

BUYER AUDIT FORM

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

LOCATION:	
Company	
Contact & Email	
AUDITOR(s):	

Date of Audit:	
Phone Number	
Fax Number:	
Warehouse Class:	

Audit Rating Score	Process & Procedures - Description of Measurement Criteria	Standard	Action
0	Not present or utilized - No plans to adopt or implement	Not Acceptable:	Immediate SCAR
1	Generally present	Acceptable:	Meets Requirements
2	Firmly in place and adopted as best practice	Acceptable:	Exceeds Requirements
X	Requirement does not apply	Not Applicable	None

AUDIT RESULTS	PREVIOUS AUDIT RESULT	IMPROVEMENT STATUS
Facility Classification		
Total Score	A	
Possible Score	0.0	
Percentage	140	
Overall Score/Standard	0.00%	
	Immediate SCAR	

Area of Concern:	Preventative Measures	Score	Warehouse Classification	X if not Scored	Total Score	COMMENTS
1. Perimeter Security						
1.2 CCTV Systems	1.2.1 - CCTV external coverage of shipping and receiving yard to cover movement of vehicles and people 1.2.2 - 100% CCTV external coverage of all dock doors 1.2.3 - CCTV system able to view all sides of the facility	0 0 0	A A A		0 0 0	
1.3 Lighting	1.3.1 - Flood lighting of enclosed loading/unloading areas 1.3.2 - Dock doors illuminated externally at night 1.3.3 - External and internal lighting levels that support high quality CCTV images and recording	0 0 0	A A A		0 0 0	
1.4 Perimeter alarm detection	1.4.1 - All facility external doors alarmed & linked to main alarm system	0	A		0	
1.5 Perimeter windows, doors & other openings	1.5.1 - Any windows or other openings in warehouse walls must be secured by steel bars/mesh and alarmed (or other material that would harden the opening to burglary) 1.5.2 - Ground floor warehouse windows protected by anti-ram posts or other physical barrier 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. Interior hinge pins and sealed hardware 1.5.4 - Reinforced exit doors from warehouse (steel doors & frames or suitable alternative 1.5.5 - Exterior walls to be designed to resist penetration by removing building fabric, cutting or ramming by vehicle	0 0 0 0 0	A A A A A		0 0 0 0 0	
Section Total:		0			0	0.0%
Total Possible:					24	100%
2. Access Control - Office Areas						
2.1 Office Entrances	2.1.1 - Guard or Receptionist on main office entry points 2.1.2 - Security controlled access points (i.e. Card access & CCTV) 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	0 0 0	A A A	0 0 0	0 0 0	
Section Total:		0			0	0.0%
Total Possible:					6	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 (i.e.: Guard/Receptionist, or card access, or CCTV with Intercom)	0	A	0	0	
3.2 Limited Access to dock areas	3.2.1 - Only Suppliers authorized employees and escorted visitors permitted access to dock/warehouse	0	A	0	0	
3.3 High Value Storage Area	3.3.1 - Restricted access vault area for assets on site more than 2 hours (High grade security mesh or wall, alarmed, CCTV, Card Access).	0	A	0	0	
3.4 All External dock/warehouse doors secured	3.4.1 - All external dock/warehouse doors secured unless required to be opened for normal transit operations	0	A	0	0	
3.5 CCTV Coverage	3.5.1 - Internal docks covered by CCTV 3.5.2 -Buyer's designated High Value assets under 100% CCTV surveillance while in Supplier Facility (this does not require 100% of floor coverage, rather 100% coverage of buyer's assets i.e.: CCTV from dock, to pallet breakdown area to HVP cage)	0	A	0	0	
3.6 Intruder Detection Alarms	3.6.1 - Motion detection alarms inside warehouse and activated when facility is vacated by employees	0	A	0	0	
		Section Total:		0	0	0.0%
		Total Possible:		14	14	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 24 x 7. Secure from attack. 4.1.2 - All security system alarms dealt with in real-time 24 x 7.	0	A	0	0	
4.2 Intruder Alarm System	4.2.1 - Minimum of 60 day records on system alarms 4.2.2 - Restricted access to alarm system	0	A	0	0	
4.3 CCTV System	4.2.3 - Remote monitoring of alarms to Police or Security contractor 4.3.1 - Good working order 4.3.2 - All CCTV images are recorded in real time, no more than 16 cameras to 1 tape/disk and if VCR, no more than 12 hours images on one tape 4.3.3 - Restricted access to CCTV system functions 4.3.4 - Minimum 30 day retention of all CCTV VCR tapes and held in secure storage area	0	A	0	0	

