

## Business Partner Security Profile Questionnaire

### Business Partner Data

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Years in Business: \_\_\_\_\_  
Description of services/product offered: \_\_\_\_\_

### Point-of-Contact

Name/Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Locations of other businesses/offices/terminals:

\_\_\_\_\_  
\_\_\_\_\_

Carrier only: does the company own and operate only tractors and no trailers in their terminal/  
facility: \_\_\_\_\_

Carrier only: does the company own and store trailers in their terminal/facility: \_\_\_\_\_

Number of tractors: \_\_\_\_\_ Number of trailers: \_\_\_\_\_

### Business Partner Reference:

\_\_\_\_\_  
\_\_\_\_\_

### C-TPAT Certification Status

SVI - if Certified: \_\_\_\_\_  
\_\_\_\_\_ Applied, Certification Pending  
\_\_\_\_\_ Recently applied - Applicant Status (provide copy of portal)  
\_\_\_\_\_ No present plans for C-TPAT  
\_\_\_\_\_ No knowledge of C-TPAT program  
\_\_\_\_\_ Other: \_\_\_\_\_

### Any other foreign based security program/certifications (NEEC, BASC, CASCEM, others):

\_\_\_\_\_ NEEC  
\_\_\_\_\_ BASC  
\_\_\_\_\_ CASCEM  
\_\_\_\_\_ Other: \_\_\_\_\_

Does a Contractual Agreement exist between you and your  
Business Partner regarding minimum security procedures: \_\_\_\_\_

Is a copy of the Contractual Agreement maintained by both parties and are procedures verified periodically: \_\_\_\_\_

Please list the name and address of all additional carriers or terminals with which you conduct business as part of business' supply chain:

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Do all of the above supply chain business partners comply with the minimum security criteria as found in C-TPAT guidelines and/or do you have contractual agreements with these business partners regarding security criteria compliance: \_\_\_\_\_

Comments/Observations on above: \_\_\_\_\_

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**Conveyance / Container / Trailer Security (MFR-CARRIER)**

Are container/trailer inspections conducted: \_\_\_\_\_

Are they conducted for incoming and outgoing conveyances: \_\_\_\_\_

Where are inspections conducted: \_\_\_\_\_

Is an inspectional checklist used with above inspections: \_\_\_\_\_

Are laden and empty trailers stored in separate areas: \_\_\_\_\_

Are laden conveyances tracked and monitored from point of origin: \_\_\_\_\_

Does company have written inspectional, tracking and monitoring procedures: \_\_\_\_\_

Does company utilize ISO high security seals (HSS): \_\_\_\_\_

Does company secure and monitor the issuance of their high security seals: \_\_\_\_\_

**Less-than Truck Load (LTL) (CARRIER)**

Are padlocks used between pickup points for LTL shipments: \_\_\_\_\_

Are ISO HSS used at final consolidation point: \_\_\_\_\_

**Physical Access Controls (MFR-CARRIER)**

Are employees issued ID badges/uniforms: \_\_\_\_\_

Are visitors issued an ID badge: \_\_\_\_\_

Are visitors registered and picture ID required: \_\_\_\_\_

Are unauthorized persons identified and removed from premises: \_\_\_\_\_

**Personnel Security (MFR-CARRIER)**

Does the company conduct pre-employment verification: \_\_\_\_\_

Does they company conduct background checks/investigations: \_\_\_\_\_

Employment Application:	_____	Interview:	_____
Criminal History Check:	_____	Reference Check:	_____
Fingerprinting / Photo:	_____	Initial Drug Testing:	_____
Periodic:	_____	Key personnel only:	_____
Other:	_____		

Does the company have termination procedures: \_\_\_\_\_

**Procedural Security**

*Documentation Processing*

**(MFR-CARRIER)**

Does company ensure that all data used in clearing cargo is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information: \_\_\_\_\_

*Manifesting Procedures*

**(MFR-CARRIER)**

Does company ensure that information received from business partners is reported accurately and timely: \_\_\_\_\_

*Shipping and Receiving*

**(MFR)**

Is cargo accurately described, and the weights, labels, marks and piece count indicated & verified: \_\_\_\_\_

Are drivers delivering or receiving cargo positively identified before cargo is received or released: \_\_\_\_\_

Is the timeliness of all incoming and outgoing shipments tracked: \_\_\_\_\_

Is the stuffing and sealing of containers/trailers supervised: \_\_\_\_\_

Is the receiving and/or shipping dock monitored by CCTV: \_\_\_\_\_

*Cargo Discrepancies*

**(MFR-CARRIER)**

Does company investigate all shortages, overages, & other significant discrepancies or anomalies: \_\_\_\_\_

Does company have procedures to notify CBP of any detected anomalies or suspicious activities: \_\_\_\_\_

*Document Review:*

**(CARRIER)**

Does company train personnel to review manifests and other documents in order to identify or recognize suspicious cargo: \_\_\_\_\_

**Physical Security**

*Fencing*

**(MFR-CARRIER)**

Does perimeter fencing enclose the entire truck/terminal yard: \_\_\_\_\_

Does company regularly inspect the perimeter fencing for integrity and damage: \_\_\_\_\_

*Gates and Gate Houses*

Does company monitor or man all operational gates: \_\_\_\_\_

Does company have gate houses: \_\_\_\_\_

*Parking*

Are private vehicles prohibited from parking close to equipment that crosses the int'l border: \_\_\_\_\_

*Building Structure*

Are company buildings constructed of materials that resist unlawful entry: \_\_\_\_\_

Is the integrity of the buildings maintained by periodic inspection and repair: \_\_\_\_\_

*Locking Devices and Key Controls*

Are all external and internal windows, gates and fences secure with locking devices: \_\_\_\_\_

Does management or security control issuance of locks and keys, to include tractors: \_\_\_\_\_

Are conveyance doors locked and windows closed to prevent unlawful entry: \_\_\_\_\_

*Lighting*

Does company have adequate lighting inside and outside the facility including entrances and exits, parking or storage areas, and fences: \_\_\_\_\_

*Alarms Systems & Video Surveillance Cameras*

Does company utilize alarm system to monitor premises: \_\_\_\_\_

Does company utilize video surveillance cameras to monitor premises and prevent unauthorized access to cargo handling and storage areas based on risk: \_\_\_\_\_

**Security Training and Threat Awareness**

**(MFR-CARRIER)**

Does company have a security training program to include topics regarding the threat posed by drug smugglers and terrorists at each point in the supply chain: \_\_\_\_\_

Does company's security training program include training on the inspection of conveyances/ trailers, recognizing internal conspiracies, and protecting access control: \_\_\_\_\_

**Information & Technology Security**

**(MFR-CARRIER)**

Do company employees require a password to access company IT systems: \_\_\_\_\_

Are passwords changed periodically: \_\_\_\_\_

Does the company have a system in place to identify the abuse of IT (improper access, tampering or altering of business data: \_\_\_\_\_

***Company certifies that the information given/obtained in completing this questionnaire is true and correct to the best of my/our knowledge. Should any significant changes occur, which would effect the security of the supply chain, we/the Company will provide notification in writing to this associated business partner.***

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Security  
Assessment/Check  
conducted by: \_\_\_\_\_

**Risk Assessment:** High \_\_\_\_\_ **Risk - Reject**

Comments: \_\_\_\_\_  
\_\_\_\_\_

Medium \_\_\_\_\_ *Approved with Reservations*

Comments: \_\_\_\_\_  
\_\_\_\_\_

Low \_\_\_\_\_ **Approved**

Comments: \_\_\_\_\_  
\_\_\_\_\_