

Facility Security Questionnaire

Facility Name _____

Location _____

General

1. Is the facility a certified participant in a U.S./Foreign Customs Agency's supply chain security program(s)? Yes ___ No ___
If "YES", obtain a copy of the facility's certification(s) and attach to Questionnaire.
2. Does the facility use open trucks when delivering product? Yes ___ No ___
3. Are containers inspected for damage and contamination before loading? Yes ___ No ___
4. Are delivery trucks and containers monitored by the facility during loading? Yes ___ No ___
5. Are unauthorized employees restricted from packing/loading areas? Yes ___ No ___
6. Are delivery trucks monitored during unloading? Yes ___ No ___
7. Are trucks closed and locked after loading is complete? Yes ___ No ___
8. Does the facility record and keep records of the seal and container number? Yes ___ No ___
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? Yes ___ No ___
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? Yes ___ No ___
11. Does the facility do background checks for security guards? Yes ___ No ___
12. Does the facility inspect employees entering the building, or do they restrict what they are allowed to bring into the facility? Yes ___ No ___
13. Are visitors screened before entering the facility? Yes ___ No ___
14. Does an authorized employee escort visitors, including vendors and contractors, while they are in the facility? Yes ___ No ___
15. Do security guards work 24 hours per day, 7 days per week, or does the facility have a monitored alarm system? Yes ___ No ___
16. Are there quarterly maintenance inspections on all electronic security devices? NOTE: Must have maintenance logs. Yes ___ No ___

Outside

1. Does the facility have adequate exterior lighting? Yes ___ No ___
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? Yes ___ No ___
3. Are fences topped with barbed or razor wire? Yes ___ No ___
4. Are facility buildings constructed of materials that resist unlawful entry? Yes ___ No ___
5. Are there security personnel at all the entrances? Yes ___ No ___
6. Is private vehicle parking separate from shipping, loading and cargo areas? Yes ___ No ___
7. Do security personnel patrol the cargo loading yards? Yes ___ No ___
8. Are empty and loaded containers parked in the fenced area? Yes ___ No ___
9. Do security guards carry mobile phones or have access to phones to notify supervisors or law enforcement about security problems? Yes ___ No ___

Inside

1. Does the facility have locking devices on all outside doors? Yes ___ No ___
2. Are the doors and doorframes adequate to prevent unauthorized entry? Yes ___ No ___
3. Are windows and window frames secure with a locking device installed? Yes ___ No ___
4. Does the facility have a separate Customs zone? Yes ___ No ___

Personnel

1. Do all applicants fill out pre-employment application? Yes ___ No ___
2. Is the applicant's work history verified? Yes ___ No ___

Completed By _____

Date _____

Printed Name

Signature