



**C-TPAT
Security Audit**

** Example Report **

North America

+1-813-252-4770

Latin America

+52-1-333-2010712

Europe & Middle-East

+49-8122-552 9590

Asia & Asia Pacific

+886-2-2832-2990

Email

info@proqc.com

www.proqc.com



C-TPAT AUDIT CHECKLIST GUIDELINES

Rev.
3

PURPOSE:

Assessment scores are rarely understood outside of the quality organization or the auditing company. This assessment is based upon defined criteria for each element assessed. Scoring is based upon the supplier's ability to meet all of the requirements of C-TPAT. The intent of this assessment is to provide the client with information about the supplier's readiness for an official on-site review.

SCORING:

Scores are to be assigned based upon what is done for the Pro QC client regardless of what is done for other clients. Example: if

Complies with the Requirements = C

Improvement Needed = I

Non-Conformance Found = NC

N/A = Does **Not** Apply to this supplier

GUIDELINE FOR SCORING CONFORMANCE:

Each question has a list of criteria to be used to assess conformance to the requirement of C-TPAT.

Complies with Requirements =

- Has objective evidence to support the question, and
- Has a written procedure (when required).

Improvement Needed =

- Has objective evidence, but procedure needs improvement.
- Has objective evidence, but no written procedure.
- Has written procedure, but is lacking some objective evidence to support the question.

Non-Conformance =

- No objective evidence to support the question (regardless of the procedure).
- Lacking some objective evidence and no written procedure.

RESULTS/RECOMMENDATIONS: (Automatically Calculated)

The score is based upon the percent of questions that conform to the requirements, percent that Needs Improvement, and the percent that have a major Non-Conformance. Each client should review how the supplier was evaluated for each question and base their sourcing decisions upon factors which are important to their organization and product(s).

AUDIT REPORT:

The auditor is to complete all sections of the audit report:

- Scope of the audit
- Recommendations
- Strength of supplier's security system (C-TPAT)
- Opportunities for improvement (weaknesses in the supplier's security system)

RESULTS REVIEW WITH SUPPLIER:

The auditor should review the audit results with the supplier, but cannot give the supplier a copy of the audit. The audit is the property of the client.

CORRECTIVE ACTIONS:

It is recommended that the client request a corrective action (improvement plan) based upon the results of the audit. The improvement plan should include the following:

- Detailed description of action plan.
- Name of person responsible for the improvement activity.
- Date when the improvement will be completed.

Supplier Name

XXXXXXXXXXXXXXXX

Audit Date

Report No.

SUPPLIER'S INFORMATION
CLIENT'S INFORMATION

NAME : XXXXXXXXXXXXXXXX

NAME : XXXXXXXXX

ADDRESS : XXXXXXXXXXXXXXXX

ADDRESS : XXXXXXXXX

CITY : XXXXXXXXXXXXXXXX

CITY : XXXXXXXXX

COUNTRY : XXXXXXXXXXXXXXXX

COUNTRY : XXXXXXXXX

PHONE : XXXXXXXXXXXXXXXX

PHONE : XXXXXXXXX

FAX : XXXXXXXXXXXXXXXX

FAX : XXXXXXXXX

SUPPLIER'S PERSONNEL PARTICIPATING

Mr./Mrs. <u>XXXXXXXXXXXXX</u>	Title: <u>XXXXXX</u>	Email: <u>XXXXXXXX</u>
Mr./Mrs. <u>XXXXXXXXXXXXX</u>	Title: <u>XXXXXX</u>	Email: <u>XXXXXXXX</u>
Mr./Mrs. <u>XXXXXXXXXXXXX</u>	Title: <u>XXXXXX</u>	Email: <u>XXXXXXXX</u>
Mr./Mrs. <u>XXXXXXXXXXXXX</u>	Title: <u>XXXXXX</u>	Email: <u>XXXXXXXX</u>
Mr./Mrs. <u>XXXXXXXXXXXXX</u>	Title: <u>XXXXXX</u>	Email: <u>XXXXXXXX</u>
Mr./Mrs. <u>XXXXXXXXXXXXX</u>	Title: <u>XXXXXX</u>	Email: <u>XXXXXXXX</u>
Mr./Mrs. <u>XXXXXXXXXXXXX</u>	Title: <u>XXXXXX</u>	Email: <u>XXXXXXXX</u>

