

**TSR**  
**PROTECTED**



**TAPA**  
**Transported Asset Protection Association**

TRUCK SECURITY REQUIREMENTS (TSR) – 2012

# About TAPA



## About TAPA

**Cargo crime is one of the biggest supply chain challenges for manufacturers of high value, high risk products and their logistics service providers.**

The threat is no longer just from opportunist criminals. Today, organised crime rings are operating globally and using increasingly violent attacks on vehicles, premises and personnel to achieve their aims.

The Transported Asset Protection Association (TAPA) represents businesses fighting back against cargo crime that want to use real-time intelligence and the latest preventative measures to protect goods in the supply chain.

TAPA is a unique forum that unites global manufacturers, logistics providers, freight carriers, law enforcement agencies, and other stakeholders with the common aim of reducing losses from international supply chains.

Today, globally, TAPA's 700+ members include many of the world's leading consumer product brands as well as their logistics and transport providers with combined annual sales of over US\$900 billion, law enforcement agencies (LEA), insurers and other trade associations.

## The Association's Mission is to help protect our members' assets by:

- Exchanging information on a global and regional basis
- Co-operating on preventative security
- Increasing support from the logistics and freight industry and from law enforcement agencies and governments
- Promoting and enhancing TAPA's globally recognised and applied Security Requirements

If you manufacture, distribute or transport high value products, TAPA membership should be critical to the success of your business, safeguarding your goods and employees, ensuring customer orders are fulfilled and protecting your business reputation and financial performance.

TAPA statistics prove repeatedly that our members are measurably reducing cargo crime compared to the rest of the industry.

## For more information, please go to:

### AMERICAS

[www.tapaonline.org](http://www.tapaonline.org)

### ASIA

[www.tapa-asia.org](http://www.tapa-asia.org)

### EMEA

[www.tapaemea.com](http://www.tapaemea.com)

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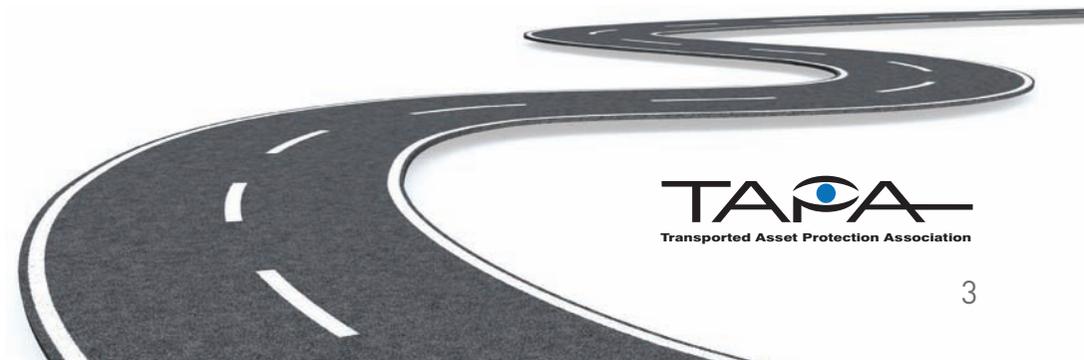
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# Section 1 - Requirements

## 1. Scope



### (a) Overview of Trucking Security Requirements (TSR)

The TSR is a tool intended for users and providers of trucking services. It provides a common standard of security measures for the transportation of cargo that can be used to form an agreement between a Buyer (shipper) and Supplier (carrier) of trucking. In the development of these standards, TAPA has recognized the multiple differences in how trucking services are provided globally, regionally and even within companies, and that the TSR may apply to all or part of the services provided by a Supplier.

It is the intent of TAPA to document "handshake" agreements among the parties to the TSR, meaning that various standards may be accomplished by parties in collaboration, or, in some cases, by sub-contracting (such as tracking technology monitoring). The critical issue here is that the standard be met, not exactly where within the system it is met, and that adherence to the standard is documented and auditable.

### (b) Other Documents Referenced in the TSR

Title	Description	Revision date
TAPA TSR Assessment forms	Provides standard assessment templates for the measurement of conformance to TSR	Six months from initial inception
MOU	Memorandum of Understanding between the Independent Audit Bodies and TAPA. Specifies the procedures the audit body shall follow to support the certification scheme	Three years from initial inception

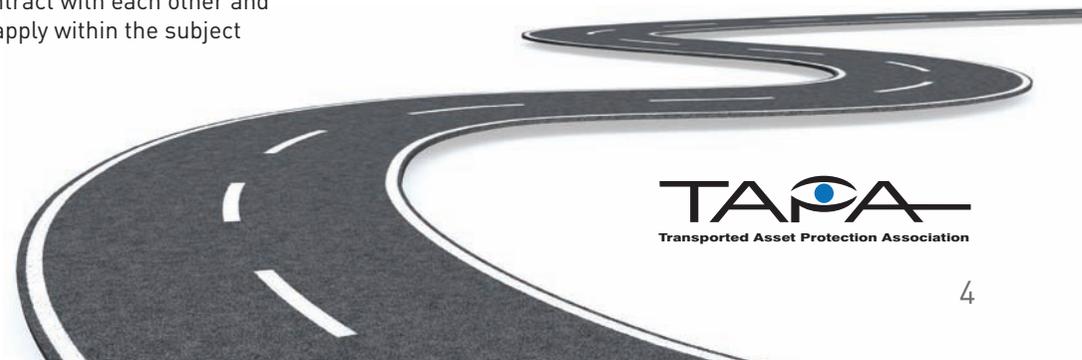
### (c) Legal Guidance: Scope, Translation, the "TAPA" brand and Limits of Liability

The TSR is a global standard and all sections of the standard are mandatory unless an exception is granted via the waiver process.

In geographical areas where English is not the first language, and where translation is necessary and applicable, it is the responsibility of the Supplier and its Agents to ensure that any translation of the TSR, or any of its parts, accurately reflects the intentions of TAPA in the development and publication of these standards.

"TAPA" is a registered trademark of the Transported Asset Protection Association and may not be used without the express written permission of TAPA through its officially recognized Regions. TAPA standards and associated material are published through and by TAPA and may not be revised, edited, or changed by any party without the express written permission of TAPA. Misuse of the TAPA brand may result in removal of certification or legal action.

By publication of these standards, TAPA provides no guarantee or assurance that all cargo theft events will be prevented, whether or not the standards are fully deployed and properly implemented. Any liability that may result from a theft of cargo in transit, or any other loss to cargo in transit under the TSR standards, will be for the account of the carrier and/or the shipper in accordance with the terms and conditions in their contract with each other and any laws or statutes which may apply within the subject jurisdiction.



