seal Inspection Sheet	
Supplier:	_____
Facility:	_____
CONTAINER NUMBER:	
SEAL NUMBER:	
High security seal (Y/N):	_____
Seal affixed properly/ verified (Y/N):	_____
7-POINT CONTAINER INSPECTION REVIEW	
State condition: Good / Bad / Comment	
FRONT WALL:	
LEFT SIDE:	
RIGHT SIDE:	
FLOOR:	
CEILING/ROOF:	
INSIDE DOOR/ OUTSIDE DOOR:	
OUTSIDE/ UNDERCARRIAGE:	
Container reviewed by:	Date/ Time of review: _____
Seal reviewed by:	Date/ Time of review: _____

7-Point Container Inspection



Balancing Supply Chain Security and Economic Efficiency



Main Elements of a Strong Security Training and Awareness Program

17-Point Tractor & Trailer Inspection

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Bumper 2. Engine 3. Tires (truck & trailer) 4. Floor 5. Fuel Tanks 6. Cab/ Storage Compartments 7. Air Tanks 8. Drive Shafts 9. Fifth Wheel | <ol style="list-style-type: none"> 10. Outside/ Undercarriage 11. Floor 12. Inside/ Outside Doors 13. Side Walls 14. Ceiling/ Roof 15. Front Wall 16. Refrigerated Unit 17. Exhaust |
|--|---|

Balancing Supply Chain Security and Economic Efficiency



17 Point Truck & Trailer/Seal Inspection Sheet

Company: _____	
TRAILER/CONTAINER NUMBER: _____	
SEAL NUMBER: _____	
High security seal (Y/N): _____	
Seal affixed properly/verified (Y/N): _____	
<u>17-POINT INSPECTION REVIEW</u>	
State condition: Good / Bad / Comment	
BUMPER:	OUTSIDE/UNDERCARRIAGE:
ENGINE:	OUTSIDE/INSIDE DOORS:
TIRES:	FLOOR:
FLOOR:	SIDE WALLS:
FUEL TANKS:	FRONT WALL:
CAB/STORAGE AREAS:	CEILING/ROOF:
AIR TANKS:	REFRIGERATION UNIT:
DRIVE SHAFTS:	EXHAUST:
FIFTH WHEEL:	



INSPECTION CONDUCTED BY: _____ TIME/DATE _____

SEAL VERIFIED BY: _____ TIME/DATE _____

Balancing Supply Chain Security and Economic Efficiency



Main Elements of a Strong Security Training and Awareness Program

- Container Tracking
- Seal Inspection and Seal Controls

A seal inspection process should be implemented throughout the supply chain. The VVTT Seal Inspection Process is a good example of one:

- V** – View seal & container locking mechanisms.
- V** – Verify seal number for accuracy.
- T** – Tug on seal to make sure it is affixed properly.
- T** – Twist & Turn seal to make sure it does not unscrew.



Balancing Supply Chain Security and Economic Efficiency

