

BUYER AUDIT FORM

TAPA
MINIMUM SECURITY STANDARDS FOR TRUCKING SERVICES SUPPLIERS
TRUCKING SECURITY AUDIT REPORT

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

Audit Rating Score	Description of Measurement Criteria	Standard	Point Value
N	Not present/utilized - No plans to adopt/implement	Not Acceptable	FAIL: Does not meet Overall Requirements
Y	Generally present and meeting requirements	Acceptable	PASS: Meets or exceeds Overall Requirements
X	Requirement does not apply. Requires buyers approval	Not Applicable	None

Audit Results	Previous Audit Result	Improvement Status
Vehicle/route class	1	
Total Score	0.0	
Possible Score	69	
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	Preventative Measures	Score	Classification	Total Score	COMMENTS
1. Physical Security					
1.1 Truck Security	(M) 1.1.1 - Locks on all truck doors in place		1	0	
	(M) 1.1.2- Fuel cap lock in place on all fuel tanks		1	0	
1.2 Trailer Security	(M) 1.2.1 - Hard sided trailer utilized		1	0	
	(M) 1.2.3 - High security locks on trailer doors in use during entire journey		1	0	
	(M) 1.2.4 - Security tamper evident seals in use (certified)		1	0	
	(M) 1.2.5 - Trailer immobilization device in use when trailer is uncoupled.		1	0	
	(M) 1.2.6 - External identification on top of trailer		1	0	
	(M) 1.2.7 - Climbing devices secured from unauthorized use		1	0	
			Section Total:	0	0.0%
			Total Possible:	8	100%
2. Security Systems					
2.1 Truck Security Systems	(M) 2.1.1 - Two way communication system present during entire journey		1	0	
2.2 Tracking and Tracing	(M) 2.2.1 - Satellite track- and trace-device installed on truck		1	0	
	(M) 2.2.2 - Satellite track- and trace-device installed on trailer/container		1	0	
	(M) 2.2.3 - Satellite tracking systems on truck and trailer linked with each other		1	0	
	(M) 2.2.4 - Satellite navigation system installed		1	0	
	(M) 2.2.5 - Incident notification/awareness system in place		1	0	
	(M) 2.2.6 - All alarms/alerts send to Suppliers home base or 3rd party monitoring centre 24x7x365		1	0	
2.3 Alarm(s)	(M) 2.3.1 - Electronic alarm on truck when left vacant		1	0	
	(M) 2.3.2 - Alarm activated automatically when locking the truck		1	0	
	(M) 2.3.3 - Manually activated silent alarm (panic button) sending signal to suppliers home base or 3rd party monitoring centre		1	0	
	(M) 2.3.4 - Trailer alarm (acoustic) activated by unauthorized opening of trailer doors		1	0	
	(M) 2.3.5 - Tracking system tamper/sabotage alarm		1	0	
2.4 Vehicle Immobilization	(M) 2.4.1 - Truck immobilization device installed		1	0	
	(M) 2.4.2- Trailer immobilization device installed		1	0	
			Section Total:	0	0.0%
			Total Possible:	14	100%

