

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	62	
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 - Padlocks on trailer doors in use during entire journey		1	0	
	(M) 1.2.4 - Security tamper evident seals in use		1	0	
	(M) 1.2.5 - Trailer immobilization device in use when trailer is uncoupled (Airbrake)		1	0	
	(M) 1.2.6 - External identification on top of trailer		1	0	
			Section Total:	0	0,0%
			Total Possible:	7	100%

Audit Form	Preventative Measures	Score	Classification	Total Score	COMMENTS
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 navigation system installed		1	0	
	(M) 2.2.4 - Remote route monitoring in place		1	0	
2.3 Alarm(s)	(M) 2.3.1 - Electronic alarm on truck when left vacant		1	0	
	(M) 2.3.2 - Electronic alarm activated automatically by locking truck		1	0	
	(M) 2.3.3 - Manually activated silent alarm (panic button) sending signal to suppliers home base.		1	0	
	(M) 2.3.4 - Trailer alarm (acoustic) activated by unauthorized opening of trailer doors		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:	11	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 - Sealing of the vehicle to be witnessed by warehouse staff (documented)		1	0	
	(M) 3.1.4 - Driver present at all loading unloading operations, consignee must allow		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 in presence of consignee		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	
	(M) 3.5.5 - Procedures in place to respond to security incidents.		1	0	
3.6 Vehicle Maintenance Program	(M) 3.6.1 - Documented maintenance program according manufacturers specifications in place		1	0	
	(M) 3.6.2 - Documented routine check before and after at every start or end of a journey/trip		1	0	
3.7 Stops (taking in fuel, meals, short breaks, and unscheduled stops.	(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) 3.8.3 - Overnight parking on a dedicated, secure parking (supplier owned)		1	0	
	(M) 3.8.4 - Overnight parking on a guarded parking		1	0	
3.9 Contingency Planning	(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	
	(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	
3.10 Key Management	(M) 3.10.1 - Documented process in place to manage keys of trucks, trailers, pad-locks, kingpin locks etc.		1	0	
	(M) 3.10.2 - Keys and spare keys kept separately . Spare keys kept in a secure environment.		1	0	
Section Total:				0	0.0%
Total Possible:				27	100%

4. Personnel Security	Preventative Measures	Score	Classification	Total Score	COMMENTS
4.1 Screening/Vetting within constrains 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	
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	
Section Total:				0	0.0%
Total Possible:				2	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 Scheduled Routing	(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	
6.3 Miscellaneous	(M) 6.3.1 - Procedures in place to prevent unauthorized parties present in truck or trailer		1	0	
	(M) 6.3.2 - Drivers must arrive at pick up location fully fueled, fed and rested and allowed to drive 6hrs or 200		1	0	
Section Total:				0	0.0%
Total Possible:				6	100%