

BUYER AUDIT FORM

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

Company		Date of Audit	
Location		Phone Number	
Contact Name		Fax Number	
AUDITOR(s)		Email	

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

Audit Results			
		Previous Audit Result	Improvement Status
Facility Classification	A		
Total Score	0.0		
Possible Score	146		
Percentage	0.00%		
Mandatory Items (M)	Did not meet 1 or more Mandatory Items (M)		
Overall Standard	FAIL: Does not meet Overall Requirements		

Audit Form						
1. Perimeter Security	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
1.2 CCTV Systems	(M) 1.2.1 - CCTV external coverage of shipping and receiving yard, including entry / exit point, to cover movement of vehicles and individuals		A		0	
	(M) 1.2.2 - CCTV coverage of all external dock area.		A		0	
	(M) 1.2.3 - CCTV system able to view all exterior sides of the facility.		A		0	
1.3 Lighting	1.3.1 - Flood lighting of enclosed loading/unloading areas.		A		0	
	1.3.2 - Dock doors illuminated externally at night.		A		0	
	(M) 1.3.3 - External and internal lighting levels that support high quality CCTV images and recording.		A		0	
1.4 Perimeter alarm detection	(M) 1.4.1 - All facility external doors alarmed and linked to main alarm system.		A		0	
1.5 Perimeter windows, doors & other openings	(M) 1.5.1 - Any windows or other openings in warehouse walls and roof secured.		A		0	
	1.5.2 - Ground floor warehouse windows protected by anti-ram posts or other physical barrier. (If no windows, not applicable, mark "X" on audit form)		A		0	
	1.5.3 - Dock doors of sufficient strength or design to prevent or delay forced entry by use of portable hand tools or ramming by vehicle.		A		0	
	1.5.4 - Reinforced exit doors from warehouse (steel doors and frames or suitable alternative).		A		0	
	1.5.5 - Exterior walls designed to resist penetration by removing building fabric, cutting or ramming by vehicle		A		0	
Section Total:					0	0.0%
Total Possible:					24	100%
2. Access Control - Office Areas	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
2.1 Office Entrances	2.1.1 – Visitor office access points controlled.		A		0	
	(M) 2.1.2 - All office access points controlled.		A		0	
	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.		A		0	
Section Total:					0	0.0%
Total Possible:					6	100%
3. Facility Dock and Warehouse	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS

3.1 Access control between office & dock and warehouse	(M) 3.1.1 - Security controlled access points (e.g., Guard, card access or CCTV with intercom)		A		0	
3.2 Limited Access to dock areas	3.2.1 - Only Suppliers authorized employees and escorted visitors permitted access to dock/warehouse		A		0	
3.3 High Value Storage Area	(M) 3.3.1 - Restricted-access, caged/vault area for assets on site more than 2 hours: High-grade security mesh, chain-link, or hard-wall, including top/roof; alarmed, CCTV, controlled Access.		A		0	
3.4 All External dock and warehouse doors secured	3.4.1 - All external dock and warehouse doors closed and locked unless required to be opened for normal transit operations		A		0	
3.5 CCTV Coverage	(M) 3.5.1 - Internal docks covered by CCTV		A		0	
	(M) 3.5.2 -Buyer designated assets under 100% CCTV surveillance while in Supplier Facility (this does not require 100% of floor coverage, rather 100% coverage of Buyer Assets e.g CCTV from dock to pallet breakdown and build area, to HVP cage).		A		0	
3.6 Motion Detection Alarms	(M) 3.6.1 - Motion detection alarms inside warehouse and activated when entire facility is vacated (N/A if facility is <u>true</u> 24x7x366 operation).		A		0	

Section Total: 0 0.0%
 Total Possible: 14 100%

4. Security Systems	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
4.1 Monitoring of Security Systems	(M) 4.1.1 - Manned security monitoring post 24x7x366; monitoring post secure from attack.		A		0	
	4.1.2 - All security system alarms responded to in real-time 24x7x366.		A		0	
4.2 Intruder Alarm System	4.2.1 - Minimum of 60 day records on system alarms.		A		0	
	(M) 4.2.2 Restricted access to alarm system.		A		0	
	(M) 4.2.3 Alarms monitored.		A		0	
4.3 CCTV System	(M) 4.3.1 All CCTV images are recorded in real time (VCR or digital-recording system). Real-time recording: Minimum 1,25 frames per second per camera (See Scoring Matrix).		A		0	
	(M) 4.3.2 - Restricted access to CCTV system functions		A		0	
	(M) 4.3.3 Minimum 30-day retention of all CCTV recordings; recordings are held in secure storage area.		A		0	

	4.3.4 - Preventative maintenance plan in place for CCTV systems (can be contracted or in house).		A		0	
4.4 Electronic Access Control System	4.4.1 - Minimum 60 day records on system transactions.		A		0	
	4.4.2 - Restricted access to system functions.		A		0	
	4.4.3 - Quarterly review of access reports.		A		0	
4.5 Security System Maintenance	4.5.1 – Preventative maintenance plan in place to routinely test and service access control and alarm systems.		A		0	

Section Total: 0 0.0%
 Total Possible: 26 100%

5. Security Procedures	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
5.1 Adequate Documented Security Procedures	5.1.1 - Local documented procedures for handling Buyer's assets and escalation procedures for communicating security incidents to buyer		A		0	
	5.1.2 - Process for timely reporting of lost, missing or theft of Buyer's assets. Incidents to be reported by the Supplier to the Buyer within 12 hours; Obvious thefts reported immediately.		A		0	
	5.1.3 - Emergency customer and local management contacts for security incidents listed and available		A		0	
	5.1.4 - Supplier Security policy Statement available and communicated to all employees		A		0	
	5.1.5 – Security awareness training (including robbery response training) for all employees.		A		0	
	5.1.6 - Employee and contractor company photo-ID badges issued and worn.		A		0	
	5.1.7 - Procedures in place to restrict Supplier's, employees, visitors and contractors access to buyers assets		A		0	
	5.1.8 - Badge Policy for visitors/contractors in place		A		0	
	5.1.9 - Adequate control of paperwork. Restricting knowledge of transit of buyer's assets to "need to know" only (Information Security)		A		0	
	(M) 5.1.10 - At inbound checkpoint for drivers and crews, identity and authorization are validated by officially issued photo-ID (e.g.: Driver's license, passport or national ID card).		A		0	
	5.1.11 - Keys controlled in areas where Buyers assets are transited / stored.		A		0	
	5.1.12 - Random trash inspection procedures in place for trash removal from dock/warehouse.		A		0	

	5.1.13 - Security incident reporting system and method of tracking local security incidents.		A		0	
	5.1.14 - Pre-loading or post-delivery storage of buyer's assets in trailers.		A		0	
	5.1.15- Personal containers (defined as lunch box, backpacks, coolers, purses, etc.) are controlled in the warehouse.		A		0	
	5.1.16- Exit Searches performed on exit from secure areas used for Buyer assets.		A		0	
	5.1.17 - Personal vehicles access to shipping and receiving yard controlled.		A		0	
	5.1.18 - Procedure in place to verify box and pallet integrity upon receipt.		A		0	
5.2 Background Checks (Vetting) within constraints of Local Country Laws	(M) 5.2.1 - Criminal history check in place encompassing 5yr criminal history, employment check (vetting within constraints of local country laws)		A		0	
5.3 Terminated Employees & Contractors procedure	5.3.1 - Termination procedures in place for employees and contractors, ensuring return of ID's, access cards, keys and other sensitive information		A		0	
	5.3.2 -Procedure in place to preventing systems access to Buyer's data by terminated employees		A		0	
	5.3.3 - Records maintained to consider background of previously terminated personnel before re-hiring.		A		0	
Section Total:					0	0.0%
Total Possible:					44	100%
6. Standard Security Requirements	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
6.1 Adequate Cargo Truck Security Devices Installed	6.1.1 - Solid top, hard-sided, locked cargo doors or reinforced soft sided trailer		A		0	
	6.1.2 - Security tamper evident seals for trucks carrying Buyer only shipments		A		0	
	6.1.3 - Vehicle immobilize device in place.		A		0	
	6.1.4 - Two-way voice communication system between vehicle cab, Supplier's base (and escorts, if applicable) and procedures for reporting		A		0	
	6.1.5 Written contingency plans in place for reporting unscheduled events (i.e. stops, delays, route deviation)		A		0	
	6.1.6 – Truck cabins and ignitions keys secured from unauthorized use at all times		A		0	
6.2 Scheduled Routing	6.2.1 - Routes, schedules and planned stops assessed for risk and reviewed		A		0	