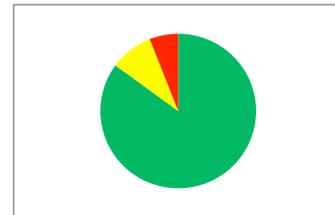
PRO QC PERSONNEL

Mr./Mrs. <u>XXXXXXXXXX</u>	Title: <u>XXXXXXXX</u>	Email: <u>XXXXXXXX</u>
Mr./Mrs. <u>XXXXXXXXXX</u>	Title: <u>XXXXXXXX</u>	Email: <u>XXXXXXXX</u>
Mr./Mrs. <u>XXXXXXXXXX</u>	Title: <u>XXXXXXXX</u>	Email: <u>XXXXXXXX</u>

Scope : _____

AUDIT RESULTS

Category	No. Ques.	%
Complies with Requirements (C)	57	85.1%
Improvement Needed (I)	6	9.0%
Non-Conformance (NC)	4	6.0%
Not Applicable (N/A)	6	


RECOMMENDATIONS

- Systems are effective, you could start or continue business with this supplier.
- System is acceptable with minor nonconformities. You could use this supplier and keep pushing them to improve it.
- System has some major issue. You could temporarily use this supplier and request immediate corrective action in case of long term business.
- There are serious major issues in this supplier that could impact in your business. The best solution will be to source for another supplier.



C-TPAT AUDIT CHECKLIST

AUDIT REPORT

Supplier Name	Audit Date	Rep
XXXXXXXXXXXXXXXX		

Scope of Audit:

To evaluate the factory's compliance to C-TPAT requirements and readiness for an on-site evaluation by official regist

Summary:

We recommend factory SSSSS to apply for C-TPAT recognition to obtain benefits of this by facilitating the circulation of products in the USA market, while at the same time assisting its client to solve on-time delivery in the market.

Strengths:

The company SSSSS is protected by barriers on all sides, north, south, east, and west. The whole barriers have enough lighting and a camera control system. The factory has two main entrance doors for people and material, and all have security guards responsible for entrance control. Procedures are in place to control the entrance of people and material. There is also a room to view the images from a camera 24/24 hours with about fifteen days of ir memory.

Opportunities for Improvement:

1. An ID (identification number) is not required to be presented as a condition to facility access.
2. Maintain records of solutions of the issue of non-identified people found within the company.
3. There must be barriers between parking for private cars and parking for container loading.



C-TPAT AUDIT CHECKLIST

Rev.

AUDIT CHECKLIST

3

Supplier Name XXXXXXXXXXXXXXXXXX	Audit Date	Report No.
-------------------------------------	------------	------------

C = Complies with the Requirements, I = Improvement Needed, NC = Non-Conformance, N/A = Not Applicable

QUESTIONNAIRE		FINDINGS	SCORE
A	GENERAL INFORMATION		
1	What is the total land area included in the factory campus?	The company has 30997 m2.	
2	What is the occupation of total building floor area included in the factory campus (Take photo of building. At external view)?	The total square meter for the building is 14577 m2.	
3	How many people are working in this facility on 1st shift?	1600 persons for 1st shift	
4	How many people are working in this facility on 2nd shift?	500 persons for 2nd shift	
5	How many people are working in this facility on 3rd shift?	None, there is no 3rd shift	
6	How many security guards are present during 1st shift, and what is their working time?	23 security guards in total. 6-7 for 1st shift, 7h-15h	
7	How many security guards are present during 2nd shift, and what is their working time?	6-7 guards for 2nd shift, 15h-23h	
8	How many security guards during 3rd shift, and their working time?	6-7 for 3rd shift, 23h-7h	
9	At what time are gates secure in the evening?	10:00 PM	
10	At what time are gates open in the morning?	7:00 AM	
B	BUSINESS PARTNER REQUIREMENTS		
1	Is the supplier an approved member of its country's Cargo Security Program?	Not yet part of the C-TPAT member	NC
2	Is the supplier a C-TPAT member? If yes, please list SVI number	No.	NC
3	Are carriers monitored to ensure they are C-TPAT certified?	The company will have a program to become a member of C-TPAT	NC
4	Are sub-contracted carriers monitored to ensure they are C-TPAT certified?	The company SSSSS is monitoring its supplier for C-TPAT issues	NC
C	CONTAINER / TRAILER SECURITY		
1	Are procedures in place to verify the physical integrity of the container/trailer structure prior to stuffing to include: reliability of the locking mechanisms of the doors, container front wall left side, right side, floor, ceiling/roof, inside/outside doors, outside/undercarriage? (Following the 7 point or 10 point plan)	Yes, the factory has developed a procedure for control of physical integrity of the container/trailer MF-WI-001/B.1 validated in 2010-03-01. The procedure respects ISO/PAS17712 as it has been required in element 5.1.1, SEE PHOTO 1	C
2	Are containers stored in a secure area to prevent unauthorized access and/or manipulation?	Yes, it is prohibited for an unauthorized person to go inside the storage room. Everyone must have an access card. However, we can see that there are company staff private cars located around 5 m from there, SEE PHOTO 2	I



