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SAFETY QUESTIONNAIRE FOR C-TPAT

Please send your questionnaire by fax to (819) 826-1661

Complete this questionnaire by answering all the questions. Please check your answers before you return it to us.

SECTION 1 - Contact

Name : _____

Title : _____

Phone : _____

Email : _____

SECTION 2 - Information about your company

Company name : _____

Street : _____

City : _____

Province / State : _____

Country / Postal code : _____

SECTION 3 -Details of the C-TPAT and PIP (Canadian CBSA Program)

We are approved for :

C-TPAT. ☐ PEP/PIP. ☐ PAD/CSA. ☐

Date of permit : _____

SVI no. _____

We are in process of becoming :

C-TPAT. ☐ PEP/PIP. ☐ PAD/CSA. ☐

Date of submission : _____

We start or will start to make our request for :

C-TPAT. ☐ PEP/PIP. ☐ PAD/CSA. ☐

Expecting date to complete the application : _____

☐ Please fill in the safety questionnaire below if you have not gotten your certification C-Tpat or PIP, or if you are not going to request adherence to these safety programs.

SECTION 4 - Security profile questionnaire - Please answer the following questions by checking "yes", "no" or "S.O."

- 1 Is your company a member of a certified safety program WCO (World Customs Organization), which is equivalent to the C-TPAT and PIP?
Yes ☐ No ☐ S.O. ☐
- 2 If yes, please provide the following information :
Name of organization : _____
Date of certification : _____
- 3 Does your company eligible for C-TPAT or PIP?
Yes ☐ No ☐ S.O. ☐
- 4 Otherwise, does your company will comply completely to the minimum requirements for security C-TPAT or PIP?
Yes ☐ No ☐ S.O. ☐
- 5 Does your company have a security director at the organization level?
Yes ☐ No ☐ S.O. ☐
- 6 Does your company have a security officer to each of your locations?
Yes ☐ No ☐ S.O. ☐
- 7 Does your company have written safety procedures that are available to all levels of employees?
Yes ☐ No ☐ S.O. ☐
- 8 Does your company have written security procedures for your direct partners in the supply chain?
Yes ☐ No ☐ S.O. ☐
- 9 Are your facilities protected against unauthorized access by fences?
Yes ☐ No ☐ S.O. ☐
- 10 Do all your buildings have adequate locking devices for external and internal doors, windows, gates and fences?
Yes ☐ No ☐ S.O. ☐
- 11 Are all your building constructed of materials which resist unlawful entry and protect against intrusion?
Yes ☐ No ☐ S.O. ☐
- 12 Does your company requires identification of all visitors and suppliers?
Yes ☐ No ☐ S.O. ☐

- 13 Is there a procedure for recording all visitors, drivers and suppliers?
Yes ☐ No ☐ S.O. ☐
- 14 Does your computer system is protected against unauthorized access?
Yes ☐ No ☐ S.O. ☐
- 15 Does your company verify employee's references and employment history prior to hiring?
Yes ☐ No ☐ S.O. ☐
- 16 Does your company offer training on security awareness and procedures related to it?
Yes ☐ No ☐ S.O. ☐
- 17 Does your company have policies concerning behavior including security breach?
Yes ☐ No ☐ S.O. ☐
- 18 Have you established a process for the declaration and management of issues related to staff security?
Yes ☐ No ☐ S.O. ☐
- 19 Have you established a formal process that prevents access to your facilities to employees upon termination?
Yes ☐ No ☐ S.O. ☐
- 20 Do you have written procedures for handling full and empty containers, trucks and railcars to avoid losses?
Yes ☐ No ☐ S.O. ☐
- 21 Have you established procedures to prevent the introduction of non manifested cargo in your supply chain?
Yes ☐ No ☐ S.O. ☐
- 22 Have you established procedures that allow the presentation of accurate manifests to the customs authorities in due time?
Yes ☐ No ☐ S.O. ☐
- 23 Have you established procedures for the detection and reporting of shortages, surplus and other abnormalities?
Yes ☐ No ☐ S.O. ☐
- 24 Do all vehicles that come to your facilities are inspected upon arrival and departure?
Yes ☐ No ☐ S.O. ☐
- 25 Do you keep accurate records for all freight arriving and departing?
Yes ☐ No ☐ S.O. ☐
- 26 Does your company conducts unannounced safety inspections?
Yes ☐ No ☐ S.O. ☐

- 27 Does your company have a policy to control emission seals for cargo export?
Yes ☐ No ☐ S.O. ☐
- 28 Does your company have written procedures for checking the seals of the containers and trailers compared with the documentation before opening the container or the trailer?
Yes ☐ No ☐ S.O. ☐
- 29 Does the customer's parking area is separate to the warehouse docks, shipping and storage cargo areas?
Yes ☐ No ☐ S.O. ☐
- 30 Does your facilities well lit inside and outside, including parking areas?
Yes ☐ No ☐ S.O. ☐
- 31 Can your customers and your staff walk around unaccompanied and without constraint on the site of your facilities?
Yes ☐ No ☐ S.O. ☐
- 32 Are warehouse doors closed and locked when not used?
Yes ☐ No ☐ S.O. ☐
- 33 Is there a specific location in the warehouse for the storage of dangerous goods?
Yes ☐ No ☐ S.O. ☐
- 34 Does your facilities have video/surveillance cameras that cover all areas?
Yes ☐ No ☐ S.O. ☐
- 35 Do you have written procedures on how to receive the cargo at your facilities?
Yes ☐ No ☐ S.O. ☐
- 36 Are you separating the imported cargo from the exported freight in your warehouse?
Yes ☐ No ☐ S.O. ☐

Signature : _____ Date : _____

Name in printed letters : _____

Title in printed letters : _____

Company : _____

Safety recommendations C-Tpat and PIP

Develop and implement a coherent plan in order to improve safety procedures throughout your supply chain. Where an importer does not control facility - the vehicles or the process subject of these recommendations - the importer agrees to do everything possible to ensure compliance on the part of the responsible party. The following general recommendations must be observed depending on each case, on the size and corporate structure, and may not apply to all.

Administrative security

There should be procedures to counteract the introduction of non-obvious materials in the supply chain. Security controls should include: the introduction and removal of the goods monitored; marking, weighing, counting and proper documentation of the cargo and related equipment compared with manifest documents; the detection and reporting of missing items or surplus; procedures for checking the seals of containers, trailers and railcars. The movement of cargo arriving and departing should be monitored. Unannounced safety checks should be performed randomly in your business control areas within the supply chain. There must be procedures for notifying Customs or other law enforcement agencies if the company discovers or suspects anomalies or illegal activities.

Physical security

All buildings and carriers terminals must be protected against any intrusion from outside. Physical security should include: locking devices for interior and exterior doors, windows; adequate lighting within the facility; marking international, national, valuable and dangerous freight in the warehouse.

Access control

You must defend unauthorized access to facilities and vehicles. Controls should include the positive identification of all employees, visitors and suppliers. The procedures should also include the summation of unauthorized or unidentified persons.

Staff security

Companies must conduct due diligence to employment and interview potential employees, and periodic background checks and job applications.

Education, training and awareness

A security awareness program should be provided to employees to enable them, among other things, identify internal conspiracies, maintaining cargo integrity, and to establish unauthorized entry and deal. Such a program should encourage active employee participation safety checks with premiums.

Clearing procedures

Companies should ensure that manifests are complete, legible, accurate and be presented to Customs in time.

Safety of vehicles

You must maintain the integrity of the vehicles to protect you from intrusion of people and materials that would not be allowed. Security procedures should include a physical exam easily accessible locations, secure compartments and inner and outer panels, as well as procedures for reporting the discovery of unauthorized persons, materials without manifest or tampering indices.