6.3 Loading/ Unloading	6.3.1 - Proof of shipping and receiving records (time, date, driver, shipping and receiving personnel, shipment details and quantity)		A		0	
	6.3.2 - Policy in place requiring driver to be present for loading and unloading when allowed.		A		0	
Section Total:					0	0.0%
Total Possible:					18	100%
7. Pre-Alerts	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
7.1 System of Pre-Alerts in Place (Supplier to	7.1.1 - Pre-alert capability in place.		A		0	
	7.1.2 - Destination to notify origin within 4 hours of receipt of shipment, reconciling pre-alert shipment details		A		0	
Section Total:					0	0.0%
Total Possible:					4	100%
8. Enhanced Security Requirements	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
8.1 Driver training	8.1.1 - Supplier to provide robbery response training detailing safe and secure actions to be taken during the event a driver is threatened. Details of training are to be available to the Buyer		A		0	
	8.1.2 Security Awareness training provided to drivers on mitigating risk. Details of training are to be available to buyer.		A		0	
8.2 Truck Escorts (Armed where local law permits) Cost shall be borne by Buyer	8.2.1 - Capability to provide overt and covert escorts with real time communications with base and local police; written documentation in place.		A		0	
	8.2.2 - Documented response procedures and training for escort personnel		A		0	
8.3 Vehicle Tracking - subject to availability and negotiated between the Buyer and Supplier	8.3.1 - GPS or similar technology installed on all vehicles transporting buyer's assets.		A		0	
Section Total:					0	0.0%
Total Possible:					10	100%

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Company		Date of Audit	
Location		Phone Number	
Contact Name		Fax Number	
AUDITOR(s)		Email	

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

Audit Results			
		Previous Audit Result	Improvement Status
Facility Classification	B		
Total Score	0.0		
Possible Score	126		
Percentage	0.00%		
Mandatory Items (M)	Did not meet 1 or more Mandatory Items (M)		
Overall Standard	FAIL: Does not meet Overall Requirements		

Audit Form						
1. Perimeter Security	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
1.2 CCTV Systems	(M) 1.2.2 - CCTV coverage of all external dock area.		B		0	
1.3 Lighting	1.3.1 - Flood lighting of enclosed loading/unloading areas		B		0	
	1.3.2 - Dock doors illuminated externally at night		B		0	
	(M) 1.3.3 - External and internal lighting levels that support high quality CCTV images and recording		B		0	
1.4 Perimeter alarm detection	(M) 1.4.1 - All facility external doors alarmed and linked to main alarm system.		B		0	
1.5 Perimeter windows, doors & other openings	(M) 1.5.1 - Any windows or other openings in warehouse walls and roof secured.		B		0	
	1.5.4 - Reinforced exit doors from warehouse (steel doors and frames or suitable alternative).		B		0	
	1.5.5 - Exterior walls designed to resist penetration by removing building fabric, cutting or ramming by vehicle		B		0	
Section Total:					0	0.0%
Total Possible:					16	100%
2. Access Control - Office Areas	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
2.1 Office Entrances	(M) 2.1.2 - All office access points controlled.		B		0	
	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.		B		0	
Section Total:					0	0.0%
Total Possible:					4	100%
3. Facility Dock/Warehouse	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
3.1 Access control between office & dock/warehouse	3.1.1 - Security controlled access points (e.g., Guard, card access or CCTV with intercom)		B		0	
3.2 Limited Access to dock areas	3.2.1 - Only Suppliers authorized employees and escorted visitors permitted access to dock/warehouse		B		0	
3.3 High Value Storage Area	(M) 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, controlled access		B		0	
3.4 All External dock and warehouse doors secured	3.4.1 - All external dock and warehouse doors closed and locked unless required to be opened for normal transit operations		B		0	

3.5 CCTV Coverage	(M) 3.5.1 - Internal docks covered by CCTV		B		0	
	(M) 3.5.2 -Buyer designated assets under 100% CCTV surveillance while in Supplier Facility (this does not require 100% of floor coverage, rather 100% coverage of Buyer Assets i.e. CCTV from dock to pallet breakdown and build area to HVP cage).		B		0	
3.6 Motion Detection Alarms	(M) 3.6.1 - Motion detection alarms inside warehouse and activated when entire facility is vacated (N/A if facility is true 24x7x366 operation).		B		0	
Section Total:					0	0.0%
Total Possible:					14	100%
4. Security Systems	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
4.1 Monitoring of Security Systems	(M) 4.1.1 - Manned security monitoring post 24x7x366; monitoring post secure from attack.		B		0	
	4.1.2 - All security system alarms responded to in real-time 24x7x366.		B		0	
4.2 Intruder Alarm System	4.2.1 - Minimum of 60 day records on system alarms.		B		0	
	(M) 4.2.2 Restricted access to alarm system.		B		0	
	(M) 4.2.3 Alarms monitored.		B		0	
4.3 CCTV System	(M) 4.3.1 All CCTV images are recorded in real time (VCR or digital-recording system). Real-time recording: Minimum 1,25 frames per second per camera (See Scoring Matrix).		B		0	
	(M) 4.3.2 - Restricted access to CCTV system functions		B		0	
	(M) 4.3.3 Minimum 30-day retention of all CCTV recordings; recordings are held in secure storage area.		B		0	
	4.3.4 - Preventative maintenance plan in place for CCTV systems (can be contracted or in house).		B		0	
4.4 Electronic Access control System	4.4.1 - Minimum 60 day records on system transactions.		B		0	
	4.4.2 - Restricted access to system functions.		B		0	
	4.4.3 - Quarterly review of card access reports.		B		0	
4.5 Security System Maintenance	4.5.1 – Preventative maintenance plan in place to routinely test and service access control and alarm systems.		B		0	
Section Total:					0	0.0%
Total Possible:					26	100%