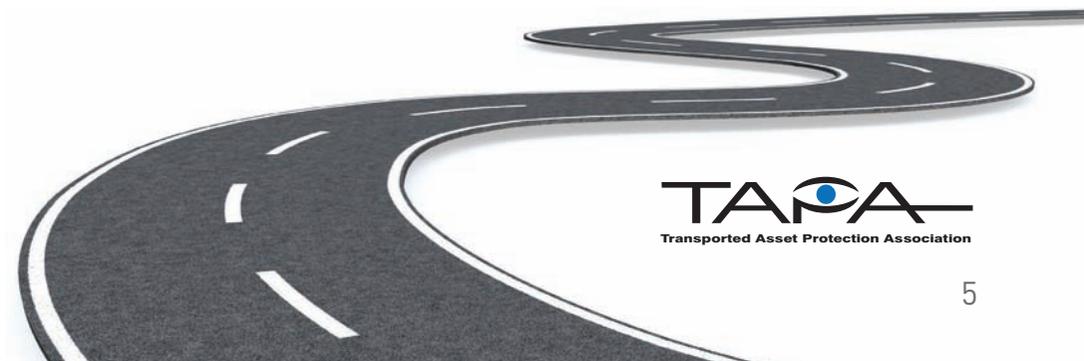
# Section 1 - Requirements



## (d) Definitions

TERM	DEFINITION
BUYER	Shipper or shipper's agent
"BLACK SPOTS"	"Black spots" refers to areas where tracking technology does not work or where latency (delay in reporting) exceeds one hour. Different tracking technologies may exhibit different "black spots" within their coverage maps
CURTAIN SIDED TRAILERS	Curtain sided trailers include trailers whose sides are constructed of fabric, either reinforced (anti-slash) or not, which is intended to roll up for loading/unloading operations
FCL	FCL is full container-load and indicates that the cargo is dedicated for one Buyer
FTL	FTL is full-truckload and indicates that the cargo is dedicated for one Buyer
HARD SIDED TRAILERS	Hard sided trailers include trailers whose sides, floor and top are constructed of metal or other solid material
HVTT	High Value Theft Targeted Cargo
IAB	Independent Audit Body. Must be TAPA appointed and approved and conform to Memorandum of Understanding agreed between TAPA & IAB
LOCAL CRIME INCIDENTS	Criminal incidents occurring within a 10 mile radius of Supplier's facilities or transportation routes
LTL	LTL is less than load, usually referring to a consolidated load that may be in a truck or a container and may contain cargo for multiple Buyers
SUPPLIER	Cargo services operator providing cargo transportation services to Buyer. May be a trucking company or a forwarder which has a contractual relationship with one or more carriers
SUPPLIER SELF ASSESSMENT	SUPPLIER SELF-ASSESSMENT applies only to trucks in TSR Levels 1-3. The supplier will be required to self-assess vehicles which they intend to utilize for TSR work and to maintain a vehicle log of those vehicles to be certain that they are ready when needed. When the Supplier applies for certification, the IAB will review the log for accuracy and conduct a sample audit of trucks reported in the log to confirm that they meet the required TSR standards
TAPA TSR CERTIFICATION	TAPA TSR Certification is granted to a trucking company which meets all of the required policy, procedure and practice standards under the TSR or, to a logistics service provider (LSP) which meets all of the required policy and procedure standards under the TSR and which has a formal contract with one or more carriers which meet the practice standards. TAPA TSR Certification is valid for three years from the date upon which the certificate is issued

TERM	DEFINITION
TAPA TSR SERVICE PARTNER (TTSP)	TAPA TSR Service Partner: This designation is not a certificate, but it provides for recognition that a carrier has met the practice standards in the TSR and is therefore qualified to serve as a TSR carrier for any TAPA TSR Certified company
TAS WORKER	Temporary Agency or Sub-Contracted Worker
TRUCK	Truck, for purposes of the TSR, refers to a tractor/trailer rig, a tractor/container/chassis rig, a straight truck/rigid vehicle, or a delivery van, where the driver and cargo compartments are separated by a permanent bulkhead. Where necessary, "truck" is differentiated from a trailer or container
TSR LEVELS	There are three TSR levels: 1, 2, and 3. Level 1 is the highest level of security and level 3 is the lowest. The TSR levels apply to practice and to the physical and technical security provided by specific vehicles to be utilized
TSR SELF-AUDIT	SELF-AUDIT applies only to previously TAPA TSR certified Suppliers. SELF-AUDITS must be conducted by the Supplier during interim years between formal audits by the TAPA IABs, and must be reported, using the TAPA audit form, to the audit body during the interim years. The TAPA audit body is responsible for follow-up to be certain that self-audits occur. Failure to file a self-audit within 90 days of the anniversary date of granting of the original certificate will result in suspension of the certificate
TSR VEHICLE LOG	Vehicles to be utilized under the TSR must be listed in the Supplier's TSR vehicle log. There is no specific format for the log, however, it must include at least the following information: Tractor identification information, trailer identification information, TSR level, date (s) of audits and self-assessments, any exceptions, corrections to exceptions, date of correction



## Section 2 - Formal Agreement Acceptance



### **(a) Supplier's Responsibilities at Acceptance of the Formal Agreement**

The TSR will be referenced in any formal agreement between the Buyer and Supplier, and integrated into the Supplier's own security program.

Supplier shall provide Buyer with evidence of TSR Certification and, where appropriate, evidence that TSR level requirements have been met. Any and all documentation shall be handled as confidential information. In cases where the Supplier's security procedures do not meet the TSR within 60 days of the first shipment date, the Supplier shall present a detailed written action plan to secure the cargo, which outlines the non-compliant TSR area(s) and the corrective action to be taken.

## Section 3 - Certification



### (a) Introduction

**TSR Certification is achieved only by audit through an approved TAPA audit body, and is divided into two sections which can be described as policy/procedure and practice. Policy/procedure focuses on written policies and procedures that the company has in place, including some of the resources necessary to carry them out. Practice focuses on the physical aspects of the trucks to be used and the equipment required. Some companies will decide to address those sections at the same time. Others will handle them separately. The models below are intended to provide examples of how this issue can be approached, but are not expected to be all-inclusive.**

### (b) Definitions:

1. TAPA TSR Certified: A trucking company which meets all of the required policy, procedure and practice standards under the TSR or, a logistics service provider (LSP) which meets all of the required policy and procedure standards under the TSR and which has a formal contract with one or more carriers which meet the practice standards.
2. TAPA TSR Service Partner: This designation is not a certificate, but it provides for written recognition that a carrier has met the practice standards in the TSR and is therefore qualified to serve as a TSR carrier for any TAPA TSR Certified company.

**Note:** It is intended that the concept of mutual recognition will apply. A TSR certified LSP or trucking company may utilize the services of another TAPA TSR Certified company, or a TAPA TSR Service Partner may utilize the services of another TAPA TSR Service Partner and previous audit results and status will be mutually recognized.

**Model #1: TRUCKING COMPANIES:** This model expects that the applicant is asset based, meaning that they both own and operate trucks which will be utilized under the TSR. This is

the simplest approach to TSR Certification. The applicant for certification will arrange for one comprehensive audit, including policies, procedures and practices, and inspection of trucks in accordance with the truck inspection requirements. If the audit is completed successfully, the TAPA audit body will issue a certificate indicating that the applicant is now TAPA TSR Certified. The audit body will advise TAPA of the scope of the audit and the results. For example, some companies may choose to certify their entire fleet. Others may certify only part of the fleet for certain uses. The level of certification (TSR 1, 2, or 3) will also be defined on the certificate.

**Model #2: LOGISTICS SERVICE PROVIDERS:** The assumption is that they do not own their own trucks and will be contracting formally with other carriers to provide services under the TSR. This model will therefore require that the audit be accomplished in two distinct parts, although they may be done at the same time and in the same location if that can be arranged. The LSP will be responsible for all of the policy and procedure issues under the TSR. The contracted carrier(s) will be responsible for the practice issues in the TSR. (It is possible for the LSP and the carrier to share some responsibilities, but all standards must be met and the LSP will own the overall responsibility for conformance.) The relationship between the LSP and the carrier(s) must be defined contractually between the parties. In some instances, an LSP may utilize multiple carriers to carry out necessary functions, so there would be one audit on policy and procedure at the LSP, and separate audits at each carrier.

Under Model #2, Certification will differ. The LSP, unless it owns or lease its trucks, must contract with service providers in order to carry out TSR functions.

Carriers audited through the TSR will receive a statement from TAPA specifying that they have met the practice standards of the TSR and are recognized as a TAPA SERVICE PARTNER under their contractual agreement with the certified LSP. This recognition does not stand alone, however, the carrier may contract with another TAPA TSR Certified company and will not be required to obtain another audit as long as their original TAPA Service Partner recognition is valid. If the carrier has no relationship with a certified LSP, its recognition is suspended automatically until such a relationship is formalized. Clearly, this model can be complex, so applicants should feel free to request clarification from TAPA through their appointed audit body. If there is any question about the certification model or carrier recognition, applicants should request clarification to avoid problems later. A cover letter, from TAPA, will define the certification based upon the audit and the scope and will be referenced on the certificate.

Through the audit bodies, TAPA will issue cover letters with each certificate and each recognition, defining the scope of the certificate. The scope of the certification will also be referenced on the certificate.

## Section 3 - Certification



### (c) TRUCK AUDITS:

Under the practice section of the TSR, trucks must be physically inspected by the approved auditors. TAPA recognizes that taking trucks off the road for inspection can be expensive and time consuming for the carrier. The auditor must be pre-advised (30 days) with the vehicle register of trucks to be certified from which they may choose a sample of trucks to be inspected. The auditor should provide a list three times larger than the actual number to be inspected from which the carrier may select the actual trucks to be inspected. To minimize that expense, and yet maintain the validity of the audit process, two functions must occur:

#### 1. The following minimum inspection standards must be met:

- A. A carrier must ensure a minimum of ten trucks are included and maintained in their TSR scheme to be eligible for TSR Certification or TAPA TSR Service Partner status. A carrier with less than ten trucks may approach other carriers to include their trucks in other qualifying TSR schemes but such carriers are governed by the terms and conditions imposed by the hiring carriers own TSR scheme and no direct relationship with TAPA or an IAB is possible.
- B. Size categories and IAB inspection requirements for TSR carriers. The category is an indication of the quantity of trucks in a carriers scheme but can be a combination of different TSR levels or all the same TSR level. The intention is to allow carriers to introduce additional trucks and change security levels in a flexible but controlled manner.
  - i. Category A = Carriers with more than 100 trucks, 7% of all trucks must be inspected by IAB
  - ii. Category B = Carriers with thirty-one to 100 trucks, seven must be inspected by IAB
  - iii. Category C = Carriers with ten to thirty trucks, five must be inspected by IAB

- C. The carrier is required to maintain a vehicle log of all trucks registered under the TSR.
- D. Changes to the number of TSR trucks during the 3 year certification/approval cycle shall be recorded in the vehicle log. Additional inspections by the IAB may be required if the following criteria is realized on the anniversary of the TSR Certificate or Approved Service Partner letter being issued.
  - i. TSR Category A, 7% of any additional trucks added to vehicle log to be inspected by IAB
  - ii. TSR Category B, 7% of any additional trucks added to vehicle log to be inspected by IAB. If trucks quantity exceeds 100 then carrier becomes a category A
  - iii. TSR Category C, as long as total trucks in the vehicle log do not exceed 30 then no requirement for inspection by IAB
- E. Both the buyer and TAPA reserve the right to conduct their own audits to confirm that all appropriate trucks in the Vehicle Log meet the requirements of the TSR.
- F. If TAPA receives a formal complaint concerning the performance of the carrier and questions their conformance with the TSR, TAPA, subject to validation, may require that the carrier contract for a re-audit at the carrier's expense. Should the carrier fail the audit, or refuse to comply with this process, their certificate may be withdrawn.

### (d) USE OF THE TAPA BRAND:

A Company granted TAPA TSR certification may publish that fact in its publicity and on its vehicles, but only on those vehicles specifically listed on its TSR vehicle log and kept current with all required TSR standards. TAPA reserves the right to control use of its brand and will supply approve logo images for various applications. Guidance for use of the TAPA brand is available on the TAPA website.

