



Affiliated USA

AFFILIATED CUSTOMS BROKERS USA, INC.

SERVICES OFFERED

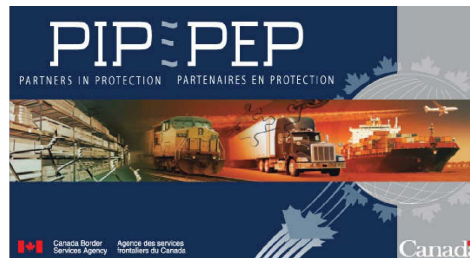
SUPPLY CHAIN SECURITY PROGRAMS

Customs-Trade Partnership Against Terrorism



U.S. Customs and Border Protection

Partners In Protection



Canada Border Services Agency

Contact: training@affiliatedcb.com



CTPAT / PIP

SUPPLY CHAIN SECURITY PROGRAMS

Services offered to clients

<u>TRAINING:</u>	MODULE	"MINIMUM SECURITY CRITERIA FOR C-TPAT IMPORTER"
	WHO:	Personnel involved with the elaboration of the Security Plan
	DURATION:	½ day

C-TPAT and/or PIP Programs' Specifications.

Please note that at a minimum, on a yearly basis or as circumstances dictate such as during periods of heightened alert, security breach or incident, the Importer must conduct a comprehensive assessment of their international supply chains based upon the C-TPAT Minimum Security Criteria, as described below, to ensure that pertinent security measures are in place and are adhered to throughout their supply chain.

MINIMUM SECURITY CRITERIA

1. Business Partner Requirement:

- 1.1. Security Procedures
- 1.2. Point of Origin
- 1.3. Participation/Certification in a Foreign Customs Administration Supply Chain Security Program
- 1.4. Other Internal criteria for selection

2. Container Security:

- 2.1. Inspection
- 2.2. Seals
- 2.3. Storage

3. Physical Access Controls:

- 3.1. Employees
- 3.2. Visitors
- 3.3. Deliveries (including mail)
- 3.4. Challenging and Removing Unauthorized Persons

4. Personnel Security:

- 4.1. Pre-Employment Verification
- 4.2. Background checks / investigations
- 4.3. Personnel Termination Procedures

5. Procedural Security:

- 5.1. Documentation Processing
- 5.2. Manifesting Procedures
- 5.3. Shipping & Receiving
- 5.4. Cargo Discrepancies



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TRAINING: MODULE "MINIMUM SECURITY CRITERIA FOR C-TPAT IMPORTER" *cont'd*

6. Security Training and Threat Awareness:

- 6.1. Physical Security
 - i. Fencing
 - ii. Gate(s) and Gate House(s)
 - iii. Parking
 - iv. Building Structure(s)
 - v. Locking Devices and Key Controls
 - vi. Lighting
 - vii. Alarms Systems & Video Surveillance Cameras

7. Information Technology Security:

- 7.1. Password Protection
- 7.2. Accountability



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<u>TRAINING:</u>	MODULE	"SECURITY"
	WHO:	All personnel
	DURATION:	1h30

Physical Access Control:

- 1.1. Employees
- 1.2. Visitors
- 1.3. Deliveries (including mail)
- 1.4. Challenging and Removing Unauthorized Persons

2. Personnel Security:

- 2.1. Pre-Employment Verification
- 2.2. Background checks / investigations
- 2.3. Personnel Termination Procedures

3. Procedural Security:

- 3.1. Documentation Processing
- 3.2. Manifesting Procedures
- 3.3. Shipping & Receiving
- 3.4. Cargo Discrepancies

4. Security Training and Threat Awareness:

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<u>TRAINING:</u>	MODULE	"LOGISTICS"
	WHO:	Personnel responsible for the Reception and Expedition of goods
	DURATION:	2h00

1. Business Partner:

- 1.1. Security Procedures
- 1.2. Point of Origin
- 1.3. Participation / Certification in Foreign Customs Administrations Supply Chain Security Programs
- 1.4. Other Internal criteria for selection

2. Container Security:

- 2.1. Inspection
- 2.2. Seals
- 2.3. Storage

3. Procedural Security:

- 3.1. Documentation Processing
- 3.2. Manifesting Procedures
- 3.3. Shipping & Receiving
- 3.4. Cargo Discrepancies



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SUPPLY CHAIN SECURITY PROGRAMS

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<u>TRAINING:</u>	MODULE	"C-TPAT PORTAL"
	WHO:	Designated Personnel responsible for accessing and maintaining the C-TPAT Portal
	DURATION:	1h00

1. **Accession to Portal:**

- 1.1. Password
- 1.2. Navigation throughout the Portal
- 1.3. Routine Verification
- 1.4. Session Duration

2. **Tab "Home":**

- 2.1. Primary Point of Contact (PPC) and 1 substitute as backup
- 2.2. Request for Annual Review
- 2.3. Details of Registration
- 2.4. Print Security Profile
- 2.5. Print Company Profile

3. **Tab "Search":**

- 3.1. Partners Verification Status (Status Verification)

4. **Tab "Partner":**

- 4.1. Company Profile
- 4.2. Security Profile
- 4.3. Status Verification
 - i. Company SVI #
 - ii. E-mail of Company SVI #
 - iii. Register Partners SVI #
- 4.4. Business Entities
- 4.5. Validation Response

5. **Tab "Documents":**

- 5.1. Public Document Library
- 5.2. File History (downloaded documents)

6. **Tab "Discussion":**

- 6.1. Partner Direct Messaging



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SUPPLY CHAIN SECURITY PROGRAMS

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<u>TRAINING:</u>	MODULE	"5-STEP RISK ASSESSMENT PROCESS"
	WHO:	Designated Person (PPC) responsible for accessing and maintaining the C-TPAT Portal
	DURATION:	½ day

1. Building the Register

- 1.1. Mapping Cargo Flow and Identifying Business Partners
- 1.2. Conducting a Threat Assessment
- 1.3. Conducting and Measuring Vulnerability (according to C-TPAT Minimum Security Criteria)
- 1.4. Preparing an Action Plan
- 1.5. Documenting how Risk Assessments are conducted

2. Security Questionnaire – Points covered:

- 2.1. Physical Security of premises (access control)
- 2.2. Personnel Security
- 2.3. Procedural Security

3. Following-up with Business Partners / Suppliers

4. Calculating the Risk Level

5. Answering to C-TPAT Required Recommendations/Actions

6. Managing the C-TPAT Portal