5. Security Procedures	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
5.1 Adequate Documented Security Procedures	5.1.1 - Local documented procedures for handling Buyer's assets and escalation procedures for communicating security incidents to buyer		B		0	
	5.1.2 - Process for timely reporting of lost, missing or theft of Buyer's assets. Incidents to be reported by the Supplier to the Buyer within 12 hours; Obvious thefts reported immediately.		B		0	
	5.1.3 - Emergency customer and local management contacts for security incidents listed and available		B		0	
	5.1.4 - Supplier Security policy Statement available and communicated to all employees		B		0	
	5.1.5 - Security awareness training (including robbery response training) for all employees.		B		0	
	5.1.6 - Employee and contractor company photo-ID badges issued and worn.		B		0	
	5.1.7 - Procedures in place to restrict Supplier's, employees, visitors and contractors access to buyers assets		B		0	
	5.1.8 - Badge Policy for visitors/contractors in place		B		0	
	5.1.9 - Adequate control of paperwork. Restricting knowledge of transit of buyer's assets to "need to know" only (Information Security)		B		0	
	(M) 5.1.10 - At inbound checkpoint for drivers and crews, identity and authorization are validated by officially issued photo-ID (e.g.: Driver's license, passport or national ID card).		B		0	
	5.1.11 - Keys controlled in areas where Buyers assets are transited / stored.		B		0	
	5.1.12 - Random trash inspection procedures in place for trash removal from dock/warehouse.		B		0	
	5.1.13 - Security incident reporting system and method of tracking local security incidents.		B		0	
	5.1.14 - Pre-loading or post-delivery storage of buyer's assets in trailers.		B		0	
	5.1.15- Personal containers (defined as lunch box, backpacks, coolers, purses, etc.) are controlled in the warehouse.		B		0	
	5.1.16- Exit Searches performed on exit from secure areas used for Buyer assets.		B		0	
	5.1.17 - Personal vehicles access to shipping and receiving yard controlled.		B		0	
	5.1.18 - Procedure in place to verify box and pallet integrity upon receipt.		B		0	

5.2 Background Checks (Vetting) within constraints of Local Country Laws	(M) 5.2.1 - Criminal history check in place encompassing 5yr criminal history, employment check (vetting within constraints of local country laws)		B		0	
5.3 Terminated Employees & Contractors procedure	5.3.1 - Termination procedures in place for employees and contractors, ensuring return of ID's, access cards, keys and other sensitive information		B		0	
	5.3.2 - Procedure in place to preventing systems access to Buyer's data by terminated employees		B		0	
	5.3.3 - Records maintained to consider background of previously terminated personnel before re-hiring.		B		0	

Section Total: 0 0.0%
 Total Possible: 44 100%

6. Standard Security Requirements	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
6.1 Adequate Cargo Truck Security Devices Installed	6.1.1 - Solid top, hard-sided, locked cargo doors or reinforced soft sided trailer		B		0	
	6.1.2 - Security tamper evident seals for trucks carrying Buyer only shipments		B		0	
	6.1.3 - Vehicle immobilize device in place.		B		0	
	6.1.4 - Two-way voice communication system between vehicle cab, Supplier's base (and escorts, if applicable) and procedures for reporting		B		0	
	6.1.5 Written contingency plans in place for reporting unscheduled events (i.e. stops, delays, route deviation)		B		0	
	6.1.6 - Truck cabins and ignitions keys secured from unauthorized use at all times		B		0	
6.2 Scheduled Routing	6.2.1 - Routes, schedules and planned stops assessed for risk and reviewed		B		0	
6.3 Loading/ Unloading	6.3.1 - Proof of shipping and receiving records (time, date, driver, shipping and receiving personnel, shipment details and quantity)		B		0	
	6.3.2 - Policy in place requiring driver to be present for loading and unloading when allowed.		B		0	