## Section 4 - Guidance for Truck Security Levels, Self-Audits and Self-Assessments



### (a) TSR Levels

- Three security levels for vehicles reported in the vehicle log are specified in the TSR with TSR Level 1 being the highest level of security under the TSR and TSR level 3 being minimum acceptable security requirements.
- Some buyers may require TSR 1 for their cargo, while other buyers might find TSR 2 acceptable for the same cargo. A buyer might require TSR 2 for some of their cargo, and TSR 3 for other cargo.
- Formal sub-contracting of loads includes the contractual requirement that the sub-contracting carrier meet all noted TSR standards. If the truck is not in the TSR vehicle log, it cannot be used.
- The Buyer must determine the TSR level and notify the Supplier as to which TSR Level applies. Where Buyer has not notified the Supplier of the required TSR Levels, then all trucks operated for the movement of Buyers assets will default to TSR Level 3

### (b) TSR Self-Audits (Applicable For TAPA Certified Carriers)

- Supplier will ensure they have an internal audit process in place in order to conduct interim audits for years two and three between formal audits conducted by TAPA IABs.
- TSR self audits will be completed by the Supplier or their agents utilizing TAPA TSR assessment templates and must be reported to the original IAB within 90 days of the anniversary date of the original certification. Failure to comply will result in suspension of the original certification until the self-audit is properly completed.
- Gaps identified in the TSR self-audit are to be recorded and should be documented, assigned a due date for completion of corrective action and tracked to closure within 30 days

- Buyer has the right to verify Supplier TSR self-audit results on routes carrying Buyer cargo by assessing the operation themselves or by reasonable communications with the Suppliers own assessors.

### (c) TSR Self Assessments for trucks (Applicable for TAPA Certified & TTSP approved carriers)

- Supplier will have a process to self assess TSR capable trucks as "fit for purpose" on a regular basis
- All current and new trucks must be self-assessed by the carrier prior to being added to the vehicle log. The assessment process should ensure the vehicles compliance to the TSR requirements. Subsequent self assessments by the carrier can be by a fixed or rolling program but all TSR vehicles will be re-assessed at least once every 12 months by the carrier and associated records retained for audit purposes.
- Any modification to TSR trucks that reflects on the TSR standards must result in a new self-assessment within 30 days of the work being completed
- All TSR assessment dates and results are to be logged in the Suppliers vehicle log

# Section 5 - Waivers



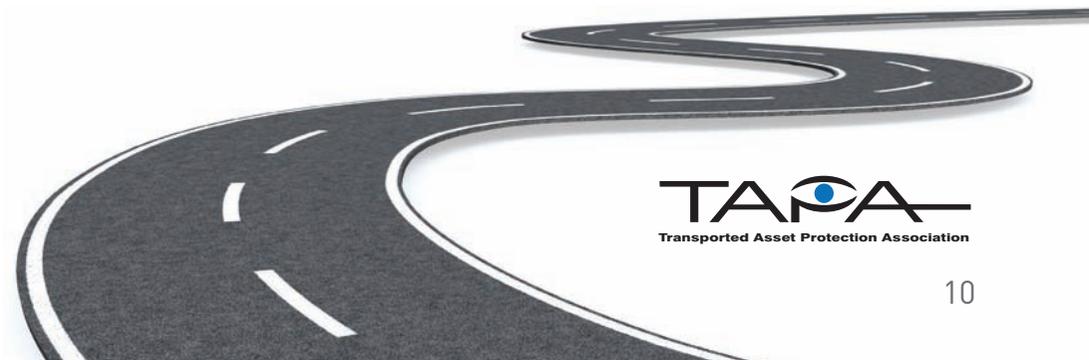
## (a) Waivers Approval Process

- Gaps identified in the TSR Certification Audit are to be recorded and should be documented, assigned a due date for completion of corrective action and tracked to closure. A TSR certification audit is not deemed a pass until all gaps are completed or waivers are approved. Certification will not be awarded until the IAB is satisfied all gaps are closed and the Certification criteria is achieved. Gaps not closed to the satisfaction of the IAB within 60 days of IAB notification to the Supplier will be considered as a non-conformance and may result in certification failure.
- Waivers to TSR certification requirements may be permitted, but are not encouraged as all standards under the TSR are mandatory.
- Waivers granted will be indicated on the certificate.

### **The following process shall be adhered to and documented records shall be maintained**

- Waivers for TSR requirements

Waivers can only be approved when Supplier submits formal Waiver Requests (see appended Waiver form) to the IAB who in turn will submit same to a regional TAPA Review Board which reviews and may approve or deny all Waivers. Any approved TSR Waivers will be applicable up to the certification expiry date, after which a new Waiver request will be required to be approved.

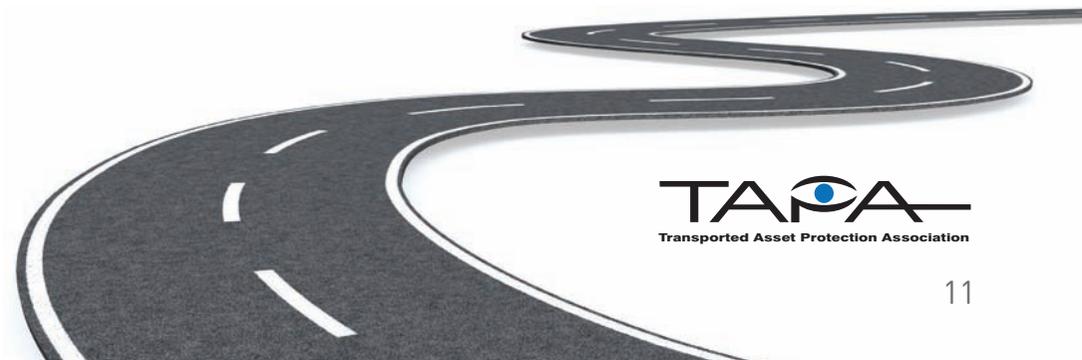


# Section 6 - Specifications for TSR Certification (Policy and Protocol)



SECTION A	MANAGEMENT SUPPORT AND RESPONSIBILITIES PROTOCOLS
A.1 - Security Management	The Supplier must have a formally appointed person responsible for supply chain security who is also responsible for monitoring the TSR program
A.2 - Security Policy	The Supplier must have a written corporate supply chain security policy (Security Policy) in place and adopted by management
A.3 - Security Procedures	Specific procedures for the handling of high value theft targeted (HVTT) cargo must be in place, and in alignment with TSR procedures
A.4 - Sub contracting	The specific HVTT and TSR procedures are also applicable to Supplier's sub-contractors and must be reflected in a formal agreement between all parties
A.5 - Investigations	The Supplier must document a written and implemented policy, which is shared with Buyers, for ensuring that all freight losses are investigated. This shall include, but not be limited to, notifying Buyer of losses and starting investigations on losses where theft is suspected or known to be the cause within 24 hours. The Buyer, or appointed agent, shall have the right to oversee and participate in such investigations
A.6 - LEA contacts	Supplier must maintain a listing of critical law enforcement agency (LEA) contacts within its routes and must document a procedure, both for its main office and for drivers, for how to contact and coordinate with law enforcement when a theft event occurs
A.7 - Collection and Delivery Records	Supplier must maintain records of all collections and proof of deliveries, for a period of not less than two years, which can be accessed when investigation of loss is necessary
A.8- Risk Analyses	Supplier must have a program in place to perform security risk analyses of routes and stops at least once a year, to assure that the safest routes are chosen to minimize passage and stops, in areas at high risk for crime for cargo carried under the TSR requirements. This information must be provided to the Buyer if requested
A.9- Secure locations to park	Supplier must have a policy in place to identify and implement the use of secure locations for parking as specified in TSR 1, 2 and 3

SECTION B	VETTING AND SEPARATION PROTOCOLS
APPLIES ALSO TO SERVICE PARTNERS and SUB-CONTRACTORS	All Standards in SECTION B also apply to all TAPA TSR SERVICE PARTNERS and/or sub-contractors and must be included in sub-contractor audits under the TSR
B.1 - Screening/vetting own employees	Supplier has robust documented procedures in place for screening/vetting own employees. The minimum requirements must include:- <ol style="list-style-type: none"> <li>1. Applicants required to disclose previous employment history, gaps in employment, current criminal convictions, job terminations in similar/same industry, job related qualifications</li> <li>2. Procedure for dealing with applicant/employees false declaration pre &amp; post hiring</li> <li>3. Procedure defined for applicant screening that includes but not limited to resources/roles allocated to screen applicants, vetting/screening criteria to include criminal history and verification of information provided by the applicant</li> <li>4. Denial criteria must be documented. (procedures shall be within constraints of local law)</li> </ol>

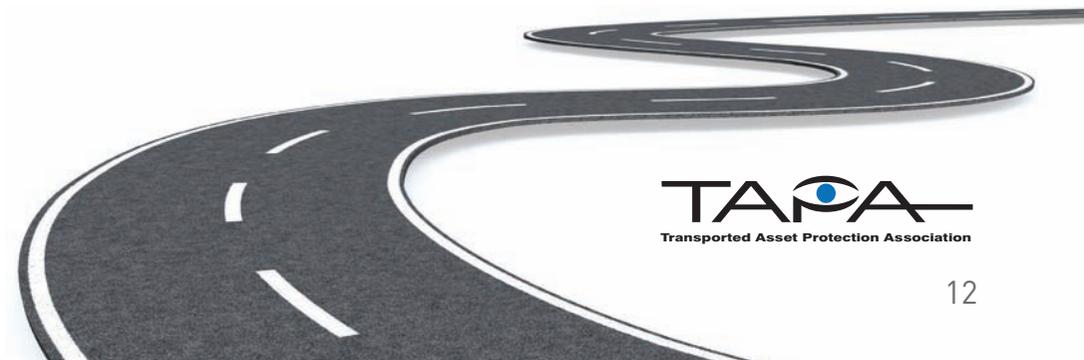


# Section 6 - Specifications for TSR Certification (Policy and Protocol)



B.2 - Screening/ vetting TAS workers.	Supplier has robust documented procedures in place for screening/vetting of temporary, agency and/or sub-contracted employees (TAS workers)  Supplier will have agreements in place to have required information supplied by the agency and/or sub contractor providing TAS workers, or shall conduct such screening themselves. The minimum requirements must include:-  1. TAS worker required to sign declaration that they have no current criminal convictions and will comply with Suppliers security procedures 2. Procedure for dealing with TAS workers false declaration 3. TAS worker denial criteria documented (procedures shall be within constraints of local law)
B.3 - Termination/ separation of employees and TAS workers	Supplier has robust documented procedures in place for termination/ separation of employees and TAS workers  Termination/separation procedures for employees and TAS workers to include return of ID's, access cards, keys and other sensitive information and/or equipment
B.4 -Protection of Buyer's data and records	Procedures are in place to prevent terminated/separated employees and/or TAS workers from having access to Buyer's data and records
B.5 - Procedures for re-hiring of employees/TAS workers	Procedures are in place to prevent Supplier from re-hiring employees/TAS workers if denial/termination criteria are still valid
B.6 Timing of Protocols	Hiring, termination and separation procedures are audited, at least annually, and gaps addressed
<b>SECTION C</b>	<b>TRAINING PROTOCOLS</b>
C.1 - Security Training	Supplier must have a program in place to train their employees in security which, as a minimum, shall include threat awareness , robbery response, vehicle checking, recognition of developing threats, use of secure parking, appropriate responses to threatening events and communication with police and management

C.2 - Monitoring Center Staff Training	Supplier must have a program in place for staff to include training, appropriate use of tracking devices and other security equipment, and alarm protocols as mentioned in section D  Or have a contract in place with a recognized service provider requiring same
<b>SECTION D</b>	<b>TRACKING AND TRACING PROTOCOLS</b>
D.1 - Response to alerts and systems failure	Response protocols for alerts generated by the tracking system must be reviewed at least annually and contact details kept current. Protocols must include specific responses, including protocols for responding to tracking system failure
D.2 Response protocols	Response protocols must include communications with law enforcement, advice for the driver, allocation of resources to the site of the event as needed, and protection of any cargo that remains and is vulnerable
<b>SECTION E</b>	<b>ON ROUTE PROTOCOLS</b>
E.1 - Escalation procedures	Supplier must have documented procedures in place to protect HVTT cargo in case of security incidents, driver illness, vehicle breakdown, strikes, detours, accidents, bad weather or refusal to accept delivery



# Section 7 - Specifications for TSR Certification or Recognition (Practice)



SECTION 1	PHYSICAL SECURITY	Level 1	Level 2	Level 3
1.1 Truck Security	1.1.1. – Driver procedures require that truck doors are locked during transit	✓	✓	✓
	1.1.2. - Truck door keys restricted to driver and carrier management	✓	✓	✓
	1.1.3 - Auditory alarm if unauthorized entry to tractor cab occurs	✓		
1.2 Trailer Security	1.2.1 - High quality hardened steel security devices with built-in locks firmly fixed to all truck/trailer doors (no chains, padlocks, cables, light-weight bars, removable bolts, etc) and utilized during the entire journey. Locks can be electronically or manually operated, but must be designed to resist defeat for not less than ten minutes with hand tools	✓		
	1.2.2 - High quality security locks either firmly fixed to all truck/trailer doors or use of high quality chains, bars, padlocks etc. and utilized during the entire journey. Locks can be electronically or manually operated but must be designed to resist defeat with hand tools		✓	
	1.2.3 - Doors secured in line with Suppliers own internal policy			✓
	1.2.4. - Only hard sided trailers utilized	✓	✓	
	1.2.5 - Hard sided or anti-slash curtain sided trailers as minimum			✓
	1.2.6 -- Tamper evident security seals for FTL , electronic or manual that meet the ISO 17712 standard	✓	✓	
	1.2.7. - Trailer immobilization device in place when trailer is dropped (kingpin, landing gear lock or brake line lock)		✓	✓