	4.3.5 - Quarterly Preventative maintenance plan in place for CCTV systems (can be contracted or in house).	0	A	0	0	
4.4 Card Access System	4.4.1 - Minimum 60 day records on system transactions	0	A	0	0	
	4.4.2 - Restricted access to system functions	0	A	0	0	
	4.4.3 Quarterly review of card access reports	0	A	0	0	
4.5 Security System Maintenance	4.5.1 - Procedures in place to routinely test and service security systems	0	A	0	0	
	Section Total:		0	0.0%	0	
5. Security Procedures		Total Possible:		28	100%	
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	0	A	0	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	0	A	0	0	
	5.1.3 - Emergency customer and local management contacts for security incidents listed and available	0	A	0	0	
	5.1.4 - Supplier Security policy Statement available and communicated to all employees	0	A	0	0	
	5.1.5 - Robbery response safety training for all dock, warehouse, Security and reception employees	0	A	0	0	
	5.1.6 - Employee ID picture badges required to be issued and worn	0	A	0	0	
	5.1.7 - Procedures in place to restrict Supplier's, employees, visitors and contractors access to buyers assets	0	A	0	0	
	5.1.8 - Badge Policy for visitors/contractors in place	0	A	0	0	
	5.1.9 - Adequate control of paperwork. Restricting knowledge of transit of buyer's assets to "need to know" only (Information Security)	0	A	0	0	
	5.1.10 - Incoming traffic screened for driver identity/authorization	0	A	0	0	
	5.1.11 - Exit searches performed on exit from secure areas used for buyer assets	0	A	0	0	
	5.1.12 - Keys controlled in areas where Buyers assets are transited/stored	0	A	0	0	
	5.1.13 - Random trash inspection procedures in place for trash from dock/warehouse	0	A	0	0	

	5.1.14- Security incident reporting system and method of tracking local security incidents	0	A	0	0	
	5.1.15- No preloading of buyers assets in trailers	0	A	0	0	
	5.1.16 - Containers (containers are defined as collers, lunch boxes, purses, etc.) are not allowed in the warehouse. All containers shall be subject to search	0	A	0	0	
5.2 Background Checks (Vetting) within constraints of Local Country Laws	5.2.1 - Criminal history check in place encompassing 5yr criminal history, employment check (vetting within constraints of local country laws)	0	A	0	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	0	A	0	0	
	5.3.2 -Procedure in place to preventing systems access to Buyer's data by terminated employees	0	A	0	0	
	5.3.3 - Records kept to prevent Supplier re-hiring terminated employee/contractor without considering previous background	0	A	0	0	
Section Total:		0		0	0.0%	
Total Possible:		40		40	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	0	A	0	0	
	6.1.2 - Security tamper evident seals for trucks carrying Buyer only shipments	0	A	0	0	
	6.1.3 - Vehicle immobilize device fitted	0	A	0	0	
	6.1.4 - Two-way voice communication system between vehicle cab and Suppliers base and procedures for reporting	0	A	0	0	
	6.1.5 Written contingency plans in place for reporting unscheduled events (i.e. stops, delays, route deviation)	0	A	0	0	
6.2 Scheduled Routing	6.2.1 - Only use routes, schedules and planned stops negotiated in advance and approved by Buyer	0	A	0	0	
6.3 Loading/ Unloading	6.3.1 - Proof of shipping and receiving records (time, date, driver, shipping/receiving personnel, shipment details and quantity)	0	A	0	0	
	6.3.2 - When consignee allows, driver present at all loading and unloading operations.	0	A	0	0	
Section Total:		0		0	0.0%	

Total Possible: 16							100%
7. Pre-Alerts	Preventative Measures	Score	Warehouse Classification	X if not Scored	Possible Score	COMMENTS	
7.1 System of Pre-Alerts in Place (Supplier to Supplier)	7.1.1 - Origin site to pre-alert destination site for truck shipments. Pre-Alert to contain as a minimum: departure time, expected arrival time, truck company, driver name, trailer seal numbers 7.1.2 - Receiving site to confirm arrival to origin within 1 hour, check pre-alert details are correct. Process implemented for recording and escalating irregularities through Suppliers Security Management	0	A	0	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	0	A	0	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.	0	A	0	0		
8.3 Vehicle Tracking - subject to availability and negotiated between the Buyer and Supplier	8.2.3 - Documented response procedures and training for escort personnel 8.3.1 - GPS or similar technology installed on all vehicles transporting buyer's assets.	0	A	0	0		
Section Total: 0							0.0%
Total Possible: 8							100%