Section Total: 0 0.0%
 Total Possible: 18 100%

7. Pre-Alerts	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
7.1 System of Pre-Alerts in Place (Supplier to	7.1.1 - Pre-alert capability in place.		B		0	

Section Total: 0 0.0%
 Total Possible: 2 100%

8. Enhanced Security Requirements	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
8.1 Driver training	8.1.1 - Supplier to provide robbery response training detailing safe and secure actions to be taken during the event a driver is threatened. Details of training are to be available to the Buyer		B		0	
Section Total:					0	0.0%
Total Possible:					2	100%

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Company		Date of Audit	
Location		Phone Number	
Contact Name		Fax Number	
AUDITOR(s)		Email	

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

Audit Results			
		Previous Audit Result	Improvement Status
Facility Classification	C		
Total Score	0.0		
Possible Score	84		
Percentage	0.00%		
Mandatory Items (M)	Did not meet 1 or more Mandatory Items (M)		
Overall Standard	FAIL: Does not meet Overall Requirements		

Audit Form						
1. Perimeter Security	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
1.2 CCTV Systems	(M) 1.2.2 - CCTV coverage of all external dock area.		C		0	
1.3 Lighting	1.3.2 - Dock doors illuminated externally at night		C		0	
	(M) 1.3.3-External and internal lighting levels that support high quality CCTV images and recording		C		0	
1.4 Perimeter alarm detection	(M) 1.4.1 - All facility external doors alarmed and linked to main alarm system.		C		0	
1.5 Perimeter windows, doors & other openings	1.5.1 - Any windows or other openings in warehouse walls and roof secured.		C		0	
Section Total:					0	0.0%
Total Possible:					10	100%
2. Access Control - Office Areas	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
2.1 Office Entrances	(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%
3. Facility Dock/Warehouse	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
3.2 Limited Access to dock areas	3.2.1 - Only Suppliers authorized employees and escorted visitors permitted access to dock/warehouse		C		0	
3.3 High Value Storage Area	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, controlled access.		C		0	
3.4 All External dock and warehouse doors secured	3.4.1 - All external dock and warehouse doors closed and locked unless required to be opened for normal transit operations		C		0	
3.5 CCTV Coverage	(M) 3.5.1 - Internal docks covered by CCTV		C		0	
Section Total:					0	0.0%
Total Possible:					8	100%
4. Security Systems	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
4.1 Monitoring of Security Systems	4.1.1 - Manned security monitoring post 24x7x366; monitoring post secure from attack.		C		0	
	4.1.2 - All security system alarms responded to in real-time 24x7x366.		C		0	

4.2 Intruder Alarm System	4.2.2 Restricted access to alarm system.		C		0	
	4.2.3 Alarms monitored.		C		0	
4.3 CCTV System	4.3.1 All CCTV images are recorded in real time (VCR or digital-recording system). Real-time recording: Minimum 1,25 frames per second per camera (See Scoring Matrix).		C		0	
	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	
4.4 Electronic Access control System	4.4.3 - Quarterly review of card access reports.		C		0	
4.5 Security System Maintenance	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:	20	100%

5. Security Procedures	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
5.1 Adequate Documented Security Procedures	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 lost, missing or theft of Buyer's assets. Incidents to be reported by the Supplier to the Buyer within 12 hours; Obvious thefts reported immediately.		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 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	

	5.1.10 - At inbound checkpoint for drivers and crews, identity and authorization are validated by officially issued photo-ID (e.g.: Driver's license, passport or national ID card).		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	
5.2 Background Checks (Vetting) within constraints of Local Country Laws	(M) 5.2.1 - Criminal history check in place encompassing 5yr criminal history, employment check (vetting within constraints of local country laws)		C		0	
5.3 Terminated Employees & Contractors procedure	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 maintained to consider background of previously terminated personnel before re-hiring.		C		0	
Section Total:					0	0.0%
Total Possible:					30	100%
6. Standard Security Requirements	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
6.1 Adequate Cargo Truck Security Devices Installed	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	
6.3 Loading/ Unloading	6.3.1 - Proof of shipping and receiving records (time, date, driver, shipping/receiving personnel, shipment details and quantity)		C		0	
	6.3.2 - Policy in place requiring driver to be present for loading and unloading when allowed.		C		0	
Section Total:					0	0.0%
Total Possible:					14	100%

TAPA SECURITY CORRECTIVE ACTION REPORT

SCAR #	
AUDITORS:	
ADDRESS:	
LOCATION AUDITED:	
DATE:	

MAJOR FINDINGS

Finding:	
Significance:	
<i>Corrective Action</i>	
Disposition	
Finding:	
Significance:	
<i>Corrective Action</i>	
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