SECTION 2	TRACKING AND TECHNOLOGY	Level 1	Level 2	Level 3
2.1 Two way communication Systems	2.1.1 - Two way communication system present during entire journey	✓	✓	✓
	2.1.2. - Two way communication system monitored 24/7 by carriers office or 3rd party monitoring centre	✓	✓	
2.2. Tracking systems	2.2.1 -- Carrier must have detailed and documented protocol in place to track trailers and tractors, both tethered and as separate vehicles, including 24/7 monitoring, the ability to geofence routes and parking locations and documented response protocols for handling emergencies	✓		
	2.2.2 – Carrier must have detailed and documented protocol in place to check, prior to departure, the function and battery life of all tracking devices to be utilized	✓		
	2.2.3.- A tracking device must be installed in a covert location in the tractor and, where available, must be capable of utilizing at least two methods of signaling such as 3G, or SMS/GPRS using GSM or CDMA and should be equipped with at least one covert antenna	✓		
	2.2.4. - A tracking device must be installed in a covert location in the trailer and, where available, must be capable of utilizing at least two methods of signaling such as 3G, or SMS/GPRS using GSM or CDMA and should be equipped with at least one covert antenna	✓		

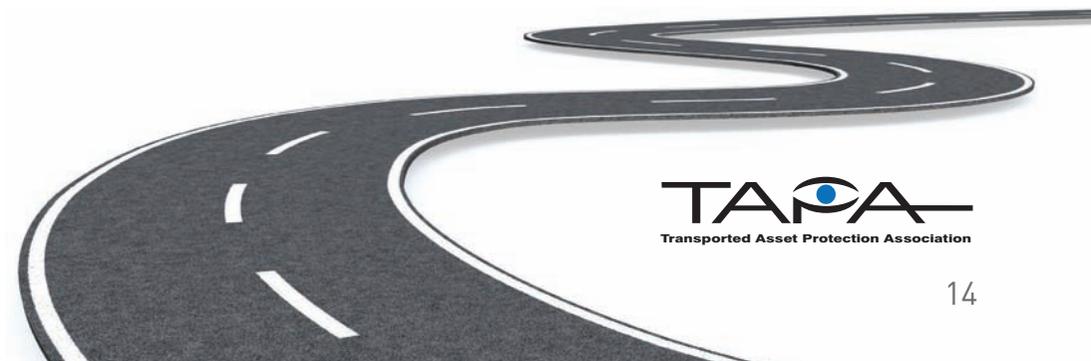


## Section 7 - Specifications for TSR Certification or Recognition (Practice)



	2.2.5 -- Monitoring center must be able to control, over the air, the "reporting" rate for devices in both tractor and trailer	✓		
	2.2.6 -- Standard "reporting rate" for tracking units in both the tractor and the trailer must be not less than one report every five minutes. [Note: If the tractor and trailer are tethered and an effective untethered alert system is in place, only one of the units must meet this "reporting" rate standard.]	✓		
	2.2.7 -- The tracking devices in the trailer and the tractor must report events to include untethering (unhooking) of the trailer, device tampering, truck stoppage, tracker battery status and trailer door opening	✓		
	2.2.8 -- The trailer and tractor tracking devices must be equipped with a battery back-up capable of maintaining the signaling capacity of the tracker for not less than 24 hours at a "reporting" rate of not less than one "reporting" every five minutes while the trailer is untethered	✓		
	2.2.9-- A tracking device is installed providing remotely stored archival information relating to the position of all FTL (full truckload, Supplier dedicated) trucks	✓	✓	✓
2.3 Satellite Navigation systems (route planner)	2.3.1. - Satellite navigation system installed(route planner) recognizing detours, traffic jams, etc..to avoid unnecessary stops or delays. Carrier's dispatch must confirm all route changes	✓	✓	✓
2.4 Silent alarm system	2.4.1. - Manually activated silent alarm (panic button) present in reach of driver and able to send signal to Supplier's home base or third party monitoring center	✓		
	2.4.2. - Procedures in place, tested and reviewed at least every six months, for responses to activation of silent alarm by driver	✓		
2.5 Trailer door alarms	2.5.1. - Unauthorized opening of trailer doors sends signal to monitoring center	✓		

	2.5.2. - Procedures in place, tested and reviewed at least every six months, for responses to activation of alarm signal indicating unauthorized opening of trailer doors	✓		
2.6. Tamper Alarms	2.6.1. - The tracking system should alert if the tracking device fails or GPS signal is lost	✓		
	2.6.2. - Procedures in place, tested and reviewed at least every six months, for responses to failure of tracking device.	✓		
2.7 Track and Trace coverage	2.7.1 – Coverage maps of the tracking technology to be utilized must be validated at least every six months to avoid or minimize travel through known "black" spots	✓		
	2.7.2 – Coverage maps to be consulted and documented as part of route planning risk assessment	✓		
	2.7.3 – Route planners must develop responses to events which occur within "black" spots	✓		

