

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			
Point Value	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 Overall Requirements
X	Requirement does not apply	Not Applicable	None

Audit Results			
Vehicle/route class		Previous Audit Result	Improvement Status
Total Score	0,0		
Possible Score	23		
Percentage	0,00%		
Mandatory Items (M)	Did not meet 1 or more Mandatory Items (M)		
Overall Standard	Does not meet overall requirements		

Audit Form					
1. Physical Security	Preventative Measures	Score	Classification	Total Score	COMMENTS
1.1 Truck Security	(M) 1.1.1 - Locks on all truck doors in place		3	0	
1.2 Trailer Security	1.2.1 - Hard sided trailer in use		3	0	
	(M) 1.2.2 - Re-enforced curtain with TIR/Bond sealed cord in use		3	0	
				Section Total:	0
				Total Possible:	2
					0,0%
					100%
2. Security Systems	Preventative Measures	Score	Classification	Total Score	COMMENTS
2.1 Truck Security Systems	(M) 2.1.1 - Two way communication system present during entire journey		3	0	
2.3 Alarm(s)	(M) 2.3.1 - Electronic alarm on truck when left vacant		3	0	
2.4 Vehicle Immobilization	(M) 2.4.1 - Truck immobilization device installed		3	0	
				Section Total:	0
				Total Possible:	3
					0,0%
					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.		3	0	
	(M) 3.1.2 - Verification of collection documents		3	0	
	(M) 3.1.3 - Sealing of the vehicle to be witnessed by warehouse staff (documented)		3	0	
	3.1.4 - Driver present at all loading unloading operations, consignee must allow		3	0	
3.2 Delivery	(M) 3.2.1 - Verification process in place for delivery/ hand over of goods.		3	0	
	(M) 3.2.2 - Hand over procedures in place to prevent loss.		3	0	
	3.2.3 - Seal only to be opened/broken in presence of consignee		3	0	
3.3 Pre-alerts/advise	3.3.1 - Pre-alerts to be checked and verified by Supplier and agreed by buyer		3	0	
3.5 Incident, Event and Action Reporting (escalation procedure)	3.5.2 - Delays caused by detours, traffic jam, strike etc. To be reported immediately to suppliers base		3	0	
	3.5.3 - Incidents like vehicle breakdown, illness etc. Reported to suppliers base and followed up immediately		3	0	
	3.5.4 - Procedures in place in case of disruption of transport (vehicle breakdown, route deviation etc.)		3	0	
	3.5.5 - Procedures in place to respond to security incidents.		3	0	
	3.6 Vehicle maintenance program	(M) 3.6.1 - Documented maintenance program according truck manufacturers specifications		3	0
3.8 Secure Parking	3.8.1 - Overnight parking on a public parking having considered basic security requirements		3	0	
	3.8.2 - Overnight parking fenced and well lit parking		3	0	
3.10 Key Management	3.10.1 - Documented process in place to manage keys of trucks, trailers, pad-locks, kingpin locks etc.		3	0	
	3.10.2 - Keys and spare keys kept separately. Spare keys kept in a secure environment.		3	0	
				Section Total:	0
				Total Possible:	17
					0,0%
					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)		3	0		
	(M) 4.1.2 - Statement of clearance by police or authorities available at supplier		3	0		
4.2 Pre-employment checks	4.2.3 - Temporary or sub-contracted employees submitted to suppliers process of pre-employment checks by temporary agent or subcontracted party (documented)		3	0		
4.3 Hiring and Termination Procedures	4.3.1 - Documented procedures for hiring and termination of employees, contractors or temporary workers		3	0		
	4.3.2 - Termination procedures in place for employees and sub-contractors, ensures return of ID's access cards, keys and other sensitive information		3	0		
	4.3.3 - Procedures in place preventing systems access to buyers data by terminated employees		3	0		
	4.3.4 - Records kept preventing Supplier re-hiring terminated employee/sub-contractor without		3	0		
				Section Total:	0	0,0%
				Total Possible:	7	100%
5. Training	Preventative Measures	Score	Classification	Total Score	COMMENTS	
5.1 Security Awareness	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.		3	0		
				Section Total:	0	0,0%
				Total Possible:	1	100%
6. Enhanced Security Requirements	Preventative Measures	Score	Classification	Total Score	COMMENTS	
6.3 Miscellaneous	(M)6.3.1 - Procedures in place to prevent unauthorized parties present in truck or trailer		3	0		
				Section Total:	0	0,0%
				Total Possible:	1	100%