C-TPAT AUDIT CHECKLIST

Rev.

AUDIT CHECKLIST

3

Supplier Name XXXXXXXXXXXXXXXXXX	Audit Date	Report No.
-------------------------------------	------------	------------

C = Complies with the Requirements, I = Improvement Needed, NC = Non-Conformance, N/A = Not Applicable

QUESTIONNAIRE		FINDINGS	SCORE
3	At point of loading, are procedures in place to properly seal and maintain the integrity of the shipping containers/trailers?	Yes, procedures are available in respect to ISO/PAS17712. The company uses locks/seals, SEE PHOTO 4	C
4	Are high security seals affixed to all U.S. bound loaded containers/trailers?	Yes, procedures are available in respect to ISO/PAS17712. The company uses locks/seals, SEE PHOTO 4	C
5	Are the seals numbered?	Yes, procedures are available in respect to ISO/PAS17712. The company uses locks/seals, SEE PHOTO 4	C
6	Do seals meet or exceed current PAS ISO 17712 standards for high security seals?	Yes, procedures are available in respect to ISO/PAS17712. The company use locks/seals, SEE PHOTO 4	C
7	Are written procedures in place that stipulate how seals are to be controlled and affixed to loaded containers/trailers?	Yes, procedures are in place. The person responsible for verification is Mr. Qi Chun You. The company uses a temporary worker from an external service for putting boxes in the container. And Mr. Qi Chun You will inspect the sealing process. Records are available, SEE PHOTO 4	C
8	Are seals stored in a secured locked location?	Yes.	C
9	Are seals limited to authorized employees?	Yes.	C
10	Are procedures in place to recognize and report compromised seals to appropriate management personnel and authorities?	Yes.	C
11	Are only designated employees allowed to access seals and distribute container seals for integrity purposes?	Yes.	C
12	How many employees have access to seals?	The company uses a temporary worker from an external service for putting boxes in the container. And Mr. Qi Chun You will inspect the sealing process. Records are available, SEE PHOTO 4	C
D PHYSICAL ACCESS CONTROL			
1	Are access controls in place to prevent unauthorized entry to facilities, maintain control of employees and visitors and protect company assets?	Yes, the factory has developed a procedure AD-008, Rev. A, valid since 2007-6-1. It has defined the process to control entrances.	C
2	Do access controls provide positive identification of all employees, visitors and vendors at all points of entry?	Each employee at Solex has a working card with a number on it, SEE PHOTO 6. Visitors and vendors must be registered before entry.	C
3	Are visitors required to register and present photo identification for documentation purposes upon arrival?	During the registration process, any document, ID card/passport or photo is required at the entrance. The visitor is required to record information in the paper prepared for that.	I



C-TPAT AUDIT CHECKLIST

Rev.

