



Standard Operating Procedures and Security Awareness Training for CTPAT

For Employees & Business Partners

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Purpose of the Training:

This training module is designed to provide a set of Standard Operating Procedures (S.O.P.'s) for Customs Trade Partnership Against Terrorism (CTPAT) and Security Awareness to ensure employees, contractors, and other business partners and personnel in the supply chain follow our guidelines for:

- CTPAT, a U.S. Customs and Border Protection (CBP) voluntary trade partnership program in which CBP and members of the trade community work together to secure and facilitate the movement of legitimate international trade.
- Security Awareness
- Cargo packing, movement, and storage
- Threats, personnel, facility, and information management.

PROCEDURE

- 1.
- 2.
- 3.



As part of our commitment to maintain a secure supply chain, our company requires our business partners to adhere to the standard operating procedures outlined in this training.

Scope of Training:

This training session has been designed to be used in conjunction with a CTPAT program or if you are doing business with a CTPAT approved partner. It does not replace, but rather supports any CTPAT training, Hazardous Materials training, or other training you may also be required to do.

This training cannot prepare you for every possible scenario you may face in the field. Use this information along with other training, policies, and strategies developed by your company designed to protect yourself and the supply chain.



Purpose of the Training (cont.):

You will learn the following:

- ✓ How to maintain a workplace that meets CTPAT Requirements.
- ✓ How proper planning enhances cargo security.
- ✓ How to implement a set of best practices to secure cargo and conveyances during loading, unloading, transport, and storage.
- ✓ How to maintain awareness and handle threats.
- ✓ How to handle and report an accident or security incident.
- ✓ How to secure cargo, facilities, employees, and visitors.
- ✓ How to prevent bribery, money laundering, terrorism & human trafficking.
- ✓ How to secure IT systems.
- ✓ How to make sure your employees are properly trained.

We encourage CTPAT Membership if your company is eligible:

As a member of CTPAT we are dedicated to assisting and encouraging our Business Partners in securing their supply chains.

Towards this effort:

- ✓ We are happy to answer questions about CTPAT and how it might benefit you.
- ✓ We can provide you with available resources about the CTPAT program.
- ✓ We have designated individuals within the company to handle security related inquiries about CTPAT.
- ✓ We have provided your company with this SOP and training on how to maintain a CTPAT compliant facility.
- ✓ When applicable, we encourage you to join the CTPAT program.
- ✓ For more information on CTPAT go to:

<https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>

This training is about preventing Terrorism and Crime: It is not a small problem.

- In the Supply Chain, the U.S. CBP has identified many threats including improvised explosive devices, stowaways, and drugs.
- According to the CBP, crimes within the supply chain is a growing issue.
- Around \$30 Billion of cargo is stolen each year.
- May add 7-20% to the general cost of items.
- Counterfeit items now make up 5% of all goods sold.

“One interesting fact about cargo crimes: it’s usually a “gateway” crime. In many instances, a cargo theft investigation will turn into a case involving organized crime, public corruption, health care fraud, insurance fraud, drug trafficking, money laundering, *or possibly even terrorism.*”

- FBI “Inside Cargo Theft”



Reasons for Security Awareness:

It is important to be vigilant and secure all freight, but four types of freight merit additional concern.

Three common targets of special concern are:

Cross Border Freight

High Value Freight

Hazardous Material (Hazmat)

Cross Border Freight

Freight transported across borders is subject to potential threats because it passes through a foreign country that you may not be familiar with. Make sure you only use reputable business partners vetted by the process outlined in this training.

If you are coordinating a US based cross-border moves on behalf of our company, you must adhere to CBP standards of using your ACE Compliance portal to notify the CBP, or manually notify the border crossing station.



If you experience any of the threats outlined in this training and the issue cannot be resolved, please report this to U.S. Customs and Border patrol at <https://www.cbp.gov/contact> or call the tip line at 877-227-5511.

High Value Freight

A main target for criminals is high value freight. This includes business and consumer goods, but particularly freight that is electronic in nature, jewelry, or high-end name brands. Examples are computers/tablets, cell phones, networking equipment, televisions, high-end perfume, purses/bags, and branded clothing.

The size-to-value ratio of this freight is extremely attractive to criminals. These items are easy to liquidate, and have a high street value.

Therefore, it is especially important to maintain extreme vigilance when transporting this type of cargo and follow the procedures herein.



Hazardous Material (Hazmat)

Many materials are classified as hazardous, but some are potentially deadly weapons in the hands of terrorists or criminals.

Hazardous material includes nuclear material, explosive materials, gas/fuel, and gas cylinders, chemicals, and similar products that have massive destructive power, and can result in many human casualties if exploited by criminals.

It is essential that you realize securing and protecting your hazardous cargo is also critical to protecting yourself and your fellow citizens.



Note: This training does not prepare or certify you to transport hazardous materials, but rather provides additional guidelines on how to secure this type of freight.

The Four Steps to Implement Security Awareness

There are 4 main steps you must take to ensure security awareness and protect yourself and your cargo.

- 1.) Secure Vehicle or Container
- 2.) Verify Cargo on Pickup and Delivery
- 3.) Secure Cargo during Transit
- 4.) Secure Facility and Warehouse

Next, these steps will be explained in detail so you can apply them to your daily routine.

Step 1: Securing your vehicle, vessel, or container by readying your vehicle or container

Readying vehicle or container for transport is a key point to ensure secure cargo. Be sure to follow your governmental and company inspection requirements.

Take action to execute these key points prior to picking up freight:

- ✓ Follow the 7/8 and 17/18 point container inspection processes per following slides.
- ✓ Follow any country/regional inspection recommendations.
- ✓ Verify the last preventive maintenance check was done at the regular specified interval.
- ✓ Make sure the vehicle or container has lock mechanisms that work.
- ✓ Make sure vehicle is fueled up before picking up freight.
- ✓ Make sure all Emergency Equipment is available.
- ✓ Make sure you have a working method of communication to your team – charged cell phone, radio/cb, or similar.
- ✓ Note: If a government authority executes an inspection on your vehicle or container that is holding our cargo you must notify us of inspection and the result.

Step 1: 7 or 8-Point Container and 17/18-point Trailer inspection process

The 7/8-point Container and 17/18-point Trailer inspection process is key to making sure goods are properly secured.

If the cargo is in a Container (which may be conveyed on a truck, ocean liner, train car, etc.) you must follow the 7/8-point Container Inspection Process. (8 point if refrigerated.)

If the cargo is in a Trailer (which may be conveyed via a truck, ocean liner, train car, etc.) you must follow the 17/18-point Trailer Inspection Process.

Please review the next several slides to understand the key areas of each conveyance to make sure the cargo you are responsible for transporting is properly secured.

Step 1: Always follow the 7/8-Point Inspection for a Container

Prior to stuffing container, the responsible party must:

Inspect the container; container should have no large gaps in the sides, floor, walls or ceiling, and the locking mechanism must be checked to ensure proper function. Any vents, refrigeration areas, gaps, and other areas must be checked for pests:



Make sure all noted areas are in good repair, properly secured, and pest free.

