**JAMCO INTERNATIONAL**

**CTPAT Security Questionnaire**

JAMCO International has committed to participation in the Customs Trade Partnership against Terrorism (CTPAT) program administered by U.S. Customs. CTPAT is a voluntary supply chain security program designed to strengthen the U.S. borders and global supply chain. All JAMCO business partners, including but not limited to, agents, suppliers, customers, and service vendors, are required to complete the attached Security Questionnaire to verify their compliance with the CTPAT security standards for their cargo handling procedures.

**Instructions**: Please complete the attached form and return to JAMCO. This questionnaire is the means by which we can document that the commitment to security required of our Business Partners under CTPAT is being met.

*Please note this questionnaire does not have to be completed if your company is CTPAT certified, TSA participant or a member in one of the MRA programs. In such case, please complete the first page and provide the applicable number or certification in lieu of completing the questionnaire. JAMCO will send a monitoring request via the CTPAT portal for all certified companies.*

|  |
| --- |
| **Type of Business:** |
| **Company**: |
| **Address**: |
| **Contact Party** |
| **Phone Number:** |
| **Email:** |

CTPAT Status: SVI Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified Pending Application Not Applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **Security Program Participation** | **Yes** | **No** | **Notes / Additional Information** |
| Is your company AEO certified? If yes, please provide a copy of the certificate. |  |  |  |
| Is your company TSA certified? If yes, please provide your STA number. |  |  |  |
| Is your company participating in Carrier Initiative Program (CIP)? |  |  |  |
| Is your company participating in Business Anti-Smuggling Coalition (BASC)? |  |  |  |
| Is your company TAPA certified? |  |  |  |
| Is your company participating in Super Carrier Initiative Program (SCIP)? |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Business Partner Requirement** | | **Yes** | **No** | | **Notes/Additional Information** |
| 1. Does the company have written and verifiable processes for the screening and selection of business partners? | |  |  | |  |
| 1. Are questionnaires sent to existing and prospective business partners to determine if they are CTPAT certified or meet CTPAT requirements? | |  |  | |  |
| 1. Is documentation of CTPAT certification, whether CTPAT certified or not, maintained? | |  |  | |  |
| 1. Are there documented procedures to screen prospective customers for financial soundness and ability to meet security requirements? | |  |  | |  |
| 1. Are periodic reviews done on Business Partners to detect weakness or potential weaknesses in security? | |  |  | |  |
| 1. Do your contracts with service providers specify the minimum security requirements expected of them? | |  |  | |  |
| **Container and Trailer Security** | **Yes** | | **No** | **Notes/Additional Information** |
| 1. Does your company perform the recommended 7-Point Container Inspection? |  | |  |  |
| 1. Are containers stored in a secure area to prevent unauthorized access? |  | |  |  |
| 1. Are there written security procedures covering receipt, loading and unloading of containers/trucks to prevent cargo loss or the introduction of unauthorized or un-manifested material? |  | |  |  |
| 1. Do you have procedures for affixing, replacing, recording, tracking and verifying cargo seals? |  | |  |  |
| 1. If signs of tampering or damage to carton/crate are evident, are there procedures in place to investigate or report? |  | |  |  |
| 1. Are only designated employees allowed to distribute container seals? |  | |  |  |
| 1. Do you have a process in place to notify internal security and or government authorities of any activities that appear suspicious? |  | |  |  |
| 1. Are processes in place to properly seal and maintain the integrity of the container at point of stuffing? |  | |  |  |
| 1. Are processes in place to verify the physical integrity of containers upon receipt? |  | |  |  |
| 1. Are “High Security” seals used on all containers? |  | |  |  |
| 1. Are Seals kept secure to prevent unauthorized access and misuse? |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical Access Controls** | **Yes** | **No** | **Notes/Additional Information** |
| 1. Are visitor records or logs maintained? |  |  |  |
| 1. Are visitors required to provide photo identification, log in and wear temporary identification? |  |  |  |
| 1. Are visitors/contractors required to display temporary identification? |  |  |  |
| 1. Are procedures in place to identify, challenge and address unauthorized/unidentified persons? |  |  |  |
| 1. Is arriving mail periodically screened? |  |  |  |
| 1. Are pick-up/delivery agents required to present identification and sign in? |  |  |  |
| 1. Does the company have a procedure for issuance, removal and changing of employee access devices? |  |  |  |
