

Security Training and Threat Awareness Policy
(Implementation Date)
(Review Date)
(Changes made in Section X.X)

The company C-TPAT coordinator is responsible for the implementation, annual review, and consistent application of this policy. All training will be documented.

Documentation may consist of a written sign-in sheet (see next page), a copy of an email showing a distribution list of training material, or other practical evidence.

Refresher training will be conducted at least annually, or as procedures and threats change. Training may be formal or informal in nature, to include stand-up presentations, on-line courses, email reminders, employee musters, or other means.

All employees will receive training on the following topics:

- The C-TPAT Program – purpose, goals, and the intent of the minimum security criteria
- Mutual Recognition Arrangements and other governmental programs (AEO programs, TSA Indirect Air Carriers, etc.)
- [Company-specific issues as they apply to C-TPAT]
- Access Controls
 - Access Device Controls
 - Visitor Procedures
 - Escort Procedures
- Challenging Persons who appear to be unauthorized
- Reporting Security Incidents/Concerns
- Internal Conspiracies
- Physical Security
 - Parking
 - Use of Locks
 - Lighting
 - Surveillance Threats
 - Terrorist/Criminal Activity in local area

All employees will receive training on the above topics as part of the hiring process.

Other employees may receive specialized training dependent upon their job tasks, e.g.:

- Information Technology security procedures for all computer users
- Seal controls and inspection and container/trailer inspection, for cargo dock personnel
- Tracking and Monitoring of trucks and shipments for dispatchers, managers, and other appropriate personnel
- Document preparation, review, and submission (including Importer Security Filing) SOP for personnel designated to process shipment documentation

- Suspicious shipment indicators for those persons who process documents and physically receive cargo
- Suspicious Packages for those who receive mail/small packages
- Alarm and CCTV system training for security personnel and appropriate managers
- Security screening procedures of potential employees for Human Resources personnel and appropriate company managers
- Use of E-Verify for Human Resources personnel and appropriate company managers
- Periodic re-screening procedures for HR and appropriate company managers
- Conducting Risk Assessments, for designated personnel
- Conducting Business Partner Screening, for designated personnel
- How to conduct security verifications during site visits to business partners (sales personnel, quality assurance personnel, appropriate managers)

Sample Training Log, Information Required for Record Keeping

Date:	Duration of Training:
Topics Covered (be specific): (e.g., Access Controls, How to Report Suspicious Incidents)	

Participant Name	Participant Department or Title	Signature