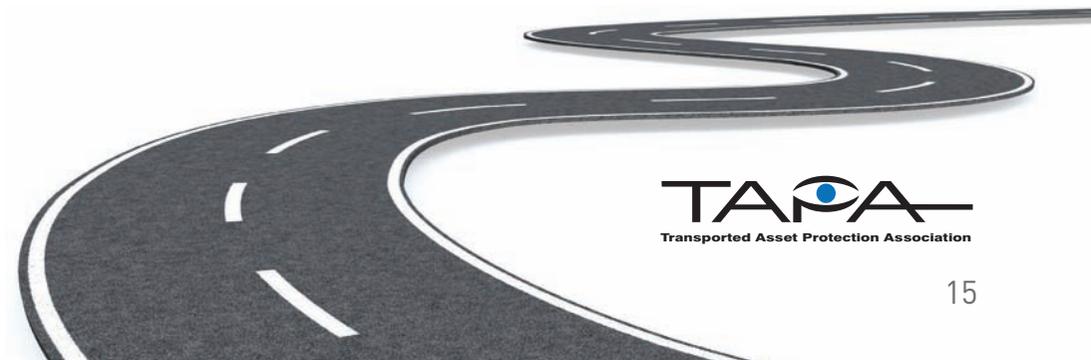


## Section 7 - Specifications for TSR Certification or Recognition (Practice)



SECTION 3	SECURITY PROCEDURES	Level 1	Level 2	Level 3
3.1 Scheduled Routing	3.1.1 - Supplier has planned routes	✓	✓	✓
	3.1.2 - Supplier has planned stops	✓	✓	
	3.1.3 - Ad Hoc changes to routes and stops or delays due to unexpected events reported, if requested, to Buyer	✓		
3.2 Vehicle Maintenance Program	3.2.1 - Exceptions noted during the pre-departure check must be reported to Suppliers home base and any delay or diversion resulting from the exceptions must be consistent with TSR standards. Procedures must be part of drivers' manual/written instructions	✓	✓	✓
	3.2.2 - Supplier must document vehicle maintenance programs in accordance with manufacturers specifications	✓	✓	✓
3.3 Comfort Breaks	3.3.1 - If driver must leave truck and trailer , all doors must be locked and alarms (where fitted) must be activated		✓	✓
3.4 Secure Parking	3.4.1 - Trucks in use under TSR 1 must never be left unattended unless at a pre-approved (with Buyer) defined secure parking area with fences, lights, guards, access control and CCTV	✓		
	3.4.2 - Listed approved parking facilities, stopping places and prohibited parking/stopping places part of drivers manual/instructions	✓	✓	✓
3.5 Unauthorized persons	3.5.1. - Only Supplier authorized parties allowed in truck or trailer	✓	✓	✓
3.6 Management of security equipment	Supplier must have documented and implemented procedures in place for management and control of seals, trailer (container) door locks, pin locks, and other security equipment	✓	✓	✓
3.7 Key Management	Supplier must have documented and implemented procedures in place for the secure management of keys for trucks, trailers, pad-locks, kingpin locks etc	✓	✓	✓

3.8 Collection and delivery Training	Supplier to provide training on collection and delivery procedures for the drivers to prevent deception and fraud	✓	✓	✓
3.9 Pre departure checks vehicle	Supplier must document pre departure checks that ensure road worthiness of the vehicle in accordance with local regulations. For LTL (multiple stop) routes, these checks are required only at first departure, or daily for multiple-day trips	✓	✓	✓
3.10 Pre departure checks Driver	Supplier must document procedures to assure provision of drivers and equipment capable of moving the load to its first scheduled stop without preventable interruption (e.g. fuel, meal stops, planned repairs, regulated driving times, etc.)	✓	✓	✓
3.11 Unauthorized persons on board	Supplier must have policies and procedures in place to prevent unauthorized parties from being present in truck or trailer (like hitchhikers, friends, non-driving relatives, children etc)	✓	✓	✓
3.12 TSR Vehicle Logs	Vehicles to be utilized under the TSR must be listed in the Supplier's TSR vehicle log. There is no specific format for the log, however, it must include at least the following information: Tractor identification information, trailer identification information, TSR level, date (s) of audits and self-assessments, any exceptions, corrections, date of correction	✓	✓	✓

