



*Packair Airfreight, Inc. Packair Customs Brokers, Inc.*

Company	
Address	
Contact	
Phone/E-Mail	

## **Truck Carriers**

### **Business Partner Minimum Security Requirement**

We must meet the objective of C-TPAT (Customs and Trade Partnership against Terrorism) by creating an integrated security network from origin to destination in international commerce.

Packair, as a member of C-TPAT requires agreement from all our partners in supply chain to facilitate movement of cargo to commit to our minimum security standard requirement by signing and returning this form or risk loss of business with Packair.

### **C-TPAT Member**

If you're already a member of C-TPAT, please provide the SVI number at the end of this form, sign it and return.

### **Basis of C-TPAT Minimum Security Guidelines**

- PHYSICAL SECURITY
- ACCESS CONTROL
- PROCEDURAL SECURITY
- MANIFEST PROCEDURES
- DOCUMENTATION PROCESSIN
- PERSONNEL SECURITY
- EDUCATION & TRAINING
- CONVEYANCE SECURITY

Security processes and policies for minimum security requirements to prevent theft and introduction of goods not manifested will be documented and implemented. Security controls will include:

- Supervise loading and unloading of cargo
- Proper marking
- Verify weight, count, etc. against manifest documents
- Detecting and reporting of shortages and overages
- Procedures for affixing, replacing, recording, tracking, and verifying seals on containers, trailers, and railroad cars.
- Monitor the inward and outward movement of goods shall be monitored.

Any subcontractors used to handle Packair's cargo must also comply with these minimum security requirements under contract.

Assign at least one authorized person as the main contact(s) for quality and security. The main contact must have the power to discuss any quality or security issue at the corporate level so that problem areas can be corrected effectively.

Have a procedure to notify Packair, U.S. Customs or other appropriate law enforcement agency in case unusual or illegal activities are detected or suspected by the company.

Have a procedure to report for incidents of unmanifested goods or signs of tampering.

Trailers and containers should be stored and secured to prevent the introduction of unauthorized persons and goods.

Have a procedure to make sure that cargo is properly marked, weighed, counted, documented and verified against manifest documents.

Have a procedure to make sure that container seals are affixed, replaced, recorded, tracked, and verified on containers and trailers.

Containers and trailers must be sealed and/or stored in such a way as to prevent unauthorized access.

Subject to prevailing local government regulations, carriers shall conduct screening and interviewing of prospective employees to include periodic background checks and application verifications.

A security awareness program should be provided to employees including recognizing internal conspiracies, maintaining product integrity, and determining and addressing unauthorized access. These programs should offer incentives for active employee participation in security controls.

Loaded containers on wheel chassis or trailers must be parked/stored in a secure area. Truck cabins and ignition keys must be secured from unauthorized use at all times. The carrier will contractually stipulate this requirement in all subcontractor agreements.

All information and information systems containing information about Packair shipments will be secure and controls will be in place to prevent unauthorized access.

Carrier will report through Packair defined protocol, all incidents of suspected loss, theft, damage or other situations impacting the on-time and /or full delivery of products. In the case of full trailer/container loads, theft must be reported within eight (8) hours of the first evidence of occurrence, and produce a full report within 24 hours of the incident.

All incident details will be documented on the local appropriate form and forwarded via the defined protocols to the appropriate Packair representative.

Proof of delivery (P.O.D.) documentation, when applicable, shall be provided to Packair as requested, but no later than 48 hours after request by Packair or discovery of incident.

For any additional information pertain to any standard C-TPAT security procedures and training, they are available on our website at [www.packair.com](http://www.packair.com) for you to review, and to implement them at your discretion as part of your standard procedures.

After signing this form, please return it by email to: [frontdesk@packair.com](mailto:frontdesk@packair.com)

I, the undersigned, as an authorized manager to sign on behalf of this company, acknowledge and agree to commit to the minimum security requirements as described herein.

Company \_\_\_\_\_

Sign \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SVI Number \_\_\_\_\_