



SELF EVALUATION ON BUSINESS PROTECTION

In the left column you will find a series of issues that increase the security standard of your company. Please fill in the following format by placing an X on the corresponding column depending if your company fulfills the standard.

N/A: Not applicable
 P/A: Possible application

NAME OF THE ORGANIZATION : _____

DATE OF EVALUATION : _____

STANDARD	QUESTIONS	YES	NO	N/A	P/A
Corporate Bylaws	Policies and procedures that respond to concerns on smuggling of goods, narcotics and terrorism.				
	Policies that assure a business environment free of drugs.				
	Policy Manual for the employees.				
Personnel Administration	Personnel selection, verification and hiring policies (Own or Contractors)				
	Personal investigations of the employees.				
	Investigation of criminal acts.				
	Investigation of references.				
	Other type of investigation.				
	Drug consciousness programs.				
	Training				
	Press releases				
	Bulletin boards				
	Drug testing probes				
	Before hiring				
	Aleatory tests				
	When there is reasonable suspicion				
	ID procedures				
	Photographs				
	Color codes				
	Uniforms				
	Permanent use of an ID card.				
Procedures to communicate the employees the security policies and standard.					
Physical Security	Storage areas for documents and cargo protected from intruders.				
	Optimal peripheral and perimeter barriers.				
	Doors for personnel and cargo entrance watched by security guards.				
	Proper lighting of the perimeter and operation areas allowing watch activities.				
	The storage areas for documents and cargo are locked.				
	There is an area or security box to keep the keys.				
	Employees dedicated exclusively for security and watching activities.				
	Security procedures for cargo reception.				
	Security procedures for cargo dispatch.				
	Security procedures for vehicle inspection.				
	Security procedures for the inspection of persons.				
	Guard booths for the watchmen in the perimeter.				
	Guard booths for the watchmen in the entrance and exit doors.				
	Guard booths for the storage areas of cargo, documents or values.				
	Separate parking lots for employees and visitors				
	Restricted access of vehicles to cargo areas.				
	Access control system for persons.				



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STANDARD	QUESTIONS	YES	NO	N/A	P/A
Physical Security	Vehicle access control system.				
	Map of the restricted areas at the view of employees and visitors.				
Document Security	Training programs for employees focused on the detection of suspicious shippings, document fraud or suspicious activities.				
	Incentives for those individuals or employees reporting suspicious activities				
	Signatures required in the preparation of documents.				
	Signatures required when the seals are used.				
	Signatures required when breaking the seals.				
	Signatures required when the unshipped pieces are counted.				
	Signatures required in the inspection of trucks.				
	Signatures required when checking the drivers lists.				
	Fixed times for the preparation of documents, shipping and unshipping of cargoes when they arrive.				
	Procedures for checking significant delays in one of the processes above mentioned.				
Security Stamps and Seals	Software systems to register the transactions or support of the operations and make a follow up of the activities that handles.				
	There exists a policy of seal and sticker control in which their use is registered and controlled.				
	The storage area for seals is secured and locked.				
Security Agreements	All the packing units empty or full are sealed.				
	Your company has written security agreements with clients and providers.				
	Your company has written security agreements with the antinarcotics authorities.				
	Your company has written security agreements with customs authorities.				
	Your company has written security agreements with foreign authorities.				

Name: _____ Position: _____

Signature: _____