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|  **R & R Trucking Inc****AATCO NEI Transport** |
| Document No: AD-1001 Rev: NCDepartment: AdministrationTitle: C-TPAT Threat Awareness and Documentation SecurityPage : 1 of 6 | Author: Karlene ShullApproval: Date: 08/31/2015Effective Date: 10/26/2015 |

**I. PURPOSE / SCOPE**

The purpose of this document is to serve as training material to keep employees aware of the indicators of possible suspicious activity and security threat. Also outlines C-TPAT requirement for documentation security.

This document will be made available to all non-driving employees and trans-border drivers. On an annual basis, employees will acknowledge they have read this document and understand the importance of threat awareness by completing Page 5 and returning it to the C-TPAT coordinator. Electronic form completion, including signature, is acceptable.

**II. ASSOCIATED DOCUMENTS/FORMS/LOGS, ETC**

C-TPAT Pocket Publication - Supply Chain Security Training Guide

**III. RESPONSIBILITIES**

All non-driving employees and trans-border drivers of R&R Trucking Inc, AATCO, and NEI Transport

**IV. DEFINITIONS**

Customs-Trade Partnership Against Terrorism (C-TPAT) - A voluntary government-business initiative to build cooperative relationships that strengthen and improve overall international supply chain and US border security.

**V. DOCUMENT DETAIL**

1. INDICATORS OF POSSIBLE ILLEGAL OR SUSPICIOUS ACTIVITY AND SECURITY THREAT

 1.1 CARGO

 Be wary if you encounter any of the following Indicators of suspicious cargo

* Ways to access the container other than through the sealed doors
* Seals that are not intact
* Locking mechanisms adapted to open without breaking the seal
* Unauthorized crew movements around the freight
* Signs that the weight is not distributed evenly when container is lifted
* Alterations such as fresh paint, new rivets, modified floor beams, epoxy, wood filler
* Unusual supplies of plywood, duct tape or shrink wrap

 1.2 IN TRANSIT OR REST STOP

 When in transit watch for signs that your load is being followed or watched (especially near the border)

 If you leave your vehicle unattended, look for the following upon return. Check the cargo and surrounding area

 if you have reason to suspect someone has tampered with your load.

* Broken Seals
* Indications that someone has been in the vicinity
* Suspicious packages around the vehicle or trailer or in external lockers

 1.3 DELIVERY

 You should become suspicious when you deliver the shipment if:

* Address is inappropriate for the type of goods
* Business premise has no signage or is neglected or unoccupied
* Receiver appears nervous or distracted
* Receiver’s demeanor changes when asked about circumstances
* Receiver’s signature is not the same name as the addressee on the package

1.4 CUSTOMER INTERFACE / PAPERWORK

All personnel handling documentation should be aware of what is normal and what is not.

* Misspelling of company names and addresses
* Missing usual or required documents
* Cross outs or changes on documents
* Unusual weights/values/quantities
* Customer appears to have little or no business background
* Freight forwarding firm is listed as the final destination
* Shipping route is abnormal for the product and destination

1.5 INCOMING MAIL

Administrative personnel responsible for handling incoming mail and packages need to be cognizant of the factors that could indicate potential hazardous contents as outlined by the United States Postage Service.

 If an article is considered to be suspicious:

* Isolate it immediately
* Do not open it, shake it, bump it, or sniff it
* Wash your hands thoroughly with soap and water

See referenced website below for in-depth guide “Best Practices for Mail Screening and Handling Processes: A Guide for the Public and Private Sectors”

 <http://www.dhs.gov/sites/default/files/publications/Mail_Handling_Document_NonFOUO%209-27-2012.pdf>

1. ADVISORIES AND REVIEWS

In addition to annual training, company management, safety department, and C-TPAT coordinator will, depending upon urgency, use the company newsletter, e-mail, or Omnitracs, to advise personnel of future or immediate threats and appropriate response if/when they become known. As required by C-TPAT, these personnel will also collectively perform a risk assessment quarterly and adjust security measures as circumstances dictate.

1. Reporting Illegal or Suspicious Activity

You must report the incident if you encounter any of the above or suspect a breach of security. Obtain and report as much information as possible regarding the nature of the incident.

Drivers to contact their driver manager or extended coverage dispatch. If a specific cargo move is involved, provide trailer/container number, seal number, and shipper/customer details.

Driver manager or extended coverage dispatch, to contact the Port Director at the port the driver will be crossing. Port telephone numbers are located on web site: <http://www.cbp.gov/contact/ports>. If not able to reach specific port, contact US Customs and Border Protection’s “BE ALERT HOTLINE” at 1-800-232-5378
 (1-800 BE ALERT) and advise them of the findings and all additional pertinent information.

If it constitutes an emergency, contact the local police or call 911.

If a security breach is suspected, operations personnel must wait for instructions; **drivers must make no attempt to cross the border or deliver the cargo until released to do so by CBP or Company operations.**

( See also Doc #SC-1004, Section 4 )

If the suspected breach is a non-emergency that is not associated with a trans-border cargo movement, the activity should be reported to the C-TPAT coordinator who will contact the assigned C-TPAT Supply Chain Security Specialist (SCSS) to report the incident. If SCSS is unable to be reached, contact Customs Border Patrol as noted below.

TO REPORT SUSPICIOUS ACTIVITY: CALL 800 BE ALERT, OR (800) 232-5378

NOTE: If illegal activity is involved, the incident will be reported to local police or FBI as required.

4.0 DOCUMENTATION SECURITY

All completed documents for trans-border cargo movements must be stored in a locked file cabinet or otherwise secured from unauthorized use. This also includes all unused forms that could be utilized to misrepresent our company or a conveyance.

 **VI. REFERENCES**

DOC #SC-1001 C-TPAT POLICY/STANDARD OPERATING PROCEDURE

<http://www.cbp.gov/border-security/ports-entry/cargo-security/c-tpat-customs-trade-partnership-against-terrorism>

TRAINING RECORD - DOCUMENT AD-1001

C-TPAT THREAT AWARENESS AND DOCUMENTATION SECURITY

I ACKNOWLEDGE THE IMPORTANCE OF CONTINUAL AWARENESS TO THE POTENTIAL IMPROPER USE OF COMPANY DOCUMENTATION OR EQUIPMENT TO AID IN TERRORIST ACTIVITY OR THE SMUGGLING OF CONTRABAND OR PERSONS ACROSS OUR COUNTRY’S BORDER.

I HAVE READ THIS DOCUMENT AND WILL COMPLY WITH REPORTING SUSPICIOUS ACTIVITY.

DATE:

JOB / TITLE:

PRINTED NAME:

SIGNATURE:

COMPLETED / SIGNED FORM TO BE FORWARDED TO C-TPAT COORDINATOR. DRIVERS CAN SEND TO THEIR MANAGER WHO WILL FORWARD AS REQUIRED.

**VII. RECORD OF REVISION**

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| Revision: | Description of Change: | Author: | Date: |
| NC | New | K. Shull | 8/31/2015 |
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