



PROCEDURAL SECURITY TO BUSINESS PARTNERS

Procedural security assures recorded and verifiable location of goods in the supply chain. Written Procedures must be implemented to ensure that the documentation process and all information used in the clearing of merchandise/cargo, is legible, complete, timely, accurate, and protected against the exchange, loss or introduction of erroneous information

**-Procedures should provide for the security of goods throughout the supply chain.
-Contingency procedures should be included within the scope of procedural security.
-Recommended procedures, to be conducted as appropriate within "The Supply Chain" of all of our Business Partners are the following:**

a). We recommend to all of our Business Partners in all of our Supply Chains that the people in charge of dispatch and the driver who collects the load will be responsible for the verification of the documentation received for the transport of merchandise that goes in route to the USA, when this is picked up at origin. This task will be verified randomly by the person in charge of security.

b).The practice mentioned above should also be done at the time of delivering the merchandise at destiny. This task should be verified randomly by the person in charge of security.

c). All companies involved in the supply chain, its employees in charge of security and the drivers that transport the merchandise into the USA, are responsible for protecting the transported merchandise against not manifested or not declared merchandise that it's introduced into the supply chain. All the companies in the supply chain should train their employees in cargo security; this security training should be done preferably monthly or should be part of the training that the company gives its employees when they are contracted.

d). We recommend to all of our Business Partners in all of our Supply Chains that the person in charge of security, the dispatch managers etc, should be responsible and should follow safe security measures when loaded trailer/containers are being transferred to another carrier for immediate transport across the U.S. border. The location of the transference of the trailer/container must be in a secure area to prevent un-manifested material, unauthorized personnel from gaining access or the violation of high security seals. If the loaded trailer/container is not going to be immediately transported across the border the trailer/container must be staged or stored in a facility with physical barriers and deterrents that guard against unauthorized access. The driver must also call the dispatcher to notify the time and location where the trailer/container was dropped.

The person in charge of security is responsible of training the personnel in all aspects of security of the company's conveyances and those containers/trailers that are under the responsibility of the company.

e). The person in charge of security is responsible to verify that the structure of the containers/trailers that are received empty from all Business Partners after having made the delivery of the merchandise, has not been modified, and to check that it does not have hidden compartments.

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- f). We recommend to all of our Business Partners in all of our Supply Chains that the procedure for High Security Seals , “to attach, to register, to follow, and to verify seals against any form of falsifications and violations of trailers and containers” must be follow exactly and all the responsible employees will have to be trained.
- g). Preferably seals should not be used in numerical sequence, nor should they be controlled and put by only one person, the company should have two people in charge of the seal inventory.
- h). We recommend to all of our Business Partners that a person should be responsible to verify the identity and the authority of the carrier/broker client, etc, who asks for the delivery of the load before delivering.
- i). All Business Partners in our Supply Chains should have a procedure to detect irregularities or illegal activities. Identify suspicious documents or shipping request. All employees should be trained in this procedure.
- j). All of our Business Partners in our Supply Chain should have an implemented procedure to notify to customs and law enforcement on illegal or suspicious activities. All employees should be trained in this procedure.
- k). Ensure that cargo is properly marked and manifested. The employees responsible in the traffic department of our Business Partners (import/exports) and the drivers, should do a verification of the weight, quantities and documentation of the cargo and equipment against the manifested quantities.
- l). All of Our Business Partners should have implemented procedures for the monitoring of all conveyances/trailers/