

# SECURITY ASSESSMENT REPORT

Manufacturer Rating and Score

**PASS**

**CONDITIONAL PASS**

**FAIL**

*Refer to Section F for explanation of score and Section G for Corrective/Preventive actions*

Vendor Name:	
Manufacturer Name:	
Manufacturer Address:	
Manufacturer Contact Person(s):	
Position:	
Phone Number:	
Fax Number and Email Address:	
Principal Products:	
International Certifications: (I.E ISO 9000, WRAP)	
Major US Customers:	
Types of Assessment:	<input type="checkbox"/> Initial Assessment <input type="checkbox"/> Re-Assessment
Re-Assessment:	<input type="checkbox"/> Failure of Last Assessment      Last Report Number : _____ Date of Assessment : _____  <input type="checkbox"/> Regular Re-Assessment      Last Report Number : _____ Date of Assessment : _____

\_\_\_\_\_  
Name (IN BLOCK) – Auditor

\_\_\_\_\_  
Name (IN BLOCK) - Manufacturer Rep

\_\_\_\_\_  
Signature – Auditor

\_\_\_\_\_  
Signature – Manufacturer Rep

\_\_\_\_\_  
Date

**SECTION A.**  
**PROCECEDURAL SECURITY (90 points can be earned)**

<b>PROCEDURAL SECURITY</b>		YES	NO	POINTS GIVEN
A.1	Does the facility have a designated security officer to supervise the introduction/ removal of cargo?	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
A.2	Does the facility have procedures and maintain records for verifying seals on containers, trailers and trucks?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
A.3	Does the facility have procedures for secure storage of empty and full containers to prevent unauthorized access?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
A.4	Does the facility have procedures to notify Customs or any other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
A.5	Does the facility have adequate written security procedures/manuals in place?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
A.6	Does the facility have procedures and maintain records to monitor the raw material Vendors?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
A.7	Does the facility have procedures and maintain records to monitor subcontract Vendors?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
A.8	Does the facility keep customer security procedures/policies, product specifications, purchase orders and manifests?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	

SUB TOTAL POINTS GIVEN: \_\_\_\_\_

<b>SECTION B. PHYSICAL SECURITY (75 points can be earned)</b>				
<b>PHYSICAL SECURITY</b>				
		YES	NO	POINTS GIVEN
B.1	Is the facility constructed of materials that resist unlawful entry and protect against outside intrusion? (Walls, fences, windows and gates)	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
B.2	Does the facility have sufficient lighting inside and outside?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
B.3	Does the facility have hired security guard shifts on duty for 24 hours?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
B.4	Does the facility have an electronic security system to contact security guards? (Telephone, intercom, walkie-talkies, etc.)	<input type="checkbox"/> 5	<input type="checkbox"/> 0	
B.5	Does the facility maintain an external communication system to contact the local law enforcement authorities? (Telephone or alarm, etc.)	<input type="checkbox"/> 5	<input type="checkbox"/> 0	
B.6	Does the facility provide for segregation and marking of international, domestic, high-value and dangerous goods cargo within the facility in a safe, caged or otherwise fenced-in area?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
B.7	Do the security guards have keys and codes to all locks and alarms on doors, windows, gates, fences, etc?	<input type="checkbox"/> 5	<input type="checkbox"/> 0	
B.8	Are all buildings, cargo-receiving areas, cargo-loading areas, parking areas and entrances monitored by recorded CCTV systems?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	

SUB TOTAL POINTS GIVEN: \_\_\_\_\_

<b>SECTION C. ACCESS CONTROL (70 points can be earned)</b>				
<b>ACCESS CONTROL</b>				
		YES	NO	POINTS GIVEN
C.1	Does the facility have procedures in place to prevent unauthorized access to the shipping, loading dock and cargo areas?	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
C.2	Does the facility provide badges or photos IDs for employees?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	

C.3	Does the security guard maintain a regularly updated list of all employees in the facility?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
C.4	Does a security guard check in/out all vehicles, workers and visitors when entering/exiting the facility?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
C.5	Does a security guard check all employees in the facility for these badges or photo IDs?	<input type="checkbox"/> 5	<input type="checkbox"/> 0	
C.6	Does the facility require all employees to display these badges or photo IDs while at work?	<input type="checkbox"/> 5	<input type="checkbox"/> 0	
C.7	Does a security guard always contact the employee in the facility who will meet visitors before allowing the visitors to enter the facility?	<input type="checkbox"/> 5	<input type="checkbox"/> 0	
C.8	Are visitors entering the facility required to wear a badge at all times?	<input type="checkbox"/> 5	<input type="checkbox"/> 0	

SUB TOTAL POINTS GIVEN: \_\_\_\_\_

<b>SECTION D. PERSONNEL (40 points can be earned)</b>				
<b>PERSONNEL</b>				
		YES	NO	POINTS GIVEN
D.1	Does the facility have procedures for regular employment screening and interviewing of prospective employees, including periodic background checks and application verifications?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
D.2	Does the facility have a security training program to educate all security guards?	<input type="checkbox"/> 5	<input type="checkbox"/> 0	
D.3	Does the facility keep all employee personnel records for security tracking purposes?	<input type="checkbox"/> 5	<input type="checkbox"/> 0	
D.5	Does the facility have procedure and training for employees to recognize and report any potential security threat?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
D.6	Is there any procedure to handle terminated employees to ensure that the keys, badges, etc, are returned to the Personnel Manager before the employees leave?	<input type="checkbox"/> 10	<input type="checkbox"/> 0	

SUB TOTAL POINTS GIVEN: \_\_\_\_\_

<b>SECTION E. FACILITIES</b>	
E.1	Is the facility rented or owned by the manufacturer? _____
E.2	What is the total floor area of the facility in square meters? _____
E.3	What is the type of construction (Concrete, Brick, Metal, Wood or Other)? _____
E.4	Average daily number of personnel in facility? _____
E.5	Number of supervisory personnel? _____
E.6	Number of Security Guards at facility? _____
E.7	How many daily working shifts in the facility? _____
E.8	Does the facility hire part time employees? _____
E.9	How many days does the facility operate in a week? _____
E.10	How many hours do the employees work in a day? _____
E.11	Is the facility near majority highways or ports? _____
E.12	Does the facility maintain a final place to load the merchandise into the container? _____





**AUDITOR'S COMMENTS:**

**SECTION H. ATTACH PHOTOGRAPHS**

**ALL Attach documents list here:**

PHOTO 1

PHOTO 2

DESCRIPTION:	DESCRIPTION:
PHOTO 3	PHOTO 4
DESCRIPTION:	DESCRIPTION:

<b>SECTION H. ATTACH PHOTOGRAPHS</b>	
PHOTO 5	PHOTO 6
DESCRIPTION:	DESCRIPTION:
PHOTO 7	PHOTO 8

DESCRIPTION:	DESCRIPTION:
PHOTO 9	PHOTO 10
DESCRIPTION:	DESCRIPTION: