

Scoring Matrix TAPA Trucking Security Requirements
FOR USE WITH TAPA BUYER AUDIT FORM 2008

Audit Rating Score

| Point Value | Process & Procedures - Description of Measurement Criteria | Standard | Action |
|-------------|--|------------------------|--------------------|
| N | Not present or utilized - No plans to adopt or implement | Not Acceptable: | Immediate SCAR |
| Y | Firmly in place and adopted as best practice | Acceptable: | Meets Requirements |

| Area of Concern | Criteria to achieve “Y” SCORE | Mandatory on level |
|--|---|---|
| 1. Physical Security | | |
| 1.1 TRUCK SECURITY | | |
| 1.1.1 - Locks | <ul style="list-style-type: none"> Locks present on all truck doors and keys restricted to driver and carriers management. (Documented). Locks automatically activated when engine is started. | <ul style="list-style-type: none"> 1,2,3 |
| 1.1.2 - Fuel cap lock | <ul style="list-style-type: none"> Fuel cap lock present on all fuel tanks and sealed after every fuel take in. | <ul style="list-style-type: none"> 1,2 |
| 1.2 TRAILER SECURITY | | |
| 1.2.1 - Hard sided/re-enforced curtain trailer | <ul style="list-style-type: none"> Hard sided (box) trailer used to carry high value load. | <ul style="list-style-type: none"> 1 |
| 1.2.2 – Re-enforced curtain trailer | <ul style="list-style-type: none"> Re-enforced curtain trailer used to carry high value load. | <ul style="list-style-type: none"> 2,3 |
| 1.2.3 – High security locks utilized | <ul style="list-style-type: none"> High Security locks in use on all trailer doors. Use of High security locks to be documented. | <ul style="list-style-type: none"> 1 |
| 1.2.4 - Security tamper evident seals (certified i.e. ISO) | <ul style="list-style-type: none"> Security bolt seals in use on every trailer door and documented in freight documents. | <ul style="list-style-type: none"> 1 |
| 1.2.5 - Trailer immobilization device | <ul style="list-style-type: none"> Trailer immobilization device in use and automatically applied when shutting down engine (airbrake). | <ul style="list-style-type: none"> 1 |
| 1.2.6 – External identification on top of trailer | <ul style="list-style-type: none"> Clear recognizable identification (number) on trailer roof present. | <ul style="list-style-type: none"> 1 |
| 1.2.7 – Climbing devices must be secured from unauthorized use | <ul style="list-style-type: none"> Ladders, steps etc. must be locked, preventing climbing on truck or trailer roof | <ul style="list-style-type: none"> 1 |
| 2. Security Systems | | |
| 2.1 TRUCK SECURITY SYSTEMS | | |
| 2.1.1 - Two-way Communications | <ul style="list-style-type: none"> Two way communication present during entire journey and monitored 24*7 by carriers office or contractor. | <ul style="list-style-type: none"> 1,2,3 |
| 2.2 TRACKING AND TRACING | | |
| 2.2.1 - Satellite Tracking system Truck/Cab | <ul style="list-style-type: none"> Satellite or equivalent Tracking System Truck/Cab which is capable of sending alerts remotely, updates at least every fifteen (15) minutes during a transit and which is professionally maintained. | <ul style="list-style-type: none"> 1 |

