



# PENROD

## WAREHOUSES

These are general questions that should be answered on a case-by-case basis. Depending on the company's size and structure the questions may not be applicable to all.

**Container Security:** Container and seal integrity must be maintained in order to protect against the introduction of unauthorized material and/or persons.

Please describe how seals on conveyances are verified against documents.

Describe your company's procedure for inspecting containers after unloading to verify physical integrity.

How does your company store empty and full containers to prevent unauthorized access?

List the procedures for notifying Customs or other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company.

**Physical Access Controls:** Access controls must include the positive identification of all employees, visitors, and vendors at all points of entry.

Describe how all employees, visitors, and vendors are identified prior to entering the facility?

List the procedures for challenging unauthorized/unidentified persons attempting to enter your facility.

**Personnel Security:** Processes must in place to screen prospective employees and periodically check current employees.

What kind of employment screening, background checks and application verifications are used prior to hiring?

**Procedural Security:** Security measures must be in place to ensure the integrity and security of processes relevant to the transportation, handling, and storage of cargo in the supply chain.

Is there a designated security officer to supervise the removal of cargo from the conveyance?

How is cargo counted, documented, and verified against manifest documents?

List the procedures for detecting and reporting shortages and overages.

**Physical Security:** Cargo handling and storage facilities must have physical barriers and deterrents that guard against unauthorized access.

Describe the locking devices used for external and internal doors, windows, gates, and fences.

Describe the lighting provided inside and outside the facility to include parking areas.

Is the segregation and marking of international, domestic, high-value, and dangerous goods cargo located within your warehouse by means of a safe, caged or otherwise fenced-in area? Please explain.

Is the parking area for private vehicles separate from the shipping, loading dock, and cargo areas? Please explain.

Describe the internal/external communication systems are in place to contact security personnel or local law enforcement.

**Information Technology Security:** Information Technology policies, procedures and standards must be in place and provided to employees in the form of training.

Is a system in place to identify the abuse of information technology including improper access, tampering or the altering of business data?

**Security Training and Threat Awareness:** Programs should be established to foster threat awareness at each point in the supply chain.

What kind of security awareness programs does the company provide to employees including recognizing internal conspiracies, maintaining cargo integrity, and determining and addressing unauthorized access?

How do these security awareness programs encourage active employee participation in security controls?

**C-TPAT Compliance:**

Are you eligible for C-TPAT Certification?

Yes  No  Not applicable

(You must be conducting business within the United States to receive certification).

Have you applied for certification? If yes, have you received your certification?  
Please provide a copy of your C-TPAT Status Verification Interface number (SVI).

Do you participate in other programs designed to certify supply chain security.

Yes  No  None available in this area

If yes, please provide the name and contact information of the organization (s) and advise your level of participation. If you have received any certification, please provide documents that reflect your certification.

**Signature**

Company Name and Address:

Manager Signature:

Manager Name and Title:

Date:

**Please note that we cannot accept typed signatures; we must have an actual signature.**