

## C-TPAT 审核文件资料清单文件资料清单

1. 营业执照 (Business Licenses);
2. C-TPAT 认证证书(C-TPAT/GSV certificate);
3. 组织架构图(Organization Chart);
4. 反恐手册(含反恐方针)Security manual (including security policy)
5. 车辆进出检查表(Trucks/trailers/container inspection records)
6. 货柜检查表(Container inspection records)
7. 装柜单(Shipping order and packing list)
8. 封条登记表(Seals issues records)
9. 货物短装/过剩处理程序/记录(Overage/shortage procedure and records)
10. 异常报告程序(Reporting procedure for anomalies or illegal activities)
11. 来访登记表 (Visitors log)
12. 邮件/包裹检查表(Mail and packages inspection records)
13. 供应商/外包商反恐评估报告(Suppliers security evaluation reports)

14. 供应商/外包商反恐协议(Suppliers security agreements)
15. 电脑密码更新记录(Computer password change records)
16. 员工物品检查表(Employees personal items inspection records)
17. 保安上岗证(Qualification for security personnel)
18. 员工背景调查记录(Employees background check records)
19. 反恐培训计划(Security training plan/schedule)
20. 反恐培训记录(Security training records)
21. 保安合同 (Security contract)
22. 钥匙发放记录(Keys issues/return records)
23. 厂证收发记录(Work ID badge issue/return records)
24. 员工离职单(Employee resign records)