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**C-TPAT Warehouse Profile Questionnaire**

**I. Warehouse Data**

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of employees\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Customs Bonded Facilities \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact Party\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Name(s) Your Company Uses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Locations of other related facilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List three client references\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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C-TPAT Certification Status \_\_\_\_\_\_ Accepted, see attached certification

 \_\_\_\_\_\_ Applied, but certification not received

 \_\_\_\_\_\_ Application for C-TPAT is in process

 \_\_\_\_\_\_ No plans for C-TPAT

 \_\_\_\_\_\_ Other, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Operations Overview (Provide a brief summary of the services that your company supplies.)**

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**III. Security Programs**

Does your company participate in any Customs Industry Partnership Programs or other cargo security programs? Examples are:

\_\_\_\_\_\_\_ C-TPAT (Customs-Trade Partnership Against Terrorism)

\_\_\_\_\_\_\_ CIP (Carrier Initiative Program)

\_\_\_\_\_\_\_ SCIP (Super Carrier Initiative Program)

\_\_\_\_\_\_\_ BASC (Business Anti-Smuggling Coalition)

\_\_\_\_\_\_\_ FAST

\_\_\_\_\_\_\_ Other, please list\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Carriers**

Please list the names of the carriers used for transporting merchandise to and from your facility. Indicate if each carrier listed participates in C-TPAT or other security programs.

**V. Warehouse Security Procedures**

Does your company have any policies or procedures related to the following? Please provide written documentation, such as the table of contents from a security procedures manual or copies of actual procedures to support the answers given in this section

**1. Physical Security**

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

\_\_\_\_\_\_\_ Adequate locking devices for external and internal doors, windows, gates and fences.

\_\_\_\_\_\_\_ Adequate lighting provided inside and outside the facility to include parking areas.

\_\_\_\_\_\_\_ Segregation and marking of international, domestic, high-value, and dangerous goods cargo within the

 warehouse by a safe, caged or otherwise fenced-in area.

\_\_\_\_\_\_\_ Separate parking area for private vehicles separate from the shipping, loading dock, and cargo areas.

\_\_\_\_\_\_\_ Internal/external communications systems in place to contact internal security personnel or local law

 enforcement police.

\_\_\_\_\_\_\_ Other, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**2. Access Controls**

Unauthorized access to facilities should be prohibited. Controls should include:

\_\_\_\_\_\_\_ The positive identification of all employees, visitors, and vendors.

\_\_\_\_\_\_\_ Procedures for challenging unauthorized/unidentified persons.

\_\_\_\_\_\_\_ Other, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**3. Procedural Security**

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

\_\_\_\_\_\_\_ Designated security officer to supervise the introduction/removal of cargo.

\_\_\_\_\_\_\_ Properly marked, weighed, counted, and documented cargo/cargo equipment verified against manifest

documents.

\_\_\_\_\_\_\_ Procedures for verifying seal on containers, trailers, and railcars.

\_\_\_\_\_\_\_ Procedures for detecting and reporting shortages and overages.

\_\_\_\_\_\_\_ Procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal

activities are detected or suspected by the company.

\_\_\_\_\_\_\_ Proper storage of empty and full containers to prevent unauthorized access.

\_\_\_\_\_\_\_ Other, please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**4. Personnel Security**

Companies should conduct employment screening and interviewing of prospective employees to include

**\_\_\_\_\_\_\_** Employment Application

\_\_\_\_\_\_\_ Interviewing

\_\_\_\_\_\_\_ Reference Checks

\_\_\_\_\_\_\_ Criminal History Checks

\_\_\_\_\_\_\_ Drug Screening

\_\_\_\_\_\_\_ Fingerprinting

\_\_\_\_\_\_\_ Other, please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Education and Training Awareness**

A security awareness program should be provided to employees including recognizing internal conspiracies, maintaining product integrity, and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

Please list security related training programs and seminars provided to your employees:

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

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**VI. Certification**

I hereby certify that the information given by me in completing this questionnaire is true and correct to the bet of my knowledge. Should significant changes occur in our program, we will provide J.W. Allen & Company, Inc. notification in writing of these changes.

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

 Signature

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

 Title

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

 Date