| 1. Does the company issue badges to employees? |  |  |  |
| 1. Are employees required to show identification badge when entering the premises? |  |  |  |
| 1. If facility contains a loading dock, is access to loading/unloading area controlled? |  |  |  |
| 1. Are employees given access to secure areas as needed for the performance of their duties? |  |  |  |
| 1. Is there a process in place to ensure the removal of system access for terminated employees? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personnel Security** | **Yes** | **No** | **Notes/Additional Information** |
| 1. Are background checks conducted that includes criminal checks and application verification to the fullest extent of the law? |  |  |  |
| 1. Do you verify employee applications and references prior to employment? |  |  |  |
| **Personnel Security Cont.** | **Yes** | **No** | **Notes/Additional Information** |
| 1. Are there written procedures in place to remove all access controls to premises and IT systems from employees upon termination? |  |  |  |
| 1. Are periodic background checks conducted on current employees? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedural Security** | **Yes** | **No** | **Notes/Additional Information** |
| 1. Are procedures in place at shipping and receiving locations to ensure shipping documents are complete, legible and accurate? |  |  |  |
| 1. Are procedures available, evident and adequate to ensure cargo is properly marked and manifested to include accurate weight and piece count? |  |  |  |
| 1. Do you have procedures in place for notifying law enforcement agencies in the event of inconsistencies, anomalies or illegal activities are detected or suspected? |  |  |  |
| 1. Do you have procedures in place for detecting and reporting overages and shortages? |  |  |  |
| 1. Are drivers/delivering carriers required to provide identification and be logged in prior to receiving or releasing cargo? |  |  |  |
| 1. Are all conveyances inspected upon arrival or at transfer points for signs of tampering? |  |  |  |
| 1. Is conveyance integrity maintained to prevent the introduction of unauthorized personnel or material into aircraft/vessel/container/trucks? |  |  |  |
| 1. Is there a system evident to monitor and track the timely movement of all cargo conveyances? |  |  |  |
| **Procedural Security Cont.** | **Yes** | **No** | **Notes/Additional Comments** |
| 1. Is vehicle/conveyance tracking, tracing and intrusion detection available in real time? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Security Training and Threat Awareness** | **Yes** | **No** | **Notes/Additional Comments** |
| 1. Are employees provided training on security procedures? |  |  |  |
| 1. Are employees trained to maintain cargo integrity? |  |  |  |
| 1. Are employees trained to determine if unauthorized access to controlled areas has occurred and how to address such a situation? |  |  |  |
| 1. Is a program in place to report any suspicious behavior or wrong doing? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical Security** | **Yes** | **No** | **Notes/Additional Comments** |
| 1. Are company premises protected from unauthorized access by perimeter fencing or natural barriers? |  |  |  |
| 1. Are all company buildings constructed of materials that resist unlawful entry and protect against outside intrusion? |  |  |  |
| 1. Are private passenger vehicles prohibited from parking in or adjacent to cargo handling and storage areas? |  |  |  |
| 1. Are all doors/windows/openings equipped with locking devices? |  |  |  |
| 1. Is adequate lighting provided inside and outside company facility to include parking areas? |  |  |  |
| 1. Is there a working CCTV (Closed Circuit Television) system that monitors and records” |  |  |  |
| **Physical Security Cont.** | **Yes** | **No** | **Notes/Additional Comments** |
| * 1. Exterior of buildings? |  |  |  |
| * 1. Personnel entrances? |  |  |  |
| * 1. Interior and exterior of the docks, and yards where trailers and containers are loaded/unloaded or stored? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Information Technology Security** | **Yes** | **No** | **Notes/Additional Comments** |
| 1. Is there a system in place to identify the abuse of IT including improper access, tampering or the altering of business data? |  |  |  |
| 1. Are individually assigned accounts required a periodic change of password by an automated system? |  |  |  |
| 1. Does the company have anti-virus and anti-spy ware installed and kept current? |  |  |  |
| 1. Are all system violators subject to appropriate disciplinary actions for abuse? |  |  |  |
| 1. Are IT security policies, procedures and standards in place and provided to employees through training? |  |  |  |

**I certify that the information in this questionnaire is true and correct to the best of my knowledge. Should significant changes occur in our program, we will provide written notification to the company in writing of these changes.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_