

**BUYER AUDIT FORM**

**TAPA  
MINIMUM SECURITY STANDARDS FOR FREIGHT SERVICES SUPPLIERS  
FREIGHT SECURITY AUDIT REPORT**

<b>Company</b>		<b>Date of Audit</b>	
<b>Location</b>		<b>Phone Number</b>	
<b>Contact Name</b>		<b>Fax Number</b>	
<b>AUDITOR(s)</b>		<b>Email</b>	

<b>Audit Rating Score</b>			
<b>Point Value</b>	<b>Description of Measurement Criteria</b>	<b>Standard</b>	<b>Point Value</b>
<b>0</b>	Not present/utilized - No plans to adopt/implement	<b>Not Acceptable</b>	FAIL: Does not meet Overall Requirements
<b>1</b>	Generally present	<b>Acceptable</b>	PASS: Meets Overall Requirements
<b>2</b>	Firmly in place and adopted as best practice	<b>Acceptable</b>	PASS: Exceeds Overall Requirements
<b>X</b>	Requirement does not apply	<b>Not Applicable</b>	None

<b>Audit Results</b>			
		<b>Previous Audit Result</b>	<b>Improvement Status</b>
<b>Facility Classification</b>	C		
<b>Total Score</b>	0.0		
<b>Possible Score</b>	74		
<b>Percentage</b>	0.00%		
<b>Mandatory Items (M)</b>	Did not meet 1 or more Mandatory Items (M)		
<b>Overall Standard</b>	<b>FAIL: Does not meet Overall Requirements</b>		

Audit Form						
<b>1. Perimeter Security</b>	<b>Preventative Measures</b>	<b>Score</b>	<b>Warehouse Classification</b>	<b>"X" if not Scored</b>	<b>Total Score</b>	<b>COMMENTS</b>
<b>1.2 CCTV Systems</b>	(M) 1.2.2 - CCTV coverage of all external dock area. (Refer to "Clarification Document")		C		0	
<b>1.3 Lighting</b>	1.3.2 - Dock doors illuminated externally at night		C		0	
<b>1.4 Perimeter alarm detection</b>	(M) 1.4.1 - All facility external doors alarmed and linked to main alarm system.		C		0	
Section Total:					0	0.0%
Total Possible:					6	100%
<b>2. Access Control - Office Areas</b>	<b>Preventative Measures</b>	<b>Score</b>	<b>Warehouse Classification</b>	<b>"X" if not Scored</b>	<b>Total Score</b>	<b>COMMENTS</b>
<b>2.1 Office Entrances</b>	(M) 2.1.3 - Access control processes both during and outside normal operating hours to ensure access is granted only for authorized Supplier employees and visitors.		C		0	
Section Total:					0	0.0%
Total Possible:					2	100%
<b>3. Facility Dock/Warehouse</b>	<b>Preventative Measures</b>	<b>Score</b>	<b>Warehouse Classification</b>	<b>"X" if not Scored</b>	<b>Total Score</b>	<b>COMMENTS</b>
<b>3.2 Limited Access to dock areas</b>	3.2.1 - Only Suppliers authorized employees and escorted visitors permitted access to dock/warehouse		C		0	
<b>3.3 High Value Storage Area</b>	3.3.2 - Restricted-access, caged/vault area for assets on site more than 6 hours: High-grade security mesh, chain-link, or hard-wall, including top/roof; CCTV, pad-locked.		C		0	
<b>3.4 All External dock/warehouse doors secured</b>	3.4.1 - All external dock/warehouse doors secured unless required to be opened for normal transit operations		C		0	
<b>3.5 CCTV Coverage</b>	(M) 3.5.1 - Internal docks covered by CCTV		C		0	
Section Total:					0	0.0%
Total Possible:					8	100%
<b>4. Security Systems</b>	<b>Preventative Measures</b>	<b>Score</b>	<b>Warehouse Classification</b>	<b>"X" if not Scored</b>	<b>Total Score</b>	<b>COMMENTS</b>
<b>4.1 Monitoring of Security Systems</b>	4.1.2 - All security system alarms dealt with in real-time 24x7x366.		C		0	
<b>4.2 Intruder Alarm System</b>	4.2.2 Restricted access to alarm system.		C		0	
	4.2.3 Monitoring of alarms by police or security contractor.		C		0	
<b>4.3 CCTV System</b>	4.3.2 - Restricted access to CCTV system functions		C		0	