3. Security Procedures	Preventative Measures	Score	Classification	Total Score	COMMENTS	
3.1 Collection	(M) 3.1.1 - Verification procedure in place for loads. (documented). Documents stating details on address, names of shipping and receiving personnel.		1	0		
	(M) 3.1.2 - Verification of collection documents		1	0		
	(M) 3.1.3 - Driver present at all loading/unloading operations, consignee must allow		1	0		
	(M) 3.1.4 - Sealing of the vehicle by warehouse or security staff and to be witnessed by driver		1	0		
	(M) 3.1.5 - Driver must arrive at pick up location, fully fueled, fed and rested to enable to drive a minimum of 6hrs or 200mils/320km		1	0		
3.2 Delivery	(M) 3.2.1 - Verification process in place for delivery/hand over of goods.		1	0		
	(M) 3.2.2 - Hand over procedures in place to prevent loss.		1	0		
	(M) 3.2.3 - Seal only to be opened/broken by consignee (warehouse or security staff) witnessed by the driver. (documented)		1	0		
3.3 Pre-alerts/advise	(M) 3.3.1 - Pre-alerts to be checked and verified by Supplier and agreed by buyer		1	0		
3.4 Scheduled Routing	(M) 3.4.1 - Designated routes to use including planned stops in advance and approved by buyer		1	0		
	(M) 3.4.2 - Changes in routes discussed and approved by buyer		1	0		
	(M) 3.4.3 - Stops and breaks pre-planned and agreed		1	0		
3.5 Incident, Event and Action Reporting (escalation procedure)	(M) 3.5.1 - Actions such as arrival/departure, stops, destination reported immediately to suppliers base.		1	0		
	(M) 3.5.2 - Delays caused by detours, traffic jam, strike etc. To be reported immediately to suppliers base		1	0		
	(M) 3.5.3 - Incidents like vehicle breakdown, illness etc. Reported to suppliers base and followed up immediately		1	0		
	(M) 3.5.4 - Procedures in place in case of disruption of transport (vehicle breakdown, route deviation etc.)		1	0		
3.6 Vehicle Maintenance Program	(M) 3.5.5 - Procedures in place to respond to security incidents as in 2.2.5.		1	0		
	(M) 3.6.1 - Documented maintenance program according to manufacturers specifications in place		1	0		
3.7 Stops (taking in fuel, meals, short breaks, and unscheduled stops.	(M) 3.6.2 - Documented routine check before and after at every start or end of a journey/trip		1	0		
	(M) 3.7.1 - Truck and trailer to be parked in sight of driver(s) at all times, locked and alarm activated (comfort break)		1	0		
	(M) 3.7.2 - Notification to supplier home base on every break		1	0		
	(M) 3.7.3 - Procedure how to respond to law enforcement agencies/officers		1	0		
3.8 Secure Parking	(M) 3.7.4 - All trucks carrying a "Vulnerable Load Card" to present to LEA when stopped		1	0		
	(M) 3.8.3 - Overnight parking on a dedicated, secure parking (supplier owned) that is access controlled and equipped with CCTV		1	0		
3.9 Contingency Planning	(M) 3.8.4 - Overnight parking on a guarded parking		1	0		
	(M) 3.9.1 - Plans in place to take appropriate measures (documented) in events of vehicle breakdown, driver's incapability, unforeseen stops etc.		1	0		
3.10 Key Management	(M) 3.9.2 - Plans in place to take appropriate measures (documented) in events of arriving outside offloading slot(s), refusal for offloading etc.		1	0		
	(M) 3.10.1 - Documented process in place to manage keys of trucks, trailers, pad-locks, kingpin locks etc.		1	0		
3.11 Unauthorized persons	(M) 3.10.2 - Keys and spare keys kept separately. Spare keys kept in a secure environment.		1	0		
	(M) 3.11.1 - Procedures in place to prevent unauthorized parties present in truck or trailer (like hitchhikers, spouses, children etc)		1	0		
				Section Total:	0	0.0%
				Total Possible:	30	100%

4. Personnel Security	Preventative Measures	Score	Classification	Total Score	COMMENTS	
4.1 Screening/Vetting within constraints of local legislation	(M) 4.1.1 - Criminal history checks (applicability depending on local law)		1	0		
	(M) 4.1.2 - Statement of clearance by police or authorities available at supplier		1	0		
4.2 Pre-employment checks	(M) 4.2.1 - Checks for a five year period with previous employers		1	0		
	(M) 4.2.2 - Relevant experience in transportation/logistics with a minimum of two years		1	0		
	(M) 4.2.3 - Temporary or sub-contracted employees submitted to suppliers process of pre-employment		1	0		
4.3 Hiring and Termination Procedures	(M) 4.3.1 - Documented procedures for hiring and termination of employees, contractors or temporary workers		1	0		
	(M) 4.3.2 - Termination procedures in place for employees and sub-contractors, ensures return of ID's access cards, keys and other sensitive information		1	0		
	(M) 4.3.3 - Procedures in place preventing systems access to buyers data by terminated employees		1	0		
	(M) 4.3.4 - Records kept preventing Supplier re-hiring terminated employee/sub-contractor without considering previous background		1	0		
				Section Total:	0	0.0%
				Total Possible:	9	100%
5. Training	Preventative Measures	Score	Classification	Total Score	COMMENTS	
5.1 Security Awareness	(M) 5.1.1 - Documented program for drivers to attend security awareness training and consequent rehearsal. Training to comprehend: recognizing situations of threat, how to address police etc.		1	0		
5.2 Robbery response training	(M) 5.2.1 - Supplier to provide robbery response training detailing safe and secure actions to be taken during the event driver is threatened. Details of training are to be available to buyer.		1	0		
5.3 Collect and delivery training	(M) 5.3.1 - Supplier to provide training on collect and delivery for the drivers preventing deception and fraud. Training documented in driver's records		1	0		
				Section Total:	0	0.0%
				Total Possible:	3	100%
6. Enhanced Security Requirements	Preventative Measures	Score	Classification	Total Score	COMMENTS	
6.1 Double Drivers	(M) 6.1.1 - Supplier to provide double drivers in agreement with buyer to install double drivers on risk full routes and destinations or carrying a high value load		1	0		
	(M) 6.1.2 - In case of stops, planned or unforeseen, one driver will attend the load at all times		1	0		
6.2 Security Escorts	(M) 6.2.1 - Capability to provide overt and covert escort with real time communications to base and local police; written documentation in place		1	0		
	(M) 6.2.2 - Documented response procedures and training for escort personnel		1	0		
	(M) 6.2.3 - Escort personnel screened and vetted		1	0		
				Section Total:	0	0.0%
				Total Possible:	5	100%