



Normandin Transit

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SECURITY SURVEY FOR C-TPAT

Please return this survey by fax at 450-245-0443

Complete this survey by replying to all questions. Verify your answers before returning.

SECTION 1 – Coordinates

Name : _____
Title: _____
Telephone number: _____
E mail address _____

SECTION 2 – Information regarding your place of business

Company name : _____
Street: _____
City: _____
Province / State : _____
Country / Postal code: _____

SECTION 3 – Information regarding C-TPAT and PIP (Canadian CBSA program)

We are approved for : C-TPAT PEP/PIP PAD/CSA

Authorisation Date : _____ SVI No. _____

Our application(s) was sent for : C-TPAT PEP/PIP PAD/CSA

Submitted on (date): _____

We have begun, or will be beginning, our application for: C-TPAT PEP/PIP PAD/CSA

The application is expected to be completed by: _____

Please complete the herewith security survey if you do not currently have your C-TPAT or PEP/PIP certificate, or if you will not be presenting an application for these security programs.

SECTION 4 – Security profile survey – Reply to the following questions, by placing a check mark in the “yes”, “no” or “N.A.” boxes.

1. Is your company a member of a security program, certified by the WCO (World Customs Organisation) equivalent to C-TPAT or PIP?
Yes No N.A.
2. If you answered « yes », please supply the following information:
Name of organisation: _____
Date of certification: _____
3. Is your company admissible to the C-TPAT or PEP/PIP programs?
Yes No N.A.
4. If you answered “No”, does your company fully comply with the minimum safety requirements of the C-TPAT or PIP? (see attached document for specified requirements)
Yes No N.A.
5. Does your company have a Safety Director at the organisational level?
Yes No N.A.
6. Is there a person responsible of security at each of your installations?
Yes No N.A.
7. Are security measures made available in written format for all level of employees?
Yes No N.A.
8. Do you have written security procedures available for all your partners in your supply chain?
Yes No N.A.
9. Is your property protected against non authorised trespassers by a fence?
Yes No N.A.
10. Do you have adequate locking mechanisms on interior and exterior doors, windows, gates and fences?
Yes No N.A.
11. Are your building installations composed of materials able to resist illicit intrusions?
Yes No N.A.
12. Does your company require positive identification for all visitors and suppliers?
Yes No N.A.
13. Do you have a register of all visitors, drivers and suppliers?
Yes No N.A.
14. Is your computer system protected against unauthorised access?
Yes No N.A.
15. Does your company require pre-employment searches and periodical criminal verifications?
Yes No N.A.

16. Do you offer training on security measures and the procedures involved?
Yes No N.A.
17. Do you have a company policy or a code of conduct regarding security violations?
Yes No N.A.
18. Have you established a process regarding the safety of your personnel if a situation arouses?
Yes No N.A.
19. Do you have formal procedures which restraint the access to your establishment by ex-employees?
Yes No N.A.
20. Do you have written procedures regarding the manipulation of containers, trucks and rail cars, full or empty, to avoid loss?
Yes No N.A.
21. Have you established procedures to avoid any freight being introduced into your supply chain, without the appropriate manifest?
Yes No N.A.
22. Have you established procedures to relay the proper manifests to the boarder authorities, within necessary delays?
Yes No N.A.
23. Have you established procedures to transmit and detect surplus, shortage or any abnormalities?
Yes No N.A.
24. Are all vehicles that arrive at your establishment inspected upon their entrance and at their departure?
Yes No N.A.
25. Do you preserve all registers of arriving and departing freight?
Yes No N.A.
26. Does your company perform unexpected security inspections?
Yes No N.A.
27. Does your company have a written policy to control the distribution of export freight seals?
Yes No N.A.
28. Does your company posses written procedures regarding the verification of container or trailer seals, in comparison to their respective documents, prior to opening these units?
Yes No N.A.
29. Is the customer parking space separate from the warehouse dock, expedition center and freight warehousing?
Yes No N.A.
30. Are your installations clearly lit inside and outside, including the parking zone?
Yes No N.A.
31. Can customers and service personnel wander throughout your installations without being accompanied?
Yes No N.A.
32. Are the warehouse doors closed and locked when not in use?
Yes No N.A.
33. Is there a designated area in your warehouse for hazardous materials?
Yes No N.A.

34. Are your installations equipped with surveillance cameras that cover all areas?

Yes No N.A.

35. Do you possess written procedures regarding the manner in which freight is to be received in your installations?

Yes No N.A.

36. Is the incoming freight separate from the outgoing freight, in your warehouse?

Yes No N.A.

Signature: _____ Date : _____

Print Name : _____

Print Title : _____

Company Name : _____

C-TPAT and PIP Security recommendations

To elaborate and put into action a coherent set of security procedures to improve the supply chain security process. When an importer does not control his installations – the vehicles or the process under these recommendations – the importer accepts to do all that is possible to ensure liability for his portion of the task. The following general recommendations must be respected in function with each case, in accordance to the size and the structure of the company and may not apply to all.

Administrative security

Procedures must exist to counter the introduction into the supply chain of material lacking manifests. These security measures must include: surveillance of the incoming and departing merchandise, markings, weighing, count and suitable freight or equipment documents in comparison to the manifest; to detect and report missing or additional items; and a procedure for the verification of the container, truck or rail train seal. The movement of all freight must be under surveillance. Random security checks must be performed in the controlled area of the supply chain. Security measures must exist to allow any and all abnormalities or suspicion of illegal activities to be immediately reported to border control.

Physical security

All the buildings and the transporters' terminals must be constructed of materials that must resist unauthorised intrusions and must be protected against exterior intrusions. The physical security must include; perimeter fences, locking devices for all exterior and interior doors, windows, gates and fences; adequate lighting indoors and outdoors; freight markings on international, national, large value, hazardous materials and their isolation in a secured area, caged or fenced in, in the warehouse.

Controlled access

The access to the vehicles and the installations must be controlled. These controls must include; positive identification of all employees, visitors and suppliers. These procedures must include the actions to be taken for non-authorised or non-identified persons.

Personnel Security

The companies must do pre-employment checks, interviews of potential employees as well as periodical criminal screenings and job applications.

Education, training and awareness

A security awareness program must be offered to employees to allow them to identify internal conspiracy, maintain the integrity of the freight, as well as to enable them to identify non-authorised entries and to handle these situations accordingly. Such a program must encourage the employees to actively take part in security control with a performance bonus.

Procedures related to manifests

Companies must ensure that the manifests are completed, legible, accurate, and presented to the border authorities within required time limits.

Vehicle security

The integrity of the vehicles must be maintained and protected against all intrusion from unauthorised persons or materials. The security procedures must include a physical examination of the easily accessible premises, the interior and exterior panels and their compartments must be secured, and also include procedures to report non-authorised persons, materials without manifests, or suspicion of conspiracy.