

JOHNSTON & MURPHY®

FACILITY SECURITY QUESTIONNAIRE

Facility Name

Location

General

Yes No

1. Is the facility a certified participant in a U.S./Foreign Customs Agency's supply chain security program(s)?
If "YES", obtain a copy of the facility's certification(s) and attach to & mail Questionnaire.
2. Does the facility use open trucks when delivering product?
3. Are containers inspected for damage and contamination before loading?
4. Are delivery trucks and containers monitored by the facility during loading?
5. Are unauthorized employees restricted from packing/loading areas?
6. Are delivery trucks monitored during unloading?
7. Are trucks closed and locked after loading is complete?
8. Does the facility record and keep records of the seal and container number?
NOTE: Must see records at least 60 days old.
9. Does the facility control the issuing of keys, and are keys recovered when employees who have them resign or are terminated?
10. Are locks changed when employees with keys resign or are terminated, and are the keys recovered, or if an electronic alarm is used, is the alarm code reset?
11. Does the facility do background checks for security guards?
12. Does the facility inspect employees entering the building, or do they restrict what they are allowed to bring into the facility?
13. Are visitors screened before entering the facility?
14. Does an authorized employee escort visitors, including vendors and contractors, while they are in the facility?
15. Do security guards work 24 hours per day, 7 days per week, or does the facility have a monitored alarm system?
16. Are there quarterly maintenance inspections on all electronic security devices? NOTE: Must have maintenance logs.

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Outside

Yes No

1. Does the facility have adequate exterior lighting?
2. Does the facility have a wall or fence six feet or higher, or an adequate electronic alarm systems monitored 24 hours per day 7 days per week?
3. Are fences topped with barbed or razor wire?
4. Are facility buildings constructed of materials that resist unlawful entry?
5. Are there security personnel at all the entrances?
6. Is private vehicle parking separate from shipping, loading and cargo areas?
7. Do security personnel patrol the cargo loading yards?
8. Are empty and loaded containers parked in the fenced area?
9. Do security guards carry mobile phones or have access to phones to notify supervisors or law enforcement about security problems?

Inside

Yes No

1. Does the facility have locking devices on all outside doors?
2. Are the doors and doorframes adequate to prevent unauthorized entry?
3. Are windows and window frames secure with a locking device installed?
4. Does the facility have a separate Customs zone?

Personnel

Yes No

1. Do all applicants fill out pre-employment application?
2. Is the applicant's work history verified?

Completed By (Print Name)

Date

Signature