Step 1: Always follow the 7/8-Point Inspection for a Container

Procedure for Verifying the Integrity of a Container:

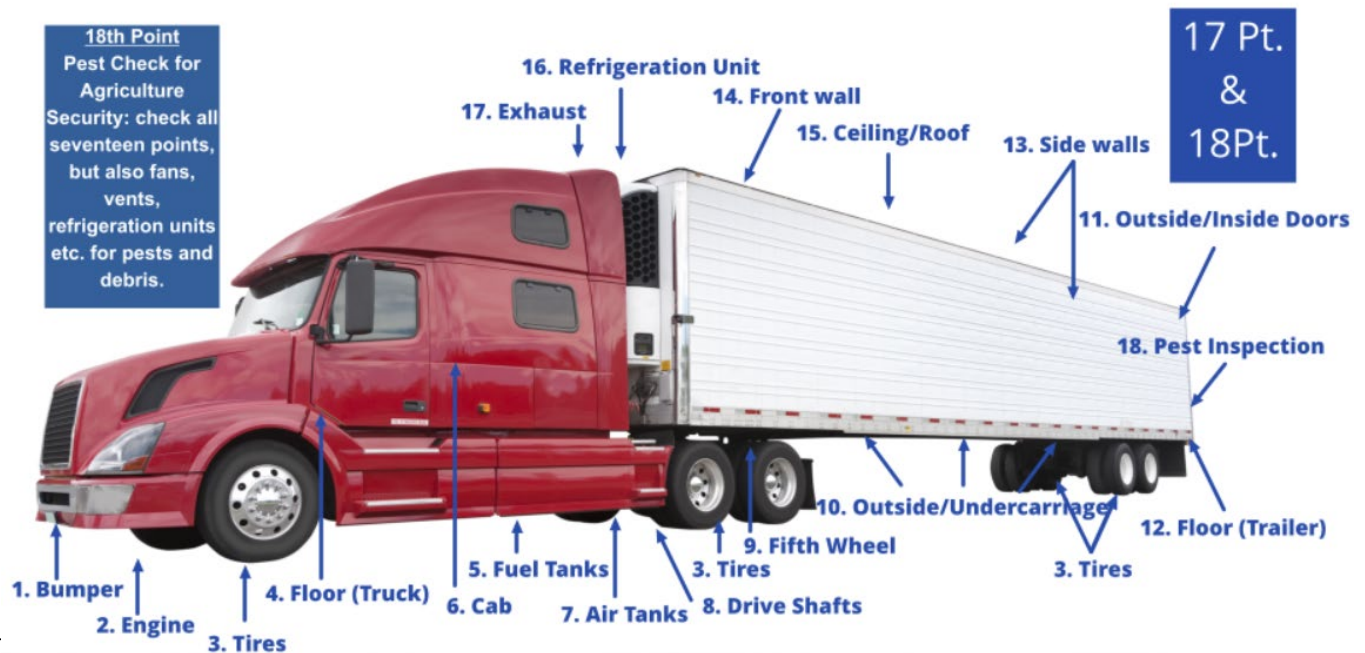
1. Undercarriage should be inspected for its visible support beams or solid plate (when beams are not visible) for any tampering.
2. Outside / Inside Examine the rivets, handles, hasps, door and all the parts of the locking mechanism to ensure there has been no tampering and all elements are functioning properly. Check for any difference on color bonding material, any loose bolts, or plates and repairs; as well as new and old rivets together, or detachable or loose bolts that can allow access to the container. Inspect evidence of chemical use to make bolts look rusty, non-factory additions, or solid plates covering standard container cavities.
3. Right Sides should be inspected for unusual repairs to structural beams, or walls on the inside of the container that are not visible outside. With the help of a tool, the side walls should be tapped to listen for hollow sounds.
4. Left Side should be inspected for unusual repairs to structural beams, or walls on the inside of the container that are not visible outside. With the help of a tool, the side walls should be tapped to listen for hollow sounds.
5. Front Walls should be inspected for hollow sounds and range finder with a measuring tape for the length of the container to make sure there are no hidden spaces.
6. Ceiling / Roof should be inspected for any unusual repairs, or differences on the height from the floor.
7. Floor should be inspected for any differences on height from the ceiling, or if it is not flat; as well as any unusual repairs, pests, debris, etc.
8. Fans, vents, refrigeration units and all other areas should also be checked for debris and pests.

Step 1: Always follow the 17/18-Point Inspection for a Trailer

Inspect the trailer; trailer should have no large gaps in the sides, floor, walls or ceiling, and the locking mechanism must be checked to ensure proper function. Any vents, refrigeration areas, or gaps must be checked for agricultural pests, debris, nests, etc.:

Check these areas to make sure they are working, secure, and pest free:

1. Bumper
2. Engine
3. Tires (truck & trailer)
4. Floor
5. Fuel Tanks
6. Cab/Storage Compartments
7. Air Tanks
8. Drive Shafts
9. Fifth Wheel
10. Outside/Undercarriage
11. Floor
12. Inside/Outside Doors
13. Side Walls
14. Ceiling/Roof
15. Front Wall
16. Refrigeration Unit
17. Exhaust
18. Check for Agricultural Pests in all seventeen points, but also check areas of refrigerated trailers that have an air intake, fan refrigeration unit, etc. These locations must be checked for debris, nest pods, insects, etc.



Make sure all noted areas are in good repair, properly secured, and pest free.

STANDARD OPERATING PROCEDURES AND SECURITY AWARENESS TRAINING FOR CTPAT

Step 1: Fill out container inspection form

Once complete with the inspection, fill out a 7/8 Point or 17/18 Point container inspection form and keep on file for potential audits. If you don't have a version of these forms on file, please contact us and we will send them to your company.

7-POINT CONTAINER INSPECTION FORM (8-POINT REFRIGERATED CONTAINER SECURITY CHECK)

The 7/8-Point Container Inspection form is utilized to making sure goods are properly secured and **pest free**. Please utilize this form below to confirm and acknowledge our 7/8-Point inspection process SOP has been executed on the container.

The 7/8-Point inspection process that our company mandates for our employees and partners consists of making sure that physical integrity is maintained in all areas of the container:

Checks:

- 1. Outside/Undercarriage
- 2. Inside/Outside doors
- 3. Right side
- 4. Left side
- 5. Front wall
- 6. Ceiling/Roof
- 7. Floor
- 8. Check for Agricultural Pests in all seven points, but also check areas of refrigerated containers that have an air intake, fan, refrigeration unit, etc. These locations must be checked for debris, nest pods, insects, etc.



Note: Also measure length/width to verify no structural modifications.



Printed name of person who conducted security inspection upon arrival: _____ Signature: _____
 Inspection was completed: Date: _____ Time: _____ Signature: _____
 Agricultural Pest and Inspection: Date: _____ Time: _____ Signature: _____
 Printed name of person who conducted follow up security inspection: _____ Signature: _____
 Seal number(s) that was on the container when it arrived at this facility: _____

17-POINT TRUCK AND TRAILER INSPECTION FORM (18-POINT REFRIGERATED TRAILER CHECK)

The 17/18-Point Trailer/Tractor inspection form is utilized to making sure goods are properly secured and **pest free**. Please utilize this form below to confirm our 17/18-Point inspection process SOP has been executed on the trailer and tractor.

Checks:

- 1. Bumper
- 2. Engine
- 3. Tires (truck & trailer)
- 4. Floor
- 5. Fuel Tanks
- 6. Cab/Storage Compartments
- 7. Air Tanks
- 8. Drive Shafts
- 9. Fifth Wheel
- 10. Outside/Undercarriage
- 11. Floor
- 12. Inside/Outside Doors
- 13. Side Walls
- 14. Ceiling/Roof
- 15. Front Wall
- 16. Refrigeration Unit
- 17. Exhaust
- 18. Check for Agricultural Pests in all seventeen points, but also check areas of refrigerated trailers that have an air intake, fan, refrigeration unit, etc. These locations must be checked for debris, nest pods, insects, etc.



