



Strategic Supplier for Victaulic Security Questionnaire

Company Name and Address of Principal Location (Please complete):

PART 1: Statement of Certification

- 1 Company has applied for and received C-TPAT certification from the United States Customs and Border Protection agency. If C-TPAT certification has been received, please provide your SVI number issued by United States Customs and Border Protection.
2 Company has applied for C-TPAT membership and its application is pending certification from United States Customs and Border Protection
3 Company intends to apply for C-TPAT certification
4 Company has not applied for, been accepted into and does not have intentions to participate in the C-TPAT program

PART 2: Facilities Security Questionnaire

Physical Security

- 5 Do written Physical Security standards exist?
6 Is the facility equipped with perimeter fencing?
7 Is the lighting of the facility exterior adequate to enable the identification of potential intruders?
8 Is the lighting of the facility interior adequate to identify positively persons within the interior of the facility?
9 Are there designated security representatives? If so, please identify by title such representative(s) or provide the actual name(s) of such current security representative(s).
10 Are periodic security checks performed on doors/windows?
11 Are there any restricted areas within your facility(ies)? If so, are such areas adequately marked as being restricted?
12 Is there a Closed Circuit TC (CCTV) system in place for the following areas?

Incoming Dock Area

Yes No

Production Floor

Main Entrance Lobby

Office Area

Shipping Dock

Parking Lot

Finished Material Storage Area

Yes No

13 If you answered yes to question 12, is the CCTV monitored?

Yes No

14 Is the facility equipped with material that resists unlawful entry (i.e. alarm system)? If so, is it being monitored 24 hours?

Yes No

15 Are employees and visitors required to wear an identification badge?

Yes No

16 Are employees required to check in to the facility?

Yes No

17 Are visitors required to check in to the facility?

Yes No

18 Is record retention maintained for visitors?

Yes No

19 Are escorts required for visitors?



Strategic Supplier for Victaulic Security Questionnaire Continued

Yes No If no, what is your action plan to comply with C-TPAT guidelines

20 Do procedures exist to remove unauthorized persons?

Yes No

21 Does parking exist adjacent to cargo handling and storage areas?

Yes No

22 Are Security personnel located on the shipping dock?

Personnel Security

Yes No If no, what is your action plan to comply with C-TPAT guidelines

23 Are potential employees personal information verified prior to employment?

Yes No

24 Do procedures exist for personnel termination?

Yes No

25 Are employees subject to drug testing?

Yes No

26 Are employees regularly trained in Security awareness and policies?

Yes No

27 Does an internal Code of Conduct exist?

Yes No

28 Do procedures exist for reporting and investigating security related incidents?

Logistics, Shipping and Receiving

29 Are goods or items received verified against the shipping manifest?

Yes No If no, what is your action plan to comply with C-TPAT guidelines

30 Is access to the shipping/receiving area controlled?

Yes No

31 Are incoming/outgoing vehicles checked and logged?

Yes No

32 Is access to the shipping and receiving dock areas controlled?

Yes No

33 Is the loading/unloading of vehicles supervised? If so, by whom?

Yes No

34 Does a process exist to report shortages/overages?

Yes No

35 Is record retention maintained for incoming/outgoing material?

Yes No

36 Are trailer containers sealed and locked prior to departure?

Yes No

37 Is material stored outside of the shipping area?

Yes No

38 Is driver access to the shipping/receiving area controlled?

Yes No

39 Is finished material properly marked?

Yes No

40 Are internal deliveries, including mail, being screened prior to dissemination?

Yes No

Information Technology

41 Does access to internal systems require passwords?

Yes No If no, what is your action plan to comply with C-TPAT guidelines

42 Does your internal system contain a firewall to prevent unauthorized entry?

Yes No

43 Are there systems in place to identify the abuse of internal systems?

Yes No

PART 3: Signature

Your Signature:

Print Name:

Print Your Title:

Date:

Print Company Address: