Vendor C-TPAT Questionnaire 2018

Date Questionnaire Completed:	**Address:**
Company Name:	**Address:**
Contact Person(s)(Name and Title):	
Signature:	**Date:**
Phone Number:	**Email:**
Form Auditor's Signature:	**Date:**

Questions	Comments
Please provide details where required. For example, #3, if you train, please advise details of that training. Forms to be completed annually.	
1. Is your company C-TPAT Certified? If no, all of the remaining questions must be completed.	
2. Is your company a member of any other security programs such as AEO, etc?	
3. Are employees educated or receive training on general security awareness?	
5. What functions are performed at your facility? What are your hours of operation?	
6. What is your vetting process for selecting business partners? Do you perform a annual audit on your vendors and suppliers?	
7. Is a 7-point container inspection process performed on all containers loaded or unloaded at your facility?	
8. Are all shipments bound for U.S. sealed with high security seals that meet PAS ISO 17712 Standards?	
9. What process does your company follow for tampered or damaged seals? Is there a written SOP documenting these procedures?	
10. What type of ID process is required for employees to access your facility?	
11. What type of ID process is required for visitors to access your facility? Are visitors required to sign a log or provide positive photo identification?	
12. What type of ID process is required for vendors to access for deliveries or pick-up? Are drivers required to show positive photo ID?	
13. Do your regularly perform background or previous employment checks for new hires? How oftern do you perform background checks on current employees?	
14. Are procedures in place to ensure that all documents are received accurately and in a timely manner from carriers/forwarders/suppliers?	
15. Is cargo checked against a Bill of Lading or other document to insure proper piece count, labels, weights, and measurements are correct?	
16. Are the appropriate agencies notified when suspicious or illegal activities are detected? Are all warehouse employees trained and aware of what do in case suspicious or illegal activities are detected?	
17. What type of property security is in place in order to protect the freight, facility, and employees?	
18. Is your facility enclosed by a fence and gate house? Are there guards on the property 24 hours a day?	

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19. Is there employee parking? Is there visitor parking? Are parking areas monitored?	
20. Does your facility have lighting and/or cameras in all areas including the property and cargo handling areas?	
21. Is your property protected by an alarm or video surveillance? How often is it monitored, and who is your organization is responsible for monitoring?	
22. Does your company have a social compliance policy in place to combat the risks of child and forced labor in your operations and global supply chains? Have you vetted your suppliers to verify they do not use forced labor at their factories? Have you recently audited your suppliers to verify forced labor claims?	
23. What IT procedures are in place to ensure the safety of your computer server from hackings? How often are passwords changed?	

Purpose: As a validated member of the Customs-Trade Partnership against Terrorism (CTPAT) program, Future Forwarding Company is committed to securing the supply chain. A key element of the CTPAT membership is to ensure ALL business partners are CTPAT certified or be committed to maintaining the principles of CTPAT. If you are NOT a CTPAT member, this questionnaire must be completed and returned prior to doing business with Future Forwarding Company. Please call us if you have any questions about CTPAT requirements for vendors, including overseas vendors.

Additional C-TPAT information https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat