



# 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. Warehouses as defined in this guideline are facilities that are used to store and stage both Customs bonded and non-bonded cargo.

**Physical Security:** All buildings should be constructed of materials, which resist unlawful entry and protect against outside intrusion.

Does the warehouse have adequate locking devices for external and internal doors, windows, gates and fences?

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Is there adequate lighting provided inside and outside the facility to include parking areas?

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Is 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?

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

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Does your company have internal/external communication systems in place to contact internal security personnel or local law enforcement police?

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**Access Controls:** Unauthorized access to facilities should be prohibited. Do all employees, visitors, and vendors wear positive identification?

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List procedures for challenging unauthorized/unidentified persons.

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**Procedural Security:** Procedures should be in place to protect against unmanifested material being introduced into the warehouse.

Is there a designated security officer to supervise the introduction/removal of cargo?

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Is cargo/cargo equipment properly marked, weighed, counted, documented, and verified against manifest documents?

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List the procedures for verifying seal on containers, trailers, and railcars.

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List the procedures for detecting and reporting shortages and overages.

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

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Is there proper storage of empty and full containers to prevent unauthorized access?

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**Personnel Security:** Pre-employment screening, backgrounds and verifications.

Does the company conduct employment screening and interviewing of prospective employees to include periodic background checks and application verifications?

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**Education and Training Awareness:** Security awareness programs  
Does the company provide employees security awareness programs including recognizing internal conspiracies, maintaining cargo integrity, and determining and addressing unauthorized access?

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Do these programs encourage active employee participation in security controls?

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**C-TPAT Compliance:**

Are you eligible for C-TPAT Certification? Yes or No  
(You must be conducting business within the United States to receive certification).

Have you applied for certification? If yes, have you received your certification?

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If you answer "yes" to the last question, please provide with your questionnaire a copy of your C-TPAT Status Verification Interface number (SVI).

Company Name:

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Signature:

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Manager Name:

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Date:

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