AUDIT CHECKLIST

3

Supplier Name XXXXXXXXXXXXXXXXXX	Audit Date	Report No.
-------------------------------------	------------	------------

C = Complies with the Requirements, I = Improvement Needed, NC = Non-Conformance, N/A = Not Applicable

QUESTIONNAIRE		FINDINGS	SCORE
4	Are visitors escorted at all times and are they required to visibly display the temporary identification?	Visitors are escorted when they get inside the gate and a temporary identification card is given to them and is required to be visibly displayed at all times.	C
5	Are employees only given access to those secure areas needed for the performance of their duties?	Yes, employees are given access only to the areas where they perform their jobs.	C
6	Are all employees required to wear or have on their person an identification badge or card?	Yes, each employee (worker) is required to wear an identification card.	C
7	How many employee entrances/exits?	There are 2 entrances/exits, North and East. SEE PHOTO 7. The procedure defines from where the employees, VIP, and sub-contractors must enter the factory. The procedure also defines the type of inspection of identification registration that must be conducted for each of them.	C
8	Does company management or security personnel adequately control the issuance and removal of employee, visitor and vendor identification badges?	Yes, it is written in the procedure AD-008. The security guard must take back the identification when anyone leaves.	C
9	Are employees limited access to only certain areas necessary for their work?	Yes, employees are given access only to the areas where they perform their job.	C
10	Is proper vendor ID and/or photo identification presented for documentation for delivery personnel?	Yes, it is presented.	C
11	Are vendor personnel required to register upon each entrance and exit of the facility?	Vendors are not required to record their ID information upon each entrance and exit.	I
12	Are procedures in place to identify, challenge and address unauthorized/unidentified persons?	The company has not documented procedures for entrance of a non-identified person.	I
E	PERSONNEL SECURITY		
1	Pre-employment verification – are processes in place to screen prospective employees?	Yes, the company investigates the background record of each candidate.	C
2	Are criminal background checks conducted?	Yes, the company investigates the background and record of each candidate. Records are visible.	C
3	Are criminal background checks on employees permissible by law?	Yes, criminal background checks on employees are permissible by law.	C
4	Are periodic checks and reinvestigations conducted based on cause and/or the sensitivity of the employee's position?	Yes, the company does periodic checks and reinvestigations when there is a cause.	C
5	Are procedures in place to remove identification, facility and system access for terminated employees?	Yes, procedures are documented.	C



C-TPAT AUDIT CHECKLIST

Rev.

AUDIT CHECKLIST

3

Supplier Name XXXXXXXXXXXXXXXXXX	Audit Date	Report No.
-------------------------------------	------------	------------

C = Complies with the Requirements, I = Improvement Needed, NC = Non-Conformance, N/A = Not Applicable

QUESTIONNAIRE		FINDINGS	SCORE
F	PROCEDURAL SECURITY		
1	Are procedures in place to ensure that all information used in the clearing of merchandise/cargo is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information?	Yes, the company will exchange information with the forward, which includes all information regarding container inspection, including the forward name, drivers' identification, product list, quantities, total weight...etc.	C
2	Is cargo accurately described, and the weights, labels, marks and piece count indicated and verified?	Yes, all information regarding containers inspected will be recorded, including the forward name and drivers identification, products list, quantities, total weight,...etc.	C
3	Is cargo verified against purchase or delivery orders?	Yes.	C
4	Are drivers delivering or receiving cargo positively identified before cargo is received or released?	Yes, and records are available.	C
5	Are all shortages, overages, and other significant discrepancies or anomalies resolved and/or investigated appropriately?	Shortages, overages, etc. are not allowed in the process of container loading.	N/A
G	PHYSICAL SECURITY		
1	Is there a roving security schedule and procedure?	Yes, the security team, more than 20 peoples, have a routine security program around the company.	C
2	Does a physical barrier such as a fence or equivalent protect the company premise?	Yes, see PHOTO 9, 10, 11 with light system and cameras.	C
3	If yes, identify type of barrier and height:	Yes, see PHOTO 9, 10, 11 with light system and cameras.	C
4	Are all buildings constructed of materials that resist unlawful entry and protect against outside intrusion?	Yes.	C
5	Is the integrity of the building inspected on a regular basis?	Yes.	C
6	Do all buildings have locking devices for: - exterior doors - interior doors - windows - gates	The doors have locking devices, but are not monitored for routine maintenance.	I
7	Does management or security personnel control the issuance of all locks and keys?	Yes, issuance of keys is controlled, and there is a record of key possession.	C



C-TPAT AUDIT CHECKLIST

Rev.

AUDIT CHECKLIST

3

Supplier Name XXXXXXXXXXXXXXXXXX	Audit Date	Report No.
-------------------------------------	------------	------------

C = Complies with the Requirements, I = Improvement Needed, NC = Non-Conformance, N/A = Not Applicable

QUESTIONNAIRE		FINDINGS	SCORE
8	Is each issued key holder recorded in a key log?	Yes, issuance of keys is controlled, and there is a record of key possession.	C
9	Is there a separate parking area for private vehicles, separate from the shipping loading dock and cargo areas? - Do barriers or other means separate parking area from shipping dock areas?	Yes, there is an area for private vehicles, separated from the shipping area, but there are no barriers, SEE PHOTO 3	I
10	If yes, identify barrier:	It is not a barrier, but a depth.	C
11	How many shipping/receiving docks are in use?	1 door for the shipping/receiving	C
12	Are employees allowed to use dock doors for entrance/exit?	Yes.	C
13	Is there a written procedure for shipment drop-off and pick-up?	Yes, the procedure is AD-008.	C
14	Does each facility or operation have a designated individual or group responsible for security?	Yes, the whole security is managed by a security team (provided by a police department of the local police station).	C
15	Is adequate lighting provided inside and outside of the facility including the following areas: - entrance & exit - loading dock and storage areas - fence line - parking area	Yes, each area for packing and barriers is lighted, SEE PHOTO 9, 10, 11,	C
16	Are alarm systems and video surveillance cameras utilized to monitor premises and prevent unauthorized access to critical areas? - Is alarm system activated when the facility is not occupied? - Is the alarm system monitored?	Yes, there are camera and video surveillance system in place, SEE PHOTO 11, 12 for cameras, and video surveillance system in PHOTO 13	C
17	Are all exterior doors and windows alarmed?	Yes, SEE PHOTO 14.	C
18	How many days are recorded images stored?	15 days	C
19	Is lighting adequate to ensure quality recorded images during evening hours?	Yes, there is lighting to record images during evening hours, see lighting system in the wall. Refer to PHOTO 9, 10	C



C-TPAT AUDIT CHECKLIST

Rev.

AUDIT CHECKLIST

3

Supplier Name XXXXXXXXXXXXXXXXXX	Audit Date	Report No.
-------------------------------------	------------	------------

C = Complies with the Requirements, I = Improvement Needed, NC = Non-Conformance, N/A = Not Applicable

QUESTIONNAIRE		FINDINGS	SCORE
20	Does perimeter fencing or other barrier protect all company facilities?	Yes, all of the company is protected with barriers. Refer to PHOTO 9, 10	C
21	Is fencing regularly inspected for integrity and damage?	Yes, the security guards team has a routine control program to follow, and each inspected point will be automatically recorded with a magnetic device. SEE PHOTO 15	C
22	Are perimeter gates which vehicles and personnel enter/exit staffed and/or monitored?	Yes, it is also inspected by security guards, and records are available.	C
23	Is international, high value, and hazardous cargo kept in a separate fenced area from other cargo?	No such arrangement, all are kept at the same place.	C
24	Are truck drivers allowed on the dock area?	Yes.	C
25	Is the loading of goods supervised by a supervisor or guard?	Yes.	C
H	INFORMATION TECHNOLOGY SECURITY		
1	Do automated systems use individually assigned accounts that require a periodic change of password?	The factory does not use an information technology security to secure products. The system is manual.	N/A
2	How often are passwords changed?	Not Applicable	N/A
3	Are IT security policies, procedures and standards established and in place?	Not Applicable	N/A
4	Are employees trained regarding the IT policies, procedures and standards?	Not Applicable	N/A
5	Is a system in place to identify abuse of IT systems including improper access, tampering or the altering of business data? Please explain.	Not Applicable	N/A
I	SECURITY TRAINING AND THREAT AWARENESS		
1	Do you provide a security awareness program to employees that addresses supply chain security including: maintaining cargo integrity, recognizing internal conspiracies and addressing unauthorized access?	Yes, the factory has developed a procedure for C-TPAT, SGDOC-WI-015.	C



C-TPAT AUDIT CHECKLIST

Rev.

AUDIT CHECKLIST

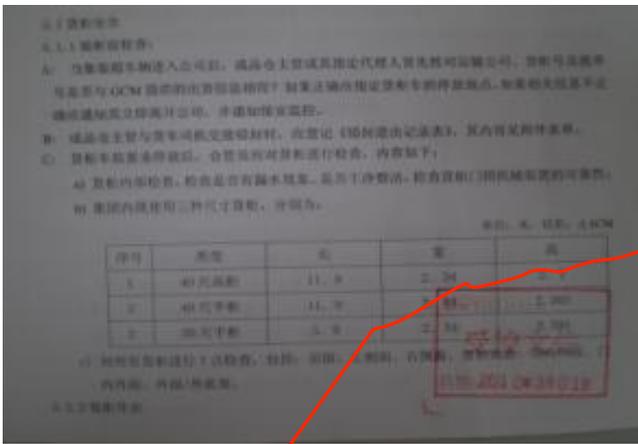
3

Supplier Name XXXXXXXXXXXXXXXXXX	Audit Date	Report No.
-------------------------------------	------------	------------

C = Complies with the Requirements, I = Improvement Needed, NC = Non-Conformance, N/A = Not Applicable

QUESTIONNAIRE		FINDINGS	SCORE
2	How often are employees trained?	2 times / year	C
3	Indicate last training date for all employees	The last training about C-TPAT was conducted on 2010.8.10	C
4	Are employees encouraged to report security violations to management?	Yes.	C
5	Is there a confidential means that employees can report violations?	Yes.	C

Supplier Name	Audit Date	Report No.
XXXXXXXXXXXXXX		



1. Procedure for inspection of container



2. Container loading doors (external view)



3. A view of container loading, with private car located around 5 m from there, without any barrier



3. View of container in loading price (internal view)



4. Lock/Seals No. L 486147



5. Lock/Seals L486147 locked in the container

Supplier Name XXXXXXXXXXXXXXXX	Audit Date	Report No.
-----------------------------------	------------	------------



6. Working ID Card for each employee

序号	来访日期	进厂时间	来访姓名	车牌号码	来访
1	10/11	8:40	林国辉	粤A...	林国辉
2	10/11	8:40	林国辉		林国辉
3	11/11	9:10	许志华		许志华
4	11/10	9:28	Chenglan		张...
5	11/10	9:30	林国辉		林国辉
6	11/10	9:37	林国辉		林国辉
7	11/10	9:45	林国辉		林国辉
8	11/10	10:00	林国辉		林国辉
9	11/10	10:25	林国辉		林国辉

7. Record of entrance at the gate for visitors



8. Principal Gate



9. Barriers at north section



10. Barriers at east section, over 4 meters high



11. Camera at the corner of 2 wall/barriers

Supplier Name XXXXXXXXXXXXXXXX	Audit Date	Report No.
-----------------------------------	------------	------------



12. Cameras at interval



13. Video surveillance system at the principal gate



14. Hand control alarm system link to the police station



15. Inspection record points (there are 20 critical record points to visit each day during routine inspection)



16. Security inspection magnetic point

巡更数据列表

巡更编号	巡更日期	巡更时间	巡更地点	巡更名称	事件	状态
1	2010-11-04	20:18:00	无异常	中控室	无	正常
2	2010-11-04	20:22:00	无异常	门卫室	无	正常
3	2010-11-04	20:27:00	无异常	门卫室	无	正常
4	2010-11-04	20:30:00	无异常	门卫室	无	正常
5	2010-11-04	20:34:00	无异常	门卫室	无	正常
6	2010-11-04	20:37:00	无异常	门卫室	无	正常
7	2010-11-04	21:00:00	无异常	门卫室	无	正常
8	2010-11-04	21:05:00	无异常	门卫室	无	正常
9	2010-11-04	21:08:00	无异常	门卫室	无	正常
10	2010-11-04	21:11:00	无异常	门卫室	无	正常
11	2010-11-04	21:15:00	无异常	门卫室	无	正常
12	2010-11-04	21:18:00	无异常	门卫室	无	正常
13	2010-11-04	21:21:00	无异常	门卫室	无	正常
14	2010-11-04	21:24:00	无异常	门卫室	无	正常
15	2010-11-04	21:27:00	无异常	门卫室	无	正常
16	2010-11-04	21:30:00	无异常	门卫室	无	正常
17	2010-11-04	21:33:00	无异常	门卫室	无	正常
18	2010-11-04	21:36:00	无异常	门卫室	无	正常
19	2010-11-04	21:39:00	无异常	门卫室	无	正常
20	2010-11-04	21:42:00	无异常	门卫室	无	正常

17. Record of security routine inspection