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| 2.2.2 - Satellite Tracking System Trailer/Container | <ul style="list-style-type: none"> Satellite or equivalent Tracking System Trailer/Container which is capable of sending alerts remotely and which is professionally maintained. | <ul style="list-style-type: none"> 1 |
| 2.2.3 – Satellite tracking systems on truck and trailer linked with each other. | <ul style="list-style-type: none"> Systems designed to send out alarm when uncoupled/disconnected unauthorized or not following standard procedures | <ul style="list-style-type: none"> 1 |
| 2.2.4 - Satellite navigation (route planner) | <ul style="list-style-type: none"> Dynamic Satellite navigation system present, recognizing detours, traffic jams etc. to avoid unnecessary stops or delays. | <ul style="list-style-type: none"> 1 |
| 2.2.5 - Escalation procedure | <ul style="list-style-type: none"> Documented plans in place that include procedures upon incident notification/awareness to effectively contact local law enforcement direct for immediate assistance mid incident and investigation post incident. | <ul style="list-style-type: none"> 1 |
| 2.2.6 – All alerts are sent to Suppliers home base or 3 rd party monitoring centre | <ul style="list-style-type: none"> All alerts/alarms are sent to Suppliers’ home base or 3rd party monitoring centre 24x7x365 and handled professionally. | <ul style="list-style-type: none"> 1 |
| 2.3 ALARM | | |
| 2.3.1 - Electronic Alarm on truck when left vacant | <ul style="list-style-type: none"> Electronic alarm present, activated by driver when leaving the truck | <ul style="list-style-type: none"> 1,2,3 |
| 2.3.2 – Truck Alarm activated automatically | <ul style="list-style-type: none"> Electronic alarm activated by central door lock system present | <ul style="list-style-type: none"> 1,2 |
| 2.3.3 - Manually activated duress (silent) alarm (panic button) sending signal to suppliers home base or 3 rd party monitoring centre. | <ul style="list-style-type: none"> Panic button present in cabin in reach of the driver and remotely monitored 24*7 by home office or alarm monitoring center | <ul style="list-style-type: none"> 1 |
| 2.3.4 - Trailer alarm (acoustic) activated by unauthorized opening of trailer doors | <ul style="list-style-type: none"> Acoustic trailer alarm present to alert driver or bystanders on attempts to enter trailer. If possible alarm transferred to monitoring station. | <ul style="list-style-type: none"> 1 |
| 2.3.5 – Tracking system tamper alarm | <ul style="list-style-type: none"> All manipulations or sabotage to the tracking system must be detected by an alarm system | <ul style="list-style-type: none"> 1 |
| 2.4 VEHICLE IMMOBILIZATION | | |
| 2.4.1 - Truck immobilization device | <ul style="list-style-type: none"> Immobilization device in place to be activated by driver on locking the truck and possibility to activate remote by Alarm monitor center | <ul style="list-style-type: none"> 1,2,3 |
| 2.4.2 - Trailer immobilization | <ul style="list-style-type: none"> Immobilization device in place preventing trailer to be moved (kingpin locks) | <ul style="list-style-type: none"> 1,2,3 |
| 3. Security Procedures | | |
| 3.1 COLLECTION | | |
| 3.1.1 - Verification of loads stating address, names of shipping and receiving personnel | <ul style="list-style-type: none"> Load verification procedure in place and documented, backed up by pre-advise including drivers details by carrier 24rs in advance. | <ul style="list-style-type: none"> 1,2,3 |
| 3.1.2 - Collection/Delivery documents verification | <ul style="list-style-type: none"> Collection/Delivery documents procedure in place and documented. Documents stating details on weight and number of items l. Documents retained for at least one year. Load electronically pre-advised by shipper 24hrs in advance. | <ul style="list-style-type: none"> 1,2,3 |
| 3.1.3 - Loading/off loading supervised by driver | <ul style="list-style-type: none"> Driver present at all loading unloading operations, consignee must allow. Attendance of driver documented. | <ul style="list-style-type: none"> 1 |

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| 3.1.4 - Sealing of the vehicle to be witnessed. (documented) | <ul style="list-style-type: none"> Seal procedure in place. Warehouse or security staff applying the seal in presence of the driver (documented on freight documents) | <ul style="list-style-type: none"> 1,2 |
| 3.1.5 - Driver must arrive at pick up location fully fueled, fed and allowed to drive 6hrs or 200 miles/320km | <ul style="list-style-type: none"> Procedure in place and documented. Verification process in place with Supplier. | <ul style="list-style-type: none"> 1,2 |
| 3.2 DELIVERY | | |
| 3.2.1 - Verification process in place for delivery/ hand over of goods. | <ul style="list-style-type: none"> Verification processes in place against pre-advise information. Procedure and process documented | <ul style="list-style-type: none"> 1,2,3 |
| 3.2.2 - Hand over procedures in place to prevent loss. | <ul style="list-style-type: none"> Hand over process in place against pre-advises information. Procedure and process documented | <ul style="list-style-type: none"> 1,2,3 |
| 3.2.3 - Trailer seal only to be opened/broken witnessed (documented) | <ul style="list-style-type: none"> Procedure in place and documented. Warehouse or security staff removing the seal in presence of the driver. (documented on freight documents) | <ul style="list-style-type: none"> 1,2 |
| 3.3. PRE-ALERTS | | |
| 3.3.1 - Pre-alerts to be checked and verified by Supplier and agreed by buyer | <ul style="list-style-type: none"> Pre-alerts checked and verified with supplier and buyer. Verification documented. | <ul style="list-style-type: none"> 1,2 |
| 3.4 SCHEDULED ROUTING | | |
| 3.4.1 - Designated routes to use including planned stops in advance and approved by buyer | <ul style="list-style-type: none"> Designated routes planned and used. Stops scheduled and approved by buyer prior to formal agreement. | <ul style="list-style-type: none"> 1,2 |
| 3.4.2 - Changes in routes discussed and approved by buyer | <ul style="list-style-type: none"> Ad hoc changes due to unforeseen situations discussed with- and approved by buyer | <ul style="list-style-type: none"> 1 |
| 3.4.3 - Stops and breaks pre-planned and agreed | <ul style="list-style-type: none"> Stops and breaks pre-planned, agreed and monitored by home office or alarm monitoring center | <ul style="list-style-type: none"> 1 |
| 3.5 INCIDENT, EVENT AND ACTION REPORTING (Escalation procedure) | | |
| 3.5.1 - Actions such as arrival/departure, stops, and destination reported immediately to supplier's base. | <ul style="list-style-type: none"> Action(s) reported to supplier's home base or alarm monitoring center and followed by standard, documented protocols in place. | <ul style="list-style-type: none"> 1 |
| 3.5.2 - Delays caused by detours, traffic jam, strike etc. to be reported immediately to supplier's base. | <ul style="list-style-type: none"> Delay(s) reported to supplier's home base or alarm monitoring center and followed by standard, documented protocols. Buyer informed with regular status updates when requested. | <ul style="list-style-type: none"> 1 |
| 3.5.3 - Incidents like vehicle breakdown, illness etc. reported to supplier's base and followed up immediately | <ul style="list-style-type: none"> Incidents reported in real-time and followed by standard, documented protocols. | <ul style="list-style-type: none"> 1,2 |
| 3.5.4 - Procedures in place in case of disruption of transport (vehicle breakdown, route deviation etc.) | <ul style="list-style-type: none"> Procedures in place to inform supplier and buyer. Protocols in place to take necessary steps pre-discussed and agreed by buyer. | <ul style="list-style-type: none"> 1,2 |
| 3.5.5 - Procedures in place to respond to security incidents. | <ul style="list-style-type: none"> Procedures in place to follow up on security incidents pre-agreed with buyer as in 2.2.5. Procedure in place to follow up when contact is lost. Annual revision to be agreed. | <ul style="list-style-type: none"> 1,2 |
| 3.6 VEHICLE MAINTENANCE PROGRAM | | |