Printed name of person who conducted security inspection upon arrival: _____ Signature: _____
 Inspection was completed: Date: _____ Time: _____ Signature: _____
 Agricultural Pest and Inspection: Date: _____ Time: _____ Signature: _____
 Printed name of person who conducted follow up security inspection: _____ Signature: _____
 Seal number(s) that was on the container when it arrived at this facility: _____

Step 1: Take pictures when possible

When possible, take digital pictures of the stuffed container, seal, and cargo loading stages at origin. To the extent where feasible make sure to forward the photos to the importer at destination, for verification purposes.



Step 1: Additional Point of Inspection for Refrigerated Containers holding agriculture: Inspect for Pests and Infestation

Before loading and unloading a container with fully inspect the container for potential agricultural pests.



If you see any evidence of infestation of bugs, animals, mold, or any other environmental contaminants in the agriculture itself or in the container, you must halt the loading or movement of the container and alert our company and your supervisor for more instructions.

If pests are found inside the container you must:

- Quarantine the container and stop transport.
- Move uncompromised freight to another sanitized container.
- Clean, wash, vacuum the container.

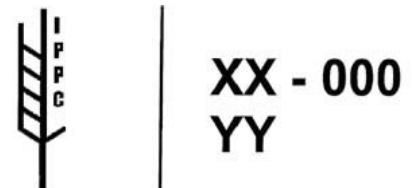
The agricultural inspection is to ensure that no plants, dirt, bugs, seeds, soil, etc. are in the container and could harm or infect the U.S. or other countries.

Step 1: Additional Point of Inspection for Refrigerated Containers holding agriculture: Inspect for Pests and Infestation, No Firewood, Only ISPM 15 Approved Wood Packaging Material (WPM).

In addition, the immediate area surrounding a container must be inspected on a regular basis to ensure these areas remain free of visible pest contamination.

In addition, all new or used, solid non-manufactured wood packing material (WPM) or dunnage used by merchants must be treated and marked as per the commission on phytosanitary (CPM) measures adopted by ISPM 15 guidelines for regulating wood packaging material in international trade.

Under no circumstances can you transport firewood in any conveyance you use for our freight.



All WPM must be marked with the approved international logo seen here.

Step 1: Make sure containers are properly sealed using CTPAT Approved High Security ISO 17712:2013 Certified Seals

A seal is a tamper resistant piece of hardware installed on the container and contains a unique identifier. It becomes loose or damaged when tampered with.

Various seal types can be used, but the bolt seal is one of the most common.

Our company only allows the use of the ISO 17712:2013 approved seals. When purchasing seals, you must make sure the seals have been certified by a lab test indicating the seals meet the ISO 17712:2013 for high security seals.

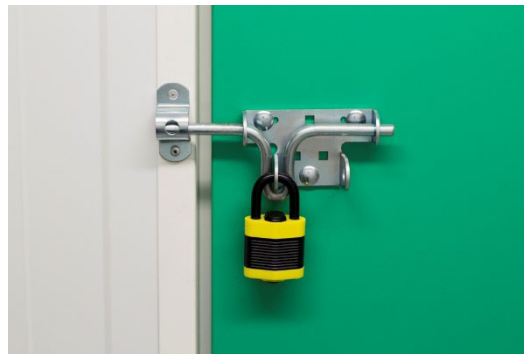
If the seal is broken the cargo may be compromised and should be treated as such, and reported to our company.



Step 1: ISO 17712:2013 Certified Seal stock is in a controlled area

To maintain the integrity of the seal(s) and to make sure it is not duplicated, tampered, or stolen, any unused seals and the seal log must be stored in a secure area under lock and key.

Only trusted authorized employees are allowed to distribute and apply seals to containers and update the seal log. A supervisor must check the applied seal number against the seal log before the conveyance leaves the warehouse.





Step 1: ISO 17712:2013 Certified Seal stock is in a controlled area

Seals must be logged upon removal of the secure storage area using a seal log.

The seal log records the number of the seal, the date it has been applied, the BOL number, and number and description of the subordinate container or unit to which the seal is applied, and who took the seal out of inventory.

The seal log may be an electronic log or a paper log as long as it includes all required information.

See example below:

Seal Log Sheet

Seal No.	Date Applied	BOL (Bill of Lading)	Container or Trailer # (if applicable)	Destination	Conveyance Type	Who Attached? (Initial and Signature)
					<input type="checkbox"/> Ocean <input type="checkbox"/> Trailer <input type="checkbox"/> Other	
					<input type="checkbox"/> Ocean <input type="checkbox"/> Trailer <input type="checkbox"/> Other	
					<input type="checkbox"/> Ocean <input type="checkbox"/> Trailer <input type="checkbox"/> Other	
					<input type="checkbox"/> Ocean <input type="checkbox"/> Trailer <input type="checkbox"/> Other	
					<input type="checkbox"/> Ocean <input type="checkbox"/> Trailer <input type="checkbox"/> Other	
					<input type="checkbox"/> Ocean <input type="checkbox"/> Trailer <input type="checkbox"/> Other	

Step 1: Make sure containers are properly sealed using CTPAT Approved High Security ISO 17712:2013 Certified Seals

Seal Application:

- Seals must be applied immediately after stuffing is completed and seal number must be recorded on export documents.
- Verify seal is secured to locking hasp using VVTT Method as seen on next slide.
- Bolt seals must only be accessible to approved and applied by trained personnel.
- Broken or damaged seals must be destroyed (using bolt cutters) so they cannot be used by others and noted as unused in the seal log.



Step 1: Make sure containers are properly sealed using CTPAT Approved High Security ISO 17712:2013 Certified Seals

Seal Application Integrity can be remembered using VVTT:

VVTT

- V** - View seal and container locking hardware
- V** - Verify seal number
- T** - Tug on seal to make sure it's on right
- T** - Twist and turn seal to make sure it doesn't unscrew



Step 1: ISO 17712:2013 Certified Seal Verification

To maintain ongoing container seal integrity, these instructions must be followed:

- 1) Verify that the seal number and location of the seal is the same as stated by the shipper on the shipping documents.
- 2) If multiple seals are used (i.e., one is damaged) properly document the original and subsequent seal numbers and add to the BOL.
- 3) Verify that the seal is intact and notify authorities if it exhibits evidence of tampering along the route.
- 4) Seals are to be controlled during transit by visual or electronic monitoring of the seals integrity.
- 5) If the seal is removed in-transit to the border, even by government officials, a second seal must be placed on the trailer, and the seal change must be documented on the seal log.



Step 1: ISO 17712:2013 Certified Seal Verification (cont.)

- 6) The driver must immediately notify the supervisor that the seal was broken, by whom; and the number of the second seal that is placed on the trailer.
- 7) Discrepancies must be noted and reported to include making immediate notification to the shipper, the customs broker and/or the importer of the placement of the second seal. If the seal issue cannot be resolved, you should report this to U.S. Customs and Border patrol at <https://www.cbp.gov/contact> or call the tip line at 877-227-5511
- 8) For audit purposes seals removed from containers should be kept for a minimum of 1 year. This is to address any potential issues that may occur with the container or cargo associated with the shipment.



How to Prevent a Potential Hijacking of a Truck, Equipment or Cargo

- Be aware of surroundings - look for parked and occupied vehicles
- Check rearview mirrors – are you being followed?
- Don't take the same route each time – look for alternative routes
- Don't discuss your pickup/destination/cargo locations in public
- Don't leave spare keys on the dashboard or in the truck
- Park in well-lit areas
- Have a vehicle alarm and anti-theft devices
- Do not leave the truck unattended
- Have a GPS Tracking System
- Have a vehicle immobilizer such as fuse cut-offs, kill switch, smart keys, fuel disabler



How to Prevent a Potential Hijacking of a Truck, Equipment or Cargo

Most Truck and Trailer Hijacking Incidents Occur When the Driver is Out of the Vehicle.

Don't leave your truck/trailer unattended!



What should you do if you are confronted by a Hijacker?

- Stay Calm
- Comply and don't argue with the hijacker
- Remember the details of the situation, location, and hijacker

REPORT TO LAW ENFORCEMENT AND YOUR SUPERVISOR

Step 1: Securing vehicle or container by being Ready for Emergencies

If you are involved in transporting cargo, be ready for emergencies. Emergencies do happen. Make sure you are prepared by having this list of Emergency items. Also make sure all Emergency Equipment is available and working properly.

Emergency Equipment Checklist:

- ✓ Emergency Lighting
- ✓ First-Aid Kit
- ✓ Fire Extinguisher
- ✓ Roadside Reflective Markers
- ✓ Good communication device:
 - Cell phone, CB/Radio, etc.
- ✓ Other applicable items.



Step 1: Securing your vehicle or container by having secure Communications

If you are a driver of a vehicle, it is very important to have method of reliable communication to your team, as well as a method to contact emergency personnel. Note that your cell phone and radio communications can potentially be monitored by other parties interested in your load. To increase route security, limit your talk, and develop internal codes or “call signs” to identify customer locations and stop points.

Communications Checklist:

- ✓ Charged and working cell phone and/or working radio.
- ✓ Remember, what you say can be monitored.
- ✓ Limit details and do not have casual conversations about your route or cargo.
- ✓ Use codes or “call signs” to identify locations instead of details.
- ✓ Notify shipper or consignee of any early arrivals or delays so they can plan accordingly and to avoid issues with unexpected persons attempt to impersonate you.
- ✓ Do not make unscheduled stops. Schedule with dispatch first!



Step 2: Verify Cargo – Analyze Cargo during Delivery

Make sure you make an appointment to drop off the freight.

When delivering cargo, obtain a preliminary copy of your manifest and inspect the shipment.

- ✓ Reconcile the cargo against the manifest.
- ✓ Report all overages, shortages, and damages to the freight.
- ✓ Note all unavailable cargo.

If changes are necessary, obtain a final clean copy of the manifest. Then load your freight. When loading the freight:

- ✓ Make sure the freight in the vehicle or container matches the freight and description on the manifest.
- ✓ Make sure vehicle or container is still secured per procedures noted herein.



Step 2: Verify Cargo – Analyze Cargo during Delivery

When cargo has been loaded and delivery is complete: note the date and time of delivery, receive the appropriate signatures, and legibly print the name of the receiver. If necessary, also verify the identity of the receiver with an ID check.

All exceptions, missing freight, etc., must be reported to your supervisor prior to leaving the customer location.



If the customer complains of shortages, damages, etc., the driver must inspect and notate any issues and get a customer signature. If the customer refuses to accept delivery, the driver must document the customer point of contact name and reason for refusal. This must also be reported to your supervisor prior to leaving the customer location.

Step 3: Secure Cargo In transit – Rules to live by

When on the move, and after loaded with freight, your vehicle or container is the most vulnerable to be targeted. There are several rules to mitigate the risk of having your cargo compromised or stolen.

Rule 1: For high-risk cargo, pre-plan your route.

Rule 2: Drive safely, make sure you follow procedures when in an accident.

Rule 3: Do not stop or park unless necessary and follow these procedures if you do.

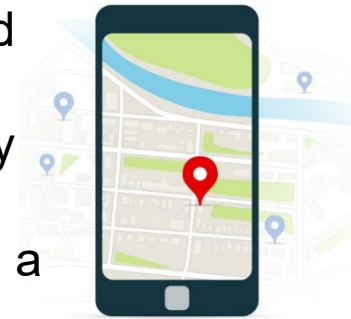
Rule 4: Do not leave the vehicle or container unless absolutely necessary.



Step 3, Rule 1: Secure Cargo In transit by Pre-planning your Route

Prior to picking up hazardous, strategic, or high-value cargo, make sure to pre-plan your route. Take the following steps to ensure a good plan:

- ✓ Obtain directions and map out your route plan to the designated pick up and through to the final destination of the cargo.
- ✓ Plan the shortest routes, and avoid any off-limits areas that may restrict hazardous cargo like tunnels, certain bridges, etc.
- ✓ Plan any necessary re-fueling stops (if absolutely necessary) in a well lit and known location.
- ✓ Tell you're your team of your planned route and give them an estimated time of arrival to the destination and return to base.
- ✓ Make sure personal garbage is disposed of before border crossing or you must declare it to the CBP.



Step 3, Rule 2: Secure Cargo In transit by Driving Safely

Drive safely:

- ✓ Whenever possible, travel in tandem with other vehicle or containers as there is safety in numbers.
- ✓ When stopping, always leave a safe distance so you can maneuver between you and the vehicle in front of you.
- ✓ Keep your eyes peeled and be alert.
- ✓ Use your side mirrors, especially when stopped.
- ✓ Avoid heavy traffic. Where possible avoid side streets and use highways.
- ✓ Watch for suspicious activity, or for persons that may be tailing you for long periods of time.
- ✓ Never pick up hitch hikers.



Trust your gut. If you suspect a threat, or if something doesn't "feel right" contact your supervisor, and/or law enforcement immediately.

Step 3, Rule 2: Secure Cargo In transit by Driving Safely

If you are aware of somebody following you or find yourself in a compromising situation while driving - get to a public place as outlined below.

For Government Shipments:

Proceed to a safe haven/refuge established by the local government.

For non-government shipments:

Proceed to visible areas such as a police station, manned fire station, weight scales, or other public area to attract the attention of other and safety personnel.



Step 3, Rule 3: Secure Cargo In transit by Stopping and Parking properly

If your vehicle or container needs to be parked while you rest, make sure you:

- ✓ Park in well lit areas.
- ✓ Notify your Supervisor.
- ✓ Make sure all doors are locked. Take the keys.
- ✓ Set any specified security or tamper seals in place over cargo doors.

If you do need to park, remind yourself “Lock it, Monitor it, and if necessary, Seal it.”

Monitor



Locked



Sealed



Step 3, Rule 4: Secure Cargo In transit by not leaving vehicle unless necessary

If you must leave a vehicle, maximize the opportunity to keep the cargo secure.

- ✓ Contact your Dispatch or Supervisor.
- ✓ Shut it off.
- ✓ Take the keys.
- ✓ Roll up windows.
- ✓ Lock all doors and Cargo doors.
- ✓ Set any specified security or tamper seals in place over cargo doors.
- ✓ Keep the vehicle in the line of sight.



Step 3, Rule 5: Secure Cargo by making sure your cargo storage area is secure and monitored

Do not store cargo in a facility unless:

- ✓ The building is structurally sound and made from good materials.
- ✓ The building and structure is properly maintained.
- ✓ Lighting is adequate and in good repair.
- ✓ There are no gaps in wall or connecting businesses that can inadvertently offer access.



Step 3, Rule 5: Secure Cargo by making sure your cargo storage area is secure and monitored

- ✓ Make sure cargo and/or container is NOT stored out in the open.
- ✓ Make sure that cargo is protected with either by:
 - Storing in a warehouse with locked ingress/egress.
 - Storing in a secure fenced in area under lock and key.
 - Or both - a warehouse with an interior fence.
- ✓ Confirm that all locks operate properly.
- ✓ Make sure fencing is in good repair.
- ✓ Make sure adequate security system is in place.
- ✓ Confirm that any cameras and alarms are installed and maintained by a reputable company and inspected by staff on a regular basis.
- ✓ Security system should have battery backup capabilities.



Step 3, Rule 5: Secure Cargo by making sure your cargo storage area is secure and monitored

Cameras and Alarms:

- ✓ Wherever possible, install alarms that trigger upon unauthorized access and call supervisor and then roll over to call law enforcement.
- ✓ Arm alarms when cargo storage area is closed for the day.
- ✓ Wherever possible, install camera systems to continuously record cargo storage staging, and loading areas.
- ✓ Make sure cameras are set to their highest resolution and recording quality supported by your infrastructure.
- ✓ Make sure camera data is stored to the cloud or kept in secure deadbolted security room, and available for at least 14 days.



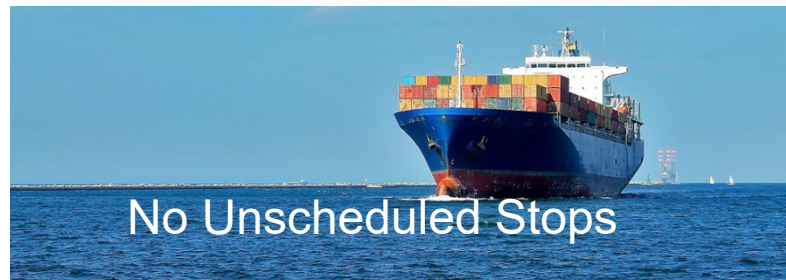
Step 3, Rule 6: Secure Cargo by making sure parking areas are secure

- ✓ Monitor parking areas for suspicious vehicles or vehicles parked overnight or with no license plates. Report to law enforcement if owner is not able to be identified.
- ✓ Designate a specific parking area for visitors and employees that is not near the warehouse or blocks access to the warehouse view.
- ✓ Make sure parking lot lighting is adequate and in good repair.



Step 3, Rule 7 (For Sea Carriers): Secure Cargo and Containers by making sure your there are no unscheduled sea carrier stops

- ✓ For any cargo that is in route to the United States via shipping vessel, there must not be any unscheduled stops.
- ✓ This is called a “no stop” policy.
- ✓ Unscheduled stops can introduce contraband, pests, smuggled goods, people, and put cargo and personnel at risk and must be avoided.



Step 3, Rule 8 (For Sea Carriers): Secure Cargo and Containers by making sure Sea Carriers only operate in ISPS secured Ports

Sea Carriers partners may only operate at terminals that comply with the International Ship and Port Facility Security (ISPS) and Certified accordingly. In addition, carrier must store containers in the US only at those terminals that comply with the Title 33, Code of Federal Regulations (CFR), Part 105. For these reasons carrier's Instruments of International traffic are stored at the facilities where fencing, security guards, video surveillance, alarms etc. correspond to the requirements of the ISPS.

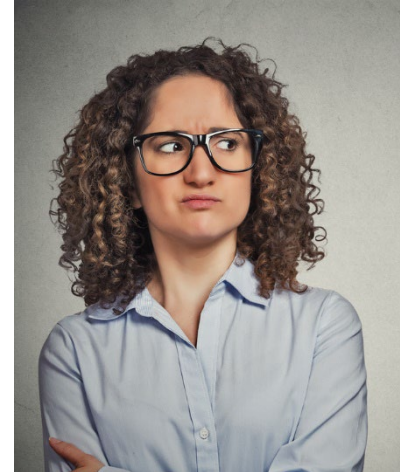
Sea carrier garbage must be stored and disposed in accordance with MARPOL Annex V Regulations 4 and 6.



Step 4, Rule 1: Secure Facility and Warehouse by monitoring facility for suspicious people

Identify and look for the following suspicious persons:

- Unauthorized employees
- Unescorted visitors
- Person(s) who seems lost
- Person(s) entering a private office unescorted
- Person(s) selling items
- Person(s) going door to door



Step 4, Rule 1: Secure Facility and Warehouse by monitoring facility for suspicious people (cont.)

Identify and look for the following suspicious activities:

- Tampering with somebody's desk, computer, personal items, equipment, vehicles, etc.
- Tampering with fence, cameras, lights, locks, electrical boxes, alarm sensors/contacts, etc.
- Sketching, taking notes, drawing maps or diagrams, photographing, videotaping, etc.
- Hiding behind doors, fences, desks, etc.
- Requesting confidential business information relating to persons, places or operations.
- Attempting to acquire company uniforms, badges, etc.
- Any other suspicious or unusual activities or personal behaviors.

Step 4, Rule 1: Secure Facility and Warehouse by monitoring facility for suspicious people (cont.)

If you identify any of the highly suspicious persons mentioned in the previous slide immediately you may need to confront them. This is called “challenging”.

If they do not appear safe, immediately call for help and backup.

See further instructions on how to challenge someone in the next section.



Step 4, Rule 2: Secure Facility and Warehouse by challenging suspicious people

Only “challenge” a person safely and never jeopardize yourself. If you feel unsafe ask a supervisor or co-worker for help.

If an employee believes a person needs to be challenged:

- Approach in a friendly manner. Identify yourself.
- Smile. Ask if you can help them or what they are doing.
- If it turns out to be someone legitimate, you can choose to help them.
- If the person cannot justify being there, and refuses to leave, advise them you will be calling security or police.
- Remember never try to verbally or physically evict someone.

If person is a not legitimate, immediately advise your supervisor, and if it is a police matter, the supervisor will call the police.



Step 4, Rule 2: Secure Facility and Warehouse by challenging suspicious people (cont.)

Challenging the individual accomplishes several things:

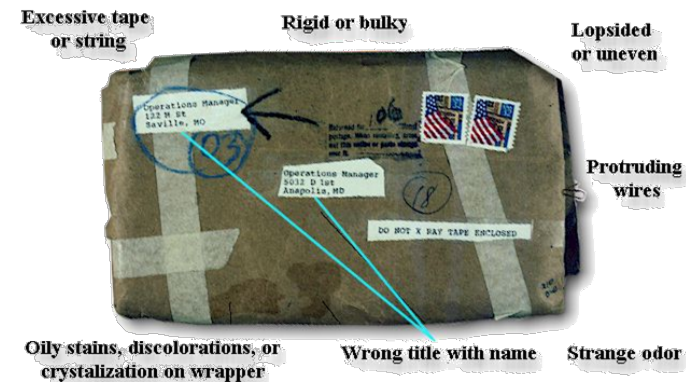
- It lets them know your intent to challenge unauthorized persons.
- It shows you have recognized them as not being authorized.
- They will realize you can identify them if they return.
- If they had criminal intent, they may change their minds, when they know they might be recognized.
- Once they have been told they have no business being there, they cannot use ignorance as an excuse next time.
- They know failing to comply may result in security being called.



Step 4, Rule 3: Secure Facility and Warehouse by monitoring facility for suspicious packages

- Monitor facility for unattended objects and packages.
- If you identify any suspicious or unusual objects or packages, based on type, condition and location, investigate if safe and/or immediately notify Management for further investigation.
- Identify and look for suspicious and/or unusual mail or express delivery packages.

If you see a package that matches this description notify management.



**The following material contains
additional procedures for
Accidents, Threats, Vetting
Employees, Visitors and Business
Partners, Social Compliance,
Cybersecurity, etc.**

Procedure for Handling Work Related Accidents

Unfortunately, accidents do happen. If you are involved in a minor accident while at work (minor property damage with no injuries) follow the procedures below:

- ✓ Contact your supervisor or dispatch.
- ✓ If you are driving, pull over in a safe, well lit, visible area. Signal the others involved in the accident to do so as well.
- ✓ Call police and file report.
- ✓ Be aware of any threats and evade them.
- ✓ Make sure the vehicle or container is locked and secured.
- ✓ Log the incident and make a report of it.



If you are involved in an injurious or life threatening accident, ***immediately call your local emergency number (i.e., 911)*** and follow the dispatcher's orders.

Procedure for Handling Human Caused Threats

Another serious situation is when you or your cargo are confronted with a bomb threat, robbery, or hijacking.

Sometimes these are unavoidable despite the procedures this training has outlined to avoid them. If you ever find yourself in this situation, stay calm and apply the following guidelines.

**Stay Calm and
Keep Positive!**



Procedure for Handling Human Caused Threats

If you are ever threatened, or hijacked, you must follow certain protocols to ensure your safety, and the safety of others you may be with.

If you are being robbed, do not become combative with the perpetrator. It is best to follow the guidelines below:

- ✓ GIVE the perpetrator the cargo or vehicle or container if demanded.
- ✓ DO NOT place yourself or others at risk to protect the cargo.
- ✓ DO NOT resist, avoid direct eye contact.
- ✓ DO NOT give the perpetrator reason to become angry.
- ✓ DO NOT make comments out of anger.
- ✓ DO NOT make unnecessary gestures or movements.
- ✓ LEAVE the area quickly and contact police asap.
- ✓ MATERIAL ITEMS CAN BE REPLACED,
HUMAN LIFE CANNOT.



Procedure for Handling Human Caused Threats (Cont.)

You should only resist the perpetrator when you believe that you or someone else is at imminent risk of serious harm or death.

After the perpetrator has left or the incident is over. Immediately follow these guidelines:

- ✓ Call local emergency number (i.e., 911) and report the incident to the police and EMS.
- ✓ Tend to any injured persons and stabilize them.
- ✓ Do not disrupt the crime scene.
- ✓ Call your supervisor and report the issue.



Procedure for Handling Human Caused Threats (Cont.)

Try to remember or write down the detail of the incidents. Try to recall the following to help police with their investigation:

- ✓ Physical height, weight, hair/eye color, clothing, scar marks, tattoos, etc.
- ✓ “Get away” vehicle make model, license plate, direction fled.
- ✓ Type of weapon or weapons used.
- ✓ Speech: accent, lisp, etc.
- ✓ Knowledge of operations.
- ✓ Route taken if you were held in vehicle.
- ✓ Any road signs, sounds etc. that may help identify the route and location.



Procedure for Reporting All Incidents

Your company must have a person or team in place to help address and implement overall security. This person should be a manager that can speak for the company and its personnel and help implement security procedures and resolve violations. They must be able to assure an action plan will be implemented to avoid future issues.

You are required to report all security issues, accidents, thefts, human injuries, physical threats, cargo damage, seal damage, or any issue involving cargo integrity. As part of this process, you may need to:

- ✓ Take photos of the situation.
- ✓ Secure any paperwork or photos regarding the incident.
- ✓ Report details to your supervisor or client.
- ✓ Report details to law enforcement.
- ✓ Fill out any required forms.



Procedure for Reporting All Incidents – Notification Procedures

Remember to post a list of emergency numbers in your office by phones and on the walls in strategic noticeable location and let your employees and contractors know your Emergency Notification Contacts.

Example:

Emergency Response Contact List	
Contact	Phone
Company Security Officer	555-555-5555
Facility Manager	555-555-5555
TSA Operations	555-555-5555
FBI Office	555-555-5555
Emergency Response	911
Law Enforcement	911
CBP Local Office	555-555-5555
Other Numbers	

Procedure for Reporting Stolen or Comprised Cargo

If you think cargo has been stolen or comprised, you must report these issues to your supervisor, client, and/or owner of the freight.

If the issue cannot be resolved, you should report this to U.S. Customs and Border patrol at <https://www.cbp.gov/contact> or call the tip line at 1-800-232-5378.

You must outline exactly what was compromised or stolen to the best of your knowledge. You must provide as much detail as possible to your supervisor, client, and/or owner of the freight.

You must work with law enforcement or risk management personnel to help identify how this freight went missing.

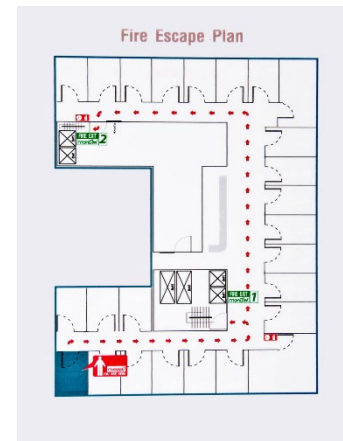


Procedure for Handling Other Threats: Fires

Another serious situation is when your facility is compromised by a fire. If a fire happens, try and stay as calm as possible and apply the following guidelines:

Fires:

- First, know your building layout to give you the best chance to escape.
- Immediately exit the building and call fire/police (i.e., 911) .
- If blocked by fire, crawl low to the ground to avoid smoke inhalation.
- Check doorknobs to test for heat before attempting to open door, and select alternate exit if fire is blocking door or path.



Procedure for Handling Other Threats: Earthquakes

If an earthquake strikes, follow advice offered by the Earthquake Country Alliance:



DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.



COVER your head and neck with one arm and hand

- If a sturdy table or desk is nearby, crawl underneath it for shelter
- If no shelter is nearby, crawl next to an interior wall (away from windows)
- Stay on your knees; bend over to protect vital organs



HOLD ON until shaking stops

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.

Procedure for Handling Other Threats: Tornadoes and Hurricanes

If a tornado or hurricane happens:

- Stay inside and keep away from all windows, skylights and glass doors. Go to a safe area, such as an interior room, closet or downstairs bathroom.
- Never go outside the protection of your home or shelter before there is confirmation that the storm has passed the area. The eye of the storm could create a temporary and deceptive lull, with high winds still approaching.
- Use a portable radio or cell phone to access important storm updates, information and instructions.
- If your location is unsafe get to another location.



Procedure for Handling Other Threats: Riots

If you find yourself in a protest or riot keep to the edge of the crowd where it is safer. At the first opportunity, break away and seek refuge in a nearby building or find a suitable doorway or alley and stay there until the crowd passes.



When leaving the demonstration just walk away – don't run as this will draw attention to you.

If you are arrested by the police, do not resist. Go peacefully.

If you are caught up in the crowd, stay clear of glass shop fronts, stay on your feet and move with the flow. If you are swept along in the crush, create a space for yourself by grasping your wrists and bracing your elbows away from your sides; bend over slightly – this should allow you breathing room. If shooting breaks out, drop to the ground and cover your head and neck, and lie as flat as you can.

Remember to keep calm – the crowd should sweep past in a short space of time.

Procedure for Handling Other Threats: Infectious Disease

Sometimes a region is impacted with an unexpected infectious disease. Here are some procedures to prepare for this event:



Have a First Aid kit and other items readily available including tissues, soap, hand sanitizer (with at least 60% alcohol content), aspirin, face masks (that cover nose and mouth), gloves, plastic bags for discarding contaminated items.

Keep a supply of Food and Water handy in your vehicle.

Know Where to get Reliable Information During an Emergency: Radio, TV, etc.

Procedure for Vetting Employees and Visitors to your facilities

- ✓ Follow the processes on the next slides to make sure the people you work or visit your facility are properly vetted.



Procedure for vetting your own Employees:

- ✓ Vet new employees by collecting required personal data, storing a record of the government ID, reviewing citizenship or necessary work permits, and executing a legal background check.
- ✓ Make sure employees are legally able to work in your country/region/city.
- ✓ Check employee references
- ✓ Provide with access controls (key card/fob, keys, etc.) necessary for job function
- ✓ Instruct on how to handle and escort any visitors (See Visitor Management Process)
- ✓ Instruct on how to maintain facility vigilance (“See Something Say Something”)
- ✓ Remove access controls and any IT logins upon termination.



Procedure for vetting Visitors:

- ✓ Verify visitor identity by reviewing government or company issued ID.
- ✓ Have Visitor sign visitor logbook. Enter time of visit.
- ✓ Issue Visitor Temporary ID Badge.
- ✓ Escort and Monitor Visitor throughout stay.
- ✓ Collect Visitor Badge from upon conclusion of visit.
- ✓ Sign Visitor out of visitor logbook.
- ✓ Enter time of Visitor exit.



Procedure for vetting Delivery Personnel that visit your facility:

You must have a cargo pickup/drop-off log for drivers that must have the following items recorded:

- ✓ Driver's name
- ✓ Employer Name
- ✓ Date and time of arrival
- ✓ ID Check
- ✓ Truck number
- ✓ Trailer number
- ✓ Time of departure
- ✓ The seal number affixed to the shipment at the time of departure. (As applicable.)



Procedure for protecting access your facility:

- ✓ Properly secure and protect all keys and/or electronic access cards issued by the company. Keep a log of access control items.
- ✓ Immediately report a lost key and/or electronic access card. Keys, IDs, and electronic access cards are the property of the company and must be returned when employment is terminated.
- ✓ Display employee identification badge at all times.
- ✓ Properly secure and protect your employee identification badge.
- ✓ Do not leave documents related to access or shipments in places where this information could be used to access your facility or hijack a shipment.



Procedure for selecting vendors or new business partners:

- ✓ Follow the processes on the next slides to make sure the partners you work with are properly vetted.



Procedure for selecting vendors or new business partners:

Prior to selecting a new business partner and/or vendor in the United States, or in another country, you must obtain detailed information about the prospective new business partner including but not limited to: validity, financial soundness, ability to meet contractual security requirements as well as the ability to identify and correct security deficiencies as needed.

If directed to do so, the business partner may also be required to fill out a CTPAT or equivalent Security Questionnaire.



Procedure for selecting vendors or new business partners:

At a minimum, the following information must be collected from a new business partner or vendor to assure their competency and security:

- Full legal name and any DBA name under which the party is doing business.
- Business Partner must not be under sanction or restricted to work with by law.
- Legal tax or other government ID Number(s) and point of contact information.
- When applicable, copies of certain permits and licenses i.e., USDOT (trucking vendors and providers), TSA, etc.
- When applicable, Certificate of Insurance for motor vehicle, cargo, etc.
- When applicable, financial statements and bank references if providing credit.
- When applicable, CTPAT or AEO or other applicable MRA status
- Agreement to clear contractual obligations are established in writing by form of a booking note or service contract with the business partner.
- Other information pertinent (regulatory or otherwise) to make the supply chain more secure.

Procedure for selecting vendors or new business partners:

A new or current business partner must not engage in:

× **Bribery or collusion**

- × Partner must not give or receive a financial or other advantage in connection with the "improper performance" of a position of trust, or a function that is expected to be performed impartially or in good faith.

× **Money laundering**

- × Under no circumstance may a Partner make money generated by a criminal activity that appears to have come from a legitimate source.

× **Monetary fraud or fraud of any kind**

- × Under no circumstance may a Partner deceive another with promises of goods, services, or financial benefits that do not exist.

× **Withholding compensation from employees or contractors**

- × Partners must promptly pay service providers promised amounts.



Procedure for selecting vendors or new business partners:

A new vendor or business partner must not engage in:

× **Human trafficking and/or slavery:**

- × Under NO circumstances may a Partner participate in the trade of using of humans for the purpose of forced labor, sexual slavery, or commercial sexual exploitation for the trafficker or others.
- × All workers must be paid minimum wage as defined by the local government.
- × Workers must NOT be compelled to live on premise but must be free to come and go after their shift.
- × Workers are limited to the maximum number of workday hours allowed by the local government. Workers are *for hire* only.
- × Workers must be provided with adequate safety gear for their job.
- × Child laborers are illegal and are not allowed.



Violating local, state, or governmental regulations for workers is not allowed under any circumstance - no exceptions.

Procedure for selecting vendors or new business partners:

A new or current business partner must not engage in:

× **Terrorism or terrorism funding**

- × A Partner may never funnel activity, revenue, or profits into an organization intended to cause death or serious bodily harm to civilians or non-combatants with the purpose of intimidating a population or government.



× **Theft**

- × A Partner may never participate in the act of stealing specifically, the taking and removing of property with intent to deprive the rightful owner of it, or an unlawful taking as by embezzlement or burglary of property.

It is your responsibility to immediately report any evidence of human trafficking, child labor, slave labor, money laundering, theft, fraud, terrorism, bribery, suspicious activity, or other prohibited issues. You must alert us, your supervisor, necessary law enforcement, and eliminate this from the supply chain immediately.

Procedure for selecting vendors or new business partners:

CBP - The Uyghur Forced Labor Prevention Act



The Uyghur Forced Labor Prevention Act (UFLPA) establishes a rebuttable presumption that the importation of any goods, wares, articles, and merchandise mined, produced, or manufactured wholly or in part in the Xinjiang Uyghur Autonomous Region of the People's Republic of China, or produced by certain entities, is prohibited by Section 307 of the Tariff Act of 1930 and that such goods, wares, articles, and merchandise are not entitled to entry to the United States.

The UFLPA rebuttable presumption went into effect on **June 21, 2022**.

Procedure for selecting vendors or new business partners:

Forced Labor - What is it?

Forced labor occurs when individuals are compelled against their will to provide work or service through the use of force, fraud, or coercion.

Types of Forced Labor

- Construction, Mining, Quarrying and Brick Kilns.
- Manufacturing, Processing and Packaging.
- Trafficked Persons for Prostitution and Sexual Exploitation.
- Domestic
- Child Labor



Procedure for selecting vendors or new business partners:

Signs of Forced Labor

- Isolation
- Deception
- Physical and Sexual Violence
- Intimidation and Threats
- Excessive Overtime
- Withholding of Wages
- Deception
- Abusive Working & Living Conditions
- Restriction of Movement
- Abuse of Vulnerability
- Retention of Identity Documents

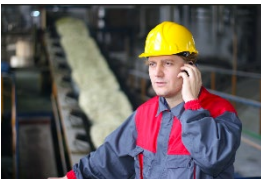


Procedure for selecting vendors or new business partners:

How to Report Suspected Forced Labor – 3 Options

1. Notify your CTPAT Supply Chain Specialist
2. Send an email to <https://eallegations.cbp.gov/Home/Index2>
3. Contact the Homeland Security Investigations tip line at 1-866-347-2423

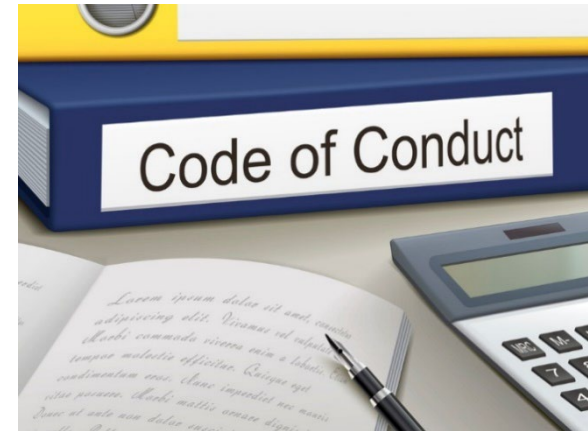
You Can Report Allegations of Forced Labor Violations Anonymously!



Procedure for selecting vendors or new business partners – Code of Conduct:

You must have your employees, subcontractors, and other business partners adhere to your companies “Code of Conduct”.

If you do not have a “Code of Conduct” in place, please make sure you develop this document. Your company should have a set of standards in place that assure its conduct is acceptable in the marketplace.



Another key aspect of security is securing your IT Systems

- ✓ Follow the processes on the next slides to make sure your IT systems are as secure as possible.



Procedure for safeguarding IT systems:

Username and Passwords: Employees must use strong passwords. Passwords should be changed regularly.

Here is how to create a good password:

- At least 12 characters—the more characters, the better.
- A mixture of both uppercase and lowercase letters.
- A mixture of letters and numbers.
- Inclusion of at least one special character, e.g., ! @ # ?]
- Avoid common words and character combinations in your password.
- Don't recycle your passwords.
- Note: Do not use < or > in your password, as both can cause problems in Web browsers.



Procedure for safeguarding IT systems:

Software Patch Updates: Software patch updates must be made as quickly as possible to eliminate system vulnerabilities.

Anti-Virus Software: Anti-virus software must be installed on computers/workstations.

Physical Security: Employees must log off their workstation after extended times away from the workstation, or workstations must be set to auto-lock within 15 minutes of inactivity.

E-mail Management: Employees must be instructed to beware of email or attachments from unknown people, or with a strange subject line, and are advised to never open an attachment they weren't expecting.



Procedure for safeguarding IT systems (cont.).

Fraud and misrepresentation: Employees should be instructed to never divulge such personal data in a reply, even if the sender looks legitimate.

Avoiding spam: Employees should not reply to spam under any circumstance.

Data Security: Workstations should run modern browsers with at least 1028bit encryption capability, and browsers that are regularly updated.

Mobile devices: Mobile devices (e.g., smartphones, tablets, laptops, and notebook computers) should be treated with the same set of policies as company workstations.

Web Browsing: Web browsing must be limited to work-related sites.

Backup Files: System administrators should put in a process to backup files.

Procedure for safeguarding IT systems (cont.)

Do not click random links: Employees must not click on any link that they can't verify.

Do not download unfamiliar software off the Internet: Employees should be instructed not to download software from the internet unless they are sure the software comes from a legitimate source. Employees and business partners are required to use properly licensed software only.

Wi-Fi Networks: Wireless Local Area Networks (WLANs) and Wi-Fi must be protected with a password and must not be set to “open”.

Social Networking Sites: Employees should be advised to be careful about using social media sites. The popularity of these sites continues to rise; however, unfortunately, so does the risk of information misuse, or a social hacking attempt.

Procedure for safeguarding IT systems (cont.)

Privilege: You must enforce the principle of “least privilege” meaning giving users account or process only those privileges which are essential to perform their intended job function.

Discipline: Your IT policy must include discipline procedures. Employees or Contract who violate provisions of the IT policy should be subject to discipline, up to and including termination of employment.

Termination: Upon termination of an employee, access to all computers, computerized systems, and logins must be removed. Logins and credentials must be revoked for all company systems, and email forwarded to the person taking over that person’s position.

Summary

Preventing supply chain related incidents in the workplace is everyone's responsibility.

The most important safeguard for any facility is making sure that if you:
"See something – Say Something"

See the signs to the right to identify all major types of threats and report, as necessary.

Protect your every day.

RECOGNIZE THE SIGNS OF TERRORISM-RELATED SUSPICIOUS ACTIVITY



 <p>EXPRESSED OR IMPLIED THREAT Threatening to commit a crime that could harm or kill people or damage a facility, infrastructure, or secured site</p>	 <p>SURVEILLANCE A prolonged interest in or taking pictures/videos of personnel, facilities, security features, or infrastructure in an unusual or covert manner</p>	 <p>THEFT/LOSS/DIVERSION Stealing or diverting items—such as equipment, uniforms, or badges—that belong to a facility or secured site</p>	 <p>TESTING OR PROBING OF SECURITY Investigating or testing a facility's security or IT systems to assess the strength or weakness of the target</p>	 <p>AVIATION ACTIVITY Operating or interfering with the operation of an aircraft that poses a threat of harm to people and property</p>
 <p>BREACH/ATTEMPTED INTRUSION Unauthorized people trying to enter a restricted area or impersonating authorized personnel</p>	 <p>ACQUISITION OF EXPERTISE Gaining skills or knowledge on a specific topic, such as facility security, military tactics, or flying an aircraft</p>	 <p>ELICITING INFORMATION Questioning personnel beyond mere curiosity about an event, facility, or operations</p>	 <p>MISREPRESENTATION Presenting false information or misusing documents to conceal possible illegal activity</p>	 <p>CYBERATTACK Disrupting or compromising an organization's information technology systems</p>
 <p>RECRUITING/FINANCING Funding suspicious or criminal activity or recruiting people to participate in criminal or terrorist activity</p>	 <p>SABOTAGE/TAMPERING/VANDALISM Damaging or destroying part of a facility, infrastructure, or secured site</p>	 <p>MATERIALS ACQUISITION/STORAGE Acquisition and/or storage of unusual materials such as cell phones, radio controllers, or toxic materials</p>	 <p>WEAPONS COLLECTION/STORAGE Collection or discovery of unusual amounts of weapons including explosives, chemicals, or other destructive materials</p>	 <p>SECTOR-SPECIFIC INCIDENT Actions which raise concern to specific sectors, (e.g., power plant) with regard to their personnel, facilities, systems, or functions</p>

If you **see** something, **say** something®

Summary

In this training, you have learned a set of procedures for:

- Maintaining general security awareness and requirements for CTPAT
- Securing your vehicle or container and cargo during transport and storage
- How to inspect a container and trailer for safety and agricultural threats
- Securing your facilities
- Handling and evading threats
- How to handle and report all incidents
- How to vet employee and visitors
- How to eliminate bribery, money laundering, and human trafficking.
- How to secure IT systems
- And more!

These procedures are known as “Standard Operating Procedures” (S.O.P.’s) and must be followed when working with our company.



*End Of
Standard Operating Procedures And
Security Awareness Training*

Thank You!