



SECURITY SELF-ASSESSMENT
(For Business Partners of Milgram and Company Ltd.)

Company Info

Company Name: _____

Corporate Address: _____

Trade Security Contact: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Year Established: _____

Type of Product/Service: Please select the sector(s) that best describe your business.

- | | | |
|--|---|---|
| <input type="checkbox"/> Highway Carrier | <input type="checkbox"/> Rail Carrier | <input type="checkbox"/> Marine Carrier |
| <input type="checkbox"/> Customs Broker | <input type="checkbox"/> Shipping Agent | <input type="checkbox"/> Freight Forwarder |
| <input type="checkbox"/> Courier | <input type="checkbox"/> Air Carrier | <input type="checkbox"/> Warehouse Operator |

Other than above, please describe: _____

Should you feel the need to expand on, or offer explanation for, any of the following questions please print and attach your explanations at the end of this questionnaire. Please refer to the question number on the added sheets.

Please check the most appropriate answer. (Yes, No, Not Applicable)

Background/Certification

1. Is your company in the process of becoming certified for PIP? Yes No N/A

2. Is your company in the process of becoming certified for C-TPAT? Yes No N/A

3. Is your company currently certified or in the process of becoming certified for any other security programs administered by a regulatory government or agency? Yes No N/A

If yes, please provide details. _____



SECURITY SELF-ASSESSMENT

Please check the most appropriate answer.

(Yes, No, Not Applicable)

Physical Security and Access Controls

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 4. Are your facilities constructed of materials that resist unlawful entry and protect against outside intrusion? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 5. Is the integrity of structures maintained by periodic inspection and repair? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 6. Are locks installed on all external doors, windows, gates and fences? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 7. Do you have physical barriers and/or deterrents in place that guard against unauthorized access to cargo handling and storage facilities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 8. Is there a specific department or individual within your organization that maintains control of electronic access cards, keys or combination/access codes? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 9. Do you have adequate lighting inside and outside the facility, including parking areas? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 10. Do you have perimeter fencing around cargo handling and storage facilities of sufficient height and type to restrict unlawful access? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 11. Do you regularly inspect all fencing for integrity and damage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 12. Are the gates through which all vehicles and/or personnel enter or exit manned and/or monitored? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 13. Is your parking area for private vehicles separate from the shipping, loading dock, and cargo areas? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 14. Do you segregate and mark international, domestic, high value, and dangerous goods cargo within the warehouse by a safe, or otherwise fenced in area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 15. Do you have an alarm systems and/or video surveillance cameras in place to monitor cargo storage facilities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |



Please check the most appropriate answer.

(Yes, No, Not Applicable)

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 16. Do you have internal/external communications systems in place to contact internal security personnel or local law enforcement? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 17. Does your company have procedures in place to prohibit unauthorized access to the facility, and especially to cargo storage and handling areas? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 18. Do you have systems for the positive identification of all individuals entering and leaving your facility? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 19. Do you have procedures in place for challenging unidentified persons? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 20. Do employees and service providers have access only to those areas of a facility where they have legitimate business? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Procedural Security

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 21. Do you have a designated security officer to supervise the introduction or removal of cargo? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 22. Is the cargo handled by your organization properly marked, weighed, counted and documented? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 23. Do you have procedures for verifying seals on containers, trailers, and railcars? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 24. Do you have procedures for detecting and reporting anomalies or if illegal activities are detected or suspected? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 25. Do you have procedures for detecting and reporting shortages and overages? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 26. Do you have procedures for tracking the timely movement of incoming and outgoing goods? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 27. Do you have procedures for storage of empty and full containers to prevent unauthorized access? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 28. Do you have procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |



Please check the most appropriate answer.

(Yes, No, Not Applicable)

Container, Trailer and Rail Car Security

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 29. Are containers, trailers and rail cars or other vehicles used in the handling, movement or storage of cargo stored in a secure area to prevent unauthorized access and/or manipulation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 30. Do your drivers conduct systematic conveyance inspections when entering and departing from cargo handling and storage facilities and at the last point of loading prior to reaching the Canadian border? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 31. Does your supervisory personnel perform random, documented searches after the driver has conducted a search? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 32. Do you have procedures in place for reporting and neutralizing unauthorized entry into trailers, tractors or storage areas? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 33. Do you insure that all carriers that transport your cargo/merchandise have conveyance inspection security procedures in place? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 34. While a conveyance is en route transporting cargo to Canada do you use a tracking and monitoring activity log or equivalent technology for tracking the movement and activity of the conveyance while in transit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 35. When transporting a container or trailer to the Canadian border do you utilize current ISO 17712 high security seals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 36. Do you have procedures that stipulate how seals in your possession are to be controlled during transit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

LTL carriers

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 37. Do use a high security padlock or similarly appropriate locking device when picking up local freight in an international LTL environment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 38. Do you have controls that limit the access to keys or combinations that can open the above mentioned padlocks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 39. After the freight from the pickup and delivery run is sorted, consolidated and loaded onto a line haul carrier destined to cross the border into Canada, do you seal the trailer with a current PAS ISO 17712 seal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |



Please check the most appropriate answer.

(Yes, No, Not Applicable)

40. Do you have procedures at the terminal/local level to record the change in seals, as well as stipulate how the seals are controlled and distributed, and how discrepancies are noted and reported?

Yes No N/A

41. In the LTL and non-LTL environment, do you have procedures for recognizing and reporting compromised seals and/or trailers to the Canada Border Services Agency or the appropriate foreign authority?

Yes No N/A

Data and Document Security

42. Does your company secure business documents such as bills of lading, manifests, purchase orders, invoices and documents containing international trade data?

Yes No N/A

43. Are there procedures in place for the protection of the integrity of your automated systems?

Yes No N/A

44. If so, do these procedures provide for identification of abuse of IT including improper access, tampering or the alteration of business data?

Yes No N/A

45. In respect to your automated systems, are all individuals assigned an individual account/access that requires a periodic change of passwords?

Yes No N/A

46. Do you have IT security policies, procedures and standards in place and provided to employees in the form of training?

Yes No N/A

Personnel Security

47. Do you conduct employment screening including periodic background checks and application verifications?

Yes No N/A

48. When screening and interviewing prospective employees, do you check and verify references?

Yes No N/A

49. When screening and interviewing prospective employees, do you check and verify employment history?

Yes No N/A

50. Do you have procedures in place to remove identification and the facility and system access of terminated employees?

Yes No N/A

51. Do you maintain a current permanent employee list, which includes the name, date of birth, national identification number or social insurance number and positions held during specific employment periods?

Yes No N/A



Please check the most appropriate answer.

(Yes, No, Not Applicable)

Education and Training Awareness

52. Is a security awareness program provided to employees including recognizing internal conspiracies, maintaining cargo integrity and determining and addressing unauthorized access? Yes No N/A

53. Has your company developed a security policy manual that contains detailed guidelines of efforts to secure cargo within their control? Yes No N/A

Business Partner Requirements

54. Do you maintain a written and verifiable procedure for the screening and selection of business partners? Yes No N/A

55. Do you request or insure that service providers who provide security, transportation, and cargo handling and storage services employ security controls over their facilities, equipment and processes? Yes No N/A

The following space is provided in the event that the Milgram & Company Ltd. business partner would like to expand on an issue or provide additional comment or clarification.

Completed by:

Name: _____ Position: _____
(Please print name and position)

Company Name: _____

Signature: _____ Date: _____