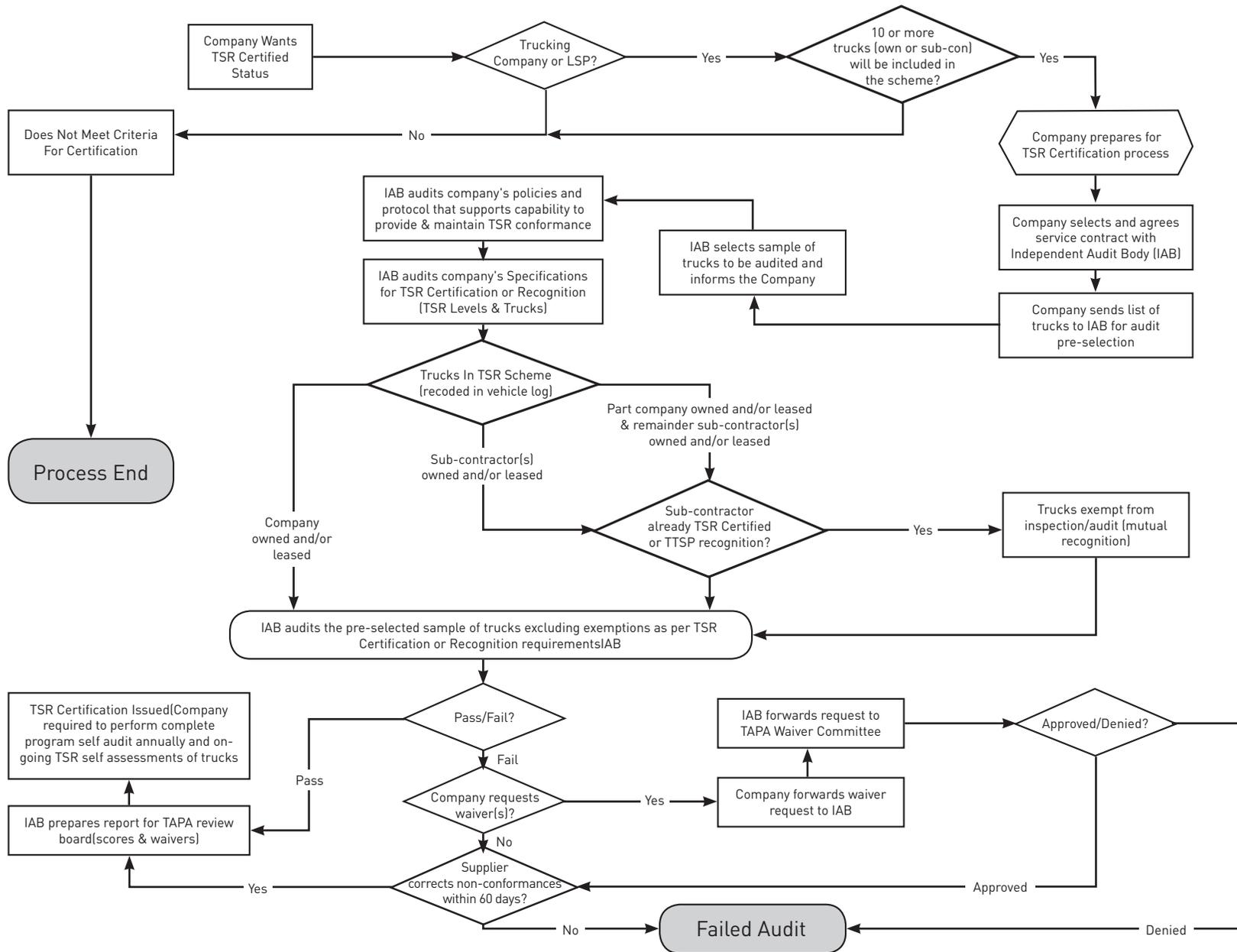


## Section 7 - Specifications for TSR Certification or Recognition (Practice)

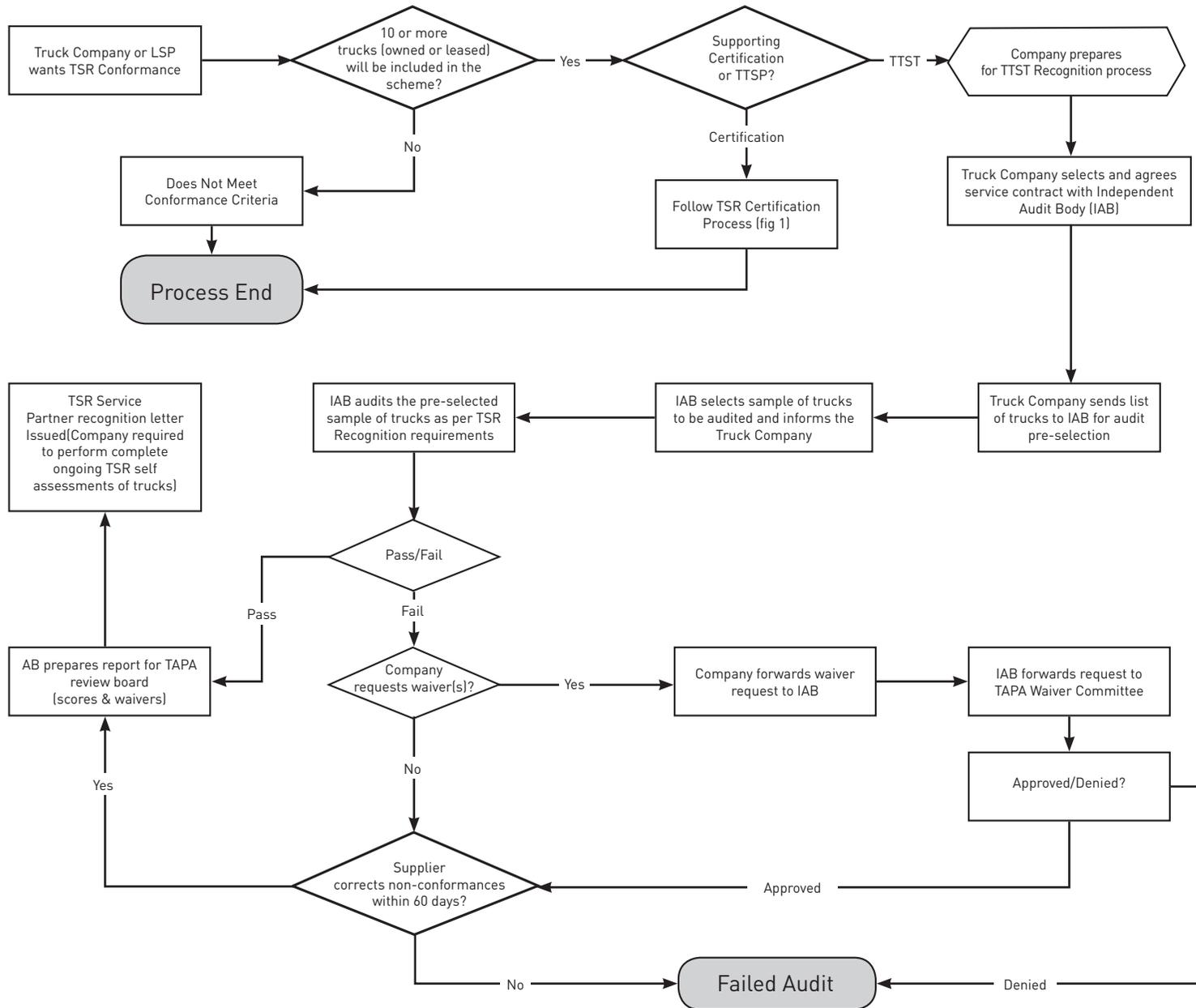


SECTION 4	EMPLOYMENT CRITERIA	Level 1	Level 2	Level 3
4.1 Screening/vetting	4.1.1 SECTION B of POLICY AND PROTOCOL, Vetting and Separation Protocols, must be applied	✓	✓	✓
SECTION 5	DRIVERS/SECURITY TRAINING	Level 1	Level 2	Level 3
5.1 Security Training	5.1.1 - Security Threat Awareness training program conducted annually with drivers and documented in driver records	✓	✓	✓

# TAPA TSR Certification Process (fig. 1)



# TSR Certification or TTSP Recognition Requirements & Levels(fig. 2)

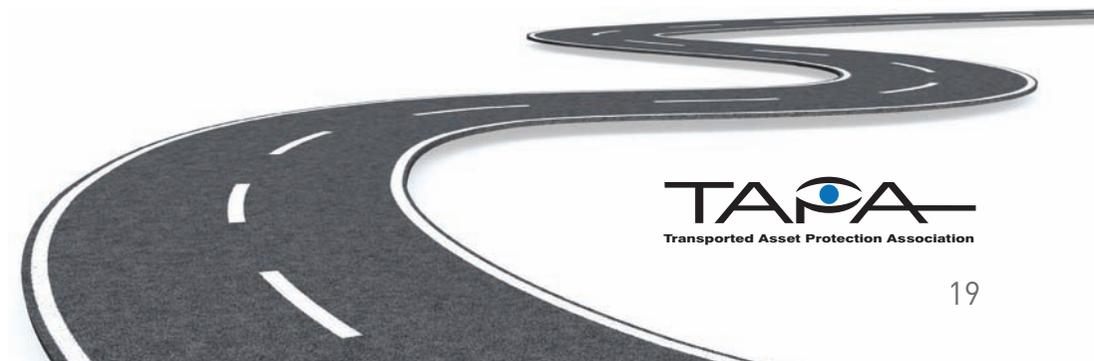


# A TSR REQUEST FOR EXCLUSION WAIVER



Date of Request		Supplier	
Supplier location/ Address			
Name of person requesting Exclusion Waiver			
Position			
Signature			
TRUCK SECURITY REQUIREMENT FOR WHICH EXCLUSION WAIVER IS BEING REQUESTED (ONE REQUIREMENT ONLY, USE ADDITIONAL REQUEST FORMS IF NECESSARY):			
REASON FOR EXCLUSION WAIVER REQUEST:			
ALTERNATIVE ACTIONS IMPLEMENTED OR PLANNED TO REDUCE RISK (condition of granting Exclusion Waiver is that alternative actions are implemented):			

This Section For TAPA Use Only			
Exclusion Waiver Approved (Y/N)		Date Exclusion Waiver Commenced	
Date Exclusion Waiver Expires			
Name of person approving Exclusion Waiver			
Position			
Signature			
Tel/Email			
Date		Exclusion Waiver Reference #	





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