

Scoring Matrix TAPA Trucking Security Requirements
FOR USE WITH TAPA BUYER AUDIT FORM 2006

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"> 1,2
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 - Padlocks utilized	<ul style="list-style-type: none"> High Security Padlocks in use on all trailer doors. Use of padlocks to be documented. 	<ul style="list-style-type: none"> 1
1.2.4 - Security tamper evident seals	<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
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 tracking system on truck present with a minimum of 5 minute polling. Tracking to be monitored 24*7 by Supplier or designated contractor. 	<ul style="list-style-type: none"> 1
2.2.2 - Satellite Tracking System Trailer/Container	<ul style="list-style-type: none"> Satellite tracking system on trailer present with a minimum of 5 minute polling. Tracking to be monitored 24*7 by Supplier or designated contractor. 	<ul style="list-style-type: none"> 1
2.2.3 - Satellite navigation (route planner)	<ul style="list-style-type: none"> Dynamic Satellite navigation system present, recognizing detours, traffic jams etc. to avoid 	<ul style="list-style-type: none"> 1

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	unnecessary stops or delays.	
2.2.4 - Route monitoring (remote)	<ul style="list-style-type: none"> Route monitoring 24*7 with documented plans in place that include procedures to contact local law enforcement direct or through Suppliers home base for immediate investigation post incident. 	<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 activated by central door lock system present 	<ul style="list-style-type: none"> 1,2,3
2.3.2 - Manually activated silent alarm (panic button) sending signal to suppliers home base.	<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
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
2.4 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
3.1.4 - Sealing of the vehicle to be witnessed by warehouse staff (documented)	<ul style="list-style-type: none"> Seal procedure in place. Warehouse staff applying the seal in presence of the driver or Driver applying the seal in presence of warehouse staff. 	<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

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3.2.3 - Trailer seal only to be opened/broken in presence of personnel at destination.	<ul style="list-style-type: none"> Procedure in place and documented. Driver to remove seal in presence of warehouse staff or warehouse staff removing the seal in presence of the driver. 	• 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. 	• 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. 	• 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 	• 1,2
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 	• 1,2
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. 	• 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. 	• 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. 	• 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. 	• 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. Procedure in place to follow up when contact is lost. Annual revision to be agreed. 	• 1,2
3.6 VEHICLE MAINTENANCE PROGRAM		
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. 	• 1,2,3
3.6.2 - Documented routine check before and after at every start or end of a journey/trip	<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. 	• 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. 	• 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. 	• 1
3.6.3 - Procedures how to respond to law enforcement agencies.	<ul style="list-style-type: none"> Driver submitted to mandatory training (documented) 	• 1

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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 	•
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 	•
3.8.3 - Overnight parking on dedicated, secure parking (supplier owned)	<ul style="list-style-type: none"> Listed parking facilities part of drivers manual/instructions Parking facility submitted to annual audit 	•
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. 	• 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 	• 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 	• 1
3.10 KEY MANAGEMENT		
3.10.1 - Documented process in place to manage keys of trucks, trailers, pad locks, king pins etc.	<ul style="list-style-type: none"> Key management program in place and documented 	• 1,2
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. 	• 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 	• 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 	• 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 	• 1,2,3
4.2 PRE- EMPLOYMENT CHECKS		
4.2.1 - Checks for a five year period with previous	<ul style="list-style-type: none"> Checks in place per default and results part of employees file. 	• 1,2

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employers.		
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		
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
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

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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"> •