	(M) 4.3.3 Minimum 30-day retention of all CCTV recordings; recordings are held in secure storage area.		C		0	
	4.3.4 - Preventative maintenance plan in place for CCTV systems (can be contracted or in house).		C		0	
<b>4.4 Card Access System</b>	4.4.3 - Quarterly review of card access reports.		C		0	
<b>4.5 Security System Maintenance</b>	4.5.1 – Preventative maintenance plan in place to routinely test and service access control and alarm systems.		C		0	
Section Total:					0	0.0%
Total Possible:					16	100%
<b>5. Security Procedures</b>	<b>Preventative Measures</b>	<b>Score</b>	<b>Warehouse Classification</b>	<b>"X" if not Scored</b>	<b>Total Score</b>	<b>COMMENTS</b>
<b>5.1 Adequate Documented Security Procedures</b>	5.1.1 - Local documented procedures for handling Buyer's assets and escalation procedures for communicating security incidents to buyer		C		0	
	5.1.2 - Process for timely reporting of incidents of lost or missing Buyer's assets. Incidents to be reported by the Supplier to the Buyer within 12 hours for missing assets and 24 hours for lost assets		C		0	
	5.1.3 - Emergency customer and local management contacts for security incidents listed and available		C		0	
	5.1.4 - Supplier Security policy Statement available and communicated to all employees		C		0	
	5.1.5 – Security awareness training (including robbery response training) for all dock, warehouse, Security and reception employees.		C		0	
	5.1.7 - Procedures in place to restrict Supplier's, employees, visitors and contractors access to buyers assets		C		0	
	5.1.8 - Badge Policy for visitors/contractors in place		C		0	
	5.1.9 - Adequate control of paperwork. Restricting knowledge of transit of buyer's assets to "need to know" only (Information Security)		C		0	
	5.1.11 - Keys controlled in areas where Buyers assets are transited / stored.		C		0	
	5.1.14 - Pre-loading or post-delivery storage of buyer's assets in trailers.		C		0	
<b>5.2 Background Checks (Vetting) within constraints of Local Country Laws</b>	(M) 5.2.1 - Criminal history check in place encompassing 5yr criminal history, employment check (vetting within constraints of local country laws)		C		0	

<b>5.3 Terminated Employees &amp; Contractors procedure</b>	5.3.1 - Termination procedures in place for employees and contractors, ensuring return of ID's, access cards, keys and other sensitive information		C		0	
	5.3.2 - Procedure in place to preventing systems access to Buyer's data by terminated employees		C		0	
	5.3.3 - Records kept to prevent Supplier re-hiring terminated employee/contractor without considering previous background		C		0	
Section Total:					0	0.0%
Total Possible:					28	100%
<b>6. Standard Security Requirements</b>	<b>Preventative Measures</b>	<b>Score</b>	<b>Warehouse Classification</b>	<b>"X" if not Scored</b>	<b>Total Score</b>	<b>COMMENTS</b>
<b>6.1 Adequate Cargo Truck Security Devices Installed</b>	6.1.1 - Solid top, hard-sided, locked cargo doors or reinforced soft sided trailer		C		0	
	6.1.2 - Security tamper evident seals for trucks carrying Buyer only shipments		C		0	
	6.1.4 - Two-way voice communication system between vehicle cab, Supplier's base (and escorts, if applicable) and procedures for reporting		C		0	
	6.1.5 Written contingency plans in place for reporting unscheduled events (i.e. stops, delays, route deviation)		C		0	
	6.1.6 - Truck cabins and ignitions keys secured from unauthorized use at all times		C		0	
<b>6.3 Loading/ Unloading</b>	6.3.1 - Proof of shipping and receiving records (time, date, driver, shipping/receiving personnel, shipment details and quantity)		C		0	
	6.3.2 - When consignee allows, driver present at all loading and unloading operations.		C		0	
Section Total:					0	0.0%
Total Possible:					14	100%