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| 3.6.1 - Documented start of end of a journey/trip maintenance program according truck manufacturers specifications | <ul style="list-style-type: none"> Documented maintenance in place performed by licensed third party supervised by suppliers maintenance dept. | <ul style="list-style-type: none"> 1,2,3 |
| 3.6.2 - Documented routine check before and after at every start or end of a journey/trip, including all breaks. | <ul style="list-style-type: none"> Documented routine check in place and carried out at every start or end of each journey or trip. Remarks directly reported to Suppliers home base. | <ul style="list-style-type: none"> 1 |
| 3.7 STOPS (taking in fuel, meals, sort breaks and unscheduled stops) | | |
| 3.7.1 - Truck and trailer to be parked in sight of driver(s) at all times, locked and alarm activated (comfort break) | <ul style="list-style-type: none"> Procedure in place and documented records of driver training. Snapshot controls performed and documented by supplier. | <ul style="list-style-type: none"> 1 |
| 3.7.2 - Notification to supplier home base on every break | <ul style="list-style-type: none"> Procedures in place. Driver’s calls logged. | <ul style="list-style-type: none"> 1 |
| 3.7.3 - Procedures how to respond to law enforcement agencies. | <ul style="list-style-type: none"> Driver submitted to mandatory training (documented) | <ul style="list-style-type: none"> 1 |
| 3.7.4 – Every truck to carry a “Vulnerable Load Card” to be shown to LEA when stopped. | <ul style="list-style-type: none"> Vulnerable Load Card on board at all times. Driver to present this (keep cabin doors and windows locked) when stopped by police. Vulnerable Load Card to show text <i>“I am carrying a vulnerable load. No unauthorized stops allowed. I will follow you to the nearest police station”</i> | <ul style="list-style-type: none"> 1 |
| 3.8 SECURE PARKING | | |
| 3.8.1 - Overnight parking on a public parking having considered basic security requirements | <ul style="list-style-type: none"> Driver instructed to only use approved and listed parking facilities. Driver submitted to training (documented) to recognize basic security requirements if listed parking is/are not available | <ul style="list-style-type: none"> |
| 3.8.2 - Overnight parking on fenced and well lit parking | <ul style="list-style-type: none"> Listed parking facilities part of drivers manual/instructions. Parking facility submitted to annual audit | <ul style="list-style-type: none"> |
| 3.8.3 - Overnight parking on dedicated, secure parking (supplier owned) that is access controlled and equipped with CCTV | <ul style="list-style-type: none"> Listed parking facilities part of drivers manual/instructions Parking facility submitted to annual audit | <ul style="list-style-type: none"> 1 |
| 3.8.4 - Overnight parking on guarded parking | <ul style="list-style-type: none"> Listed parking facilities part of driver’s manual/instructions parking facility submitted to annual audit. | <ul style="list-style-type: none"> 1 |
| 3.9 CONTINGENCY PLANNING | | |
| 3.9.1 - Plans in place to take appropriate measures (documented) in events of vehicle breakdown, driver’s incapability, unforeseen stops etc. | <ul style="list-style-type: none"> Plans in place clearly documenting procedures including follow up and escalation procedures | <ul style="list-style-type: none"> 1 |
| 3.9.2 - Plans in place to take appropriate measures (documented) in events of arriving outside offloading slot(s), refusal of offloading, etc. | <ul style="list-style-type: none"> Plans in place clearly documenting procedures including follow up and escalation procedures | <ul style="list-style-type: none"> 1 |
| 3.10 KEY MANAGEMENT | | |
| 3.10.1 - Documented process in place to manage keys of | <ul style="list-style-type: none"> Key management program in place and documented | <ul style="list-style-type: none"> 1,2 |

