

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 or Exceeds Overall Requirements:
2	Firmly in place and adopted as best practice		<i>1) Must meet all Mandatory Items (M).</i>
X	Requirement does not apply: Waiver required for (M)		<i>2) Must score >=60% in each individual Section 1-5.</i>
			<i>3) Must score >=60% total for all sections combined.</i>

Audit Results	
Facility Classification	C
Total Points	0.0
Possible Points	82
Mandatory Items (M)	Did not meet 1 or more Mandatory Items (M)
Sections 1 - 5	Did not meet 60% in each Section 1-5
Section 1 Score	0.00%
Section 2 Score	0.00%
Section 3 Score	0.00%
Section 4 Score	0.00%
Section 5 Score	0.00%
All Sections Score	0.00%
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 - Exterior and interior 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 - All 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 Supplier's 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 staged on-site for 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 secured when not in active use.		C		0	
3.5 CCTV Coverage	(M) 3.5.1 - Internal dock doors and dock areas 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	

	(M) 4.2.3 Alarms monitored.		C		0	
4.3 CCTV System	4.3.1 All CCTV images are recorded (VCR or DVR).		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	
4.4 Electronic Access control System	4.4.3 - Quarterly review of card access reports.		C		0	
Section Total:					0	0.0%
Total Possible:					16	100%
5. Security Procedures	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
5.1 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 stolen 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 provided to employees (to include robbery response and challenging un-identified persons).		C		0	
	5.1.7 - Procedures in place to restrict Supplier's employees, visitors and contractors access to Buyer's assets		C		0	
	5.1.8 - Visitor policy in place.		C		0	
	5.1.9 - Control of shipping documents/information so that details of Buyer's assets are restricted to those with a "need to know."		C		0	
	5.1.10 - All drivers identified using government-issued photo-ID (e.g.; drivers' license; passport or national ID card, etc.)		C		0	
	5.1.11 - Keys controlled in areas where Buyer's assets are transited / stored.		C		0	
	5.1.14 - Pre-loading or post-delivery storage of Buyer's assets in trailers/containers.		C		0	

	(M) 5.1.21 - Documented maintenance programs in place for all technical (physical) security installations/systems (CCTV, Access controls, Intruder detection, Lighting).		C		0	
5.2 Background Checks (Vetting)	(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 IDs, access cards, keys and other sensitive information		C		0	
	5.3.2 -Procedure in place to prevent 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:					32	100%
6. Standard Security Requirements	Preventative Measures	Score	Warehouse Classification	"X" if not Scored	Total Score	COMMENTS
6.1 Cargo Truck Security	6.1.1 - Solid-top, hard-sided or reinforced soft-sided trailers with lockable cargo doors.		C		0	
	6.1.2 - Tamper-evident security seals for trucks carrying Buyer-only shipments.		C		0	
	6.1.4 - Two way communication present during entire journey and monitored by Supplier and/or contractor.		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 cab and ignition keys secured from unauthorized use at all times.		C		0	
6.3 Loading/ Unloading	6.3.1 - Proof of shipping and receiving records (Proof of Delivery, Bill of Lading, Waybill, etc.).		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%