

INSTRUCTIONS Please complete the following questionnaire and return to Ghedi International, Inc., P.O. BOX 17727, Austin, Texas 78760-7727 or email to info@ghedi.com

Company Name(s):			DBA:
Physical Address:			
Mailing Address:			
Years in Business:		# of Employees	
Contact Party:		E-mail:	
Phone:		Fax:	

Is your company a member of C-TPAT? Yes No

If you answered "YES" to this question, you do **not** need to complete the rest of this questionnaire. **Simply send us a copy of your C-TPAT certificate or a letter stating your company's SVI number so that we can verify your acceptance into the program.**

If you are not yet a member of C-TPAT, are you a member

Partners in Protection		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Intend to apply Intend to apply Intend to apply Intend to apply
Business Anti-Smuggling Coalition (BASC)?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Free and Secure Trade? (FAST)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Other (Non-U.S.) Customs Supply Chain Security Program? (If yes, please see below)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Please provide name of other (non-U.S.) Customs Supply Chain Security Program and country		Program Name/Country				

Check the appropriate box for each line item	YES	NO
A. Facility Access Controls		
1. Is there a visitor pass system?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are visitor records or logs kept?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are visitors subject to search upon entry or exit?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are visitors required to give photo identification?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there procedures for challenging and removing unauthorized persons from premises?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there a separate employee parking lot?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is arriving mail screened periodically?	<input type="checkbox"/>	<input type="checkbox"/>

B. PHYSICAL SECURITY OF CARGO HANDLING/STORAGE AREA		
1. Is private vehicle parking allowed near cargo handling/storage area?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the facility have an alarm system and surveillance equipment?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is cargo stored outside facility?	<input type="checkbox"/>	<input type="checkbox"/>
4. If so, is there an exterior fence?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there locking devices on all doors and windows?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there locking devices on all gates and fences?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the facility built of materials that resist unlawful entry?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there adequate lighting in parking lots and near cargo handling/storage areas?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is waiting area for drivers and visitors to cargo handling/storage areas secure?	<input type="checkbox"/>	<input type="checkbox"/>

C. CONTAINER/CONVEYANCE SECURITY		
1. Are containers stored in a secure area to prevent unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there procedures to inspect and verify physical integrity and locking mechanism of container prior to stuffing?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the 7-point inspection process used?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there written procedures for controlling and affixing seals to loaded containers?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there written procedures for recognizing and reporting compromised seals?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do all container seals affixed to loaded containers bound for the U.S. meet the PAS ISO 17712 standards?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is a written log of the 7-point inspection and of the container seals maintained?	<input type="checkbox"/>	<input type="checkbox"/>
8. Who maintains the logs of inspection and container seals (name and phone number)?		

D. IDENTIFICATION OF EMPLOYEES		
1. Is photo identification required?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are unauthorized personnel prohibited from entering restricted areas?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are shipping and receiving employees photo registered and records maintained?	<input type="checkbox"/>	<input type="checkbox"/>

E. HIRING AND TERMINATION POLICIES		
1. Are detailed employment applications required of prospective employees?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are prospective employees interviewed?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is information from the application and interview verified?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are background checks conducted on all employees?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a periodic check and reinvestigation performed on employees based on cause or sensitivity of employee's position?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there procedures to remove identification, facility, and system access for terminated employees?	<input type="checkbox"/>	<input type="checkbox"/>

F. EMPLOYEE TRAINING		
1. Is there a security awareness program?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the program designed to include maintenance of cargo integrity, recognition of internal conspiracies, and protecting access controls?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there logs recording training class dates and attendance for individual employees?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are employees aware of emergency and evacuation procedures?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a C-TPAT Manual which includes company procedures that have been designed to strengthen supply chain security?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there random recorded internal audits of security procedures?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are records of security breaches and corrective action maintained?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a periodic self-assessment of all security procedures to determine if processes need updating or improvement?	<input type="checkbox"/>	<input type="checkbox"/>

G. INFORMATION TECHNOLOGY SECURITY		
1. Are there security policies, procedures, and standards in place?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are employees trained in these security procedures?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the security program offer incentives for employee participation?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do automated systems require individually assigned accounts that require periodic changing of passwords?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do passwords combine letters, numbers, and symbols to defeat descrambling software?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are employees informed that company email and internal usage is not confidential?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are servers password protected?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are there secure system backups?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is current anti-virus software and firewall protection installed on all hardware?	<input type="checkbox"/>	<input type="checkbox"/>

H. ELECTRONIC DATA INTERCHANGE		
1. Are procedures in place to ensure all information used in the clearance of cargo is complete and accurate, as well as protected from erroneous information?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there procedures to safeguard computer access to EDI systems?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there periodic audits of data to ensure safety of EDI systems?	<input type="checkbox"/>	<input type="checkbox"/>

I. PROCESSES FOR SELECTION OF BUSINESS PARTNERS		
1. Are there written and verifiable processes for selection of business partners?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all supply chain partners, such as foreign manufacturers, freight forwarders/consolidators, steamship lines, airlines, port authorities, truck carriers, and Customs Brokers considered?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are questionnaires sent to existing and prospective business partners to determine if they are C-TPAT certified or meet C-TPAT requirements?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the firm require a statement by a senior official of the business partner to support the above security statement?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are completed questionnaire records maintained?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are copies of C-TPAT certificates/SVI numbers of business partners maintained?	<input type="checkbox"/>	<input type="checkbox"/>
7. Based on risk assessment, does the firm conduct site visits to verify business partner's adherence to C-TPAT guidelines?	<input type="checkbox"/>	<input type="checkbox"/>

J. CUSTOMER SCREENING PROCEDURES		
1. Are there documented procedures to screen prospective customers for validity, financial soundness, the ability to meet contractual security requirements, and the ability to identify and correct security deficiencies as needed?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a risk based approach used in customer screening procedures?	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION STATEMENT	
I hereby certify that the information given by me in this questionnaire is true and correct to the best of my knowledge. Should significant changes occur in our program, we will provide Ghedi notification in writing of these changes.	
Signature	Date

Title	