

Supply Chain Security Advisement



BUSINESS PARTNERS ANNUAL RE-EVALUATION

As a certified C-TPAT company, we are committed to educating all our customers on critical supply chain security issues. Business partner re-evaluation programs and procedures are crucial elements of a secure supply chain.

On at least an annual basis, we recommend you re-evaluate all your foreign vendors, highway carriers, freight forwarders and third party logistics providers to ensure the establishment of security procedures and practice.

We suggest the following guidelines for re-evaluating your business partners.

BUSINESS PARTNER RE-EVALUATION

Verify the development and implementation of the following security procedures (if applicable)

- Inspection of all containers and trailers prior to their departure from a shipping facility.
- Placement of high security seals on all containers and trailers bound for the United States
- Storing of loaded and unloaded containers and trailers within the confines of a gated and guarded facility.
- Documentation of arrival and departure of all visitors to the facility and issuance of visitor badges.
- Training of employees on identifying and reporting suspicious persons, activities and packages.
- Issuance of employee photo identification badges.
- Pre-employment screening procedures, including the completion of an employment application, reference check and background check.
- Legible, complete and accurate preparation of invoices and cargo manifests.
- Verification of weights, labels, marks and piece count of merchandise prior to loading containers.
- Documentation of shortages, overages and cargo tampering.
- Fencing and/or other access controls to facilities.
- Prohibition of private passenger vehicle parking adjacent to cargo handling and storage area.
- Strict control over the issuance and storage of keys and other access control systems.
- Individual passwords to all employees and computer access.



ATTENTION



Report any abnormalities including overages and shortages to U.S. Customs and Border Protection at:

1-800-BE-ALERT

Please visit their website for more information and current security alerts at:

WWW.CBP.GOV

For further questions or comment regarding this advisement, please contact our offices at:

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