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| trucks, trailers, pad locks, king pins etc. | | |
| 3.10.2 - Documented process in place to manage keys of trucks, trailers, pad locks, king pins etc. | <ul style="list-style-type: none"> Keys kept in secure environment under strict access control or under security department management. | <ul style="list-style-type: none"> 1,2,3 |
| 3.11 UNAUTHORIZED PERSONS | | |
| 3.11.1 - Unauthorized persons not allowed in truck or trailer. | <ul style="list-style-type: none"> Procedure in place and part of documented training of the driver | <ul style="list-style-type: none"> 1,2,3 |
| 4. Personnel Security | | |
| 4.1 SCREENING/VETTING WITHIN CONSTRAINS OF LOCAL LEGISLATION | | |
| 4.1.1 - Criminal history checks (applicability depending on local law) | <ul style="list-style-type: none"> Process applicable to limit of constrain of local law | <ul style="list-style-type: none"> 1,2,3 |
| 4.1.2 - Statement of clearance by police or authorities available at supplier | <ul style="list-style-type: none"> In place restricted to Human resources and records kept centrally for a retention period of five years | <ul style="list-style-type: none"> 1,2,3 |
| 4.2 PRE- EMPLOYMENT CHECKS | | |
| 4.2.1 - Checks for a five year period with previous employers. | <ul style="list-style-type: none"> Checks in place per default and results part of employees file. | <ul style="list-style-type: none"> 1,2 |
| 4.2.2 - Relevant experience in transportation/logistics with a minimum of two years. | <ul style="list-style-type: none"> Applicable to all buyer’s shipments | <ul style="list-style-type: none"> 1 |
| 4.2.3 - Temporary or subcontracted employees submitted to suppliers process of pre-employment checks by temporary agent or subcontracted party. (documented) | <ul style="list-style-type: none"> In place and documented | <ul style="list-style-type: none"> 1 |
| 4.3 HIRING AND TERMINATION PROCEDURES | | |
| 4.3.1 - Documented procedures for hiring and termination of employees, contractors or temporary workers | <ul style="list-style-type: none"> In place and submitted to annual revision/audit | <ul style="list-style-type: none"> 1,2 |
| 4.3.2 - Termination procedures in place for employees and sub-contractors, ensuring return of ID’s, access cards, keys and other sensitive information | <ul style="list-style-type: none"> In place carried out by departmental manager supervised by HR | <ul style="list-style-type: none"> 1,2 |
| 4.3.3 - Procedures in place preventing systems access to Buyer’s data by terminated employees | <ul style="list-style-type: none"> In place. Log in passwords and details blocked immediately on termination. Checks after one month, one quarter and one year | <ul style="list-style-type: none"> 1,2 |
| 4.3.4 - Records kept preventing Supplier re-hiring terminated employee/sub-contractor without considering previous background | <ul style="list-style-type: none"> In place and centralized to prevent hiring by other branches or departments. | <ul style="list-style-type: none"> 1,2 |
| 5. Training | | |
| 5.1 SECURITY AWARENESS | | |

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| 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. | <ul style="list-style-type: none"> Training program and annual rehearsal in place. All training sessions documented in drivers records. | <ul style="list-style-type: none"> 1,2 |
| 5.1 ROBBERY RESPONSE TRAINING | | |
| 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 | <ul style="list-style-type: none"> Training program and annual rehearsal in place. All training sessions documented in drivers records. | <ul style="list-style-type: none"> 1,2 |
| 5.3 COLLECT AND DELIVERY TRAINING | | |
| 5.3.1 – Documented program in place for driver to attend training on collect and delivery. | <ul style="list-style-type: none"> Training program and annual rehearsal in place. Drivers to be trained on handover procedures at collection and delivery, preventing deception or fraud. All training sessions documented in drivers records. | <ul style="list-style-type: none"> 1,2,3 |
| 6. Enhanced Security Requirements | | |
| 6.1 DOUBLE DRIVERS | | |
| 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/risk load. | <ul style="list-style-type: none"> Double drivers installed in agreement with buyer. Negotiations per route or based on products in the shipment. | <ul style="list-style-type: none"> 1 |
| 6.1.2 - In case of stops, planned or unforeseen, one driver will attend the load at all times. | <ul style="list-style-type: none"> One driver at load at all times. Every stop reported to supplier’s base ad logged. | <ul style="list-style-type: none"> 1 |
| 6.2 TRUCK ESCORTS (armed where local law permits) Cost shall be born by buyer | | |
| 6.2.1 - Capability to provide overt and covert escorts with real time communications to base and local police; written documentation in place | <ul style="list-style-type: none"> In place. Overt and covert escorts possible. | <ul style="list-style-type: none"> |
| 6.2.2 - Documented response procedures and training for escort personnel | <ul style="list-style-type: none"> Documented records present and available to buyer | <ul style="list-style-type: none"> |
| 6.2.3 – Escort personnel screened and vetted | <ul style="list-style-type: none"> Escort personnel screened and vetted annually (documented) as far as local laws allow. Drivers must be able to show a company ID card at all times | <ul style="list-style-type: none"> 1 |
| 6.3.2 – Procedures in place to prevent unauthorized parties present in truck or trailer | <ul style="list-style-type: none"> Procedures in place to prevent unauthorized parties like hitchhikers, spouses, children etc. to be present in | <ul style="list-style-type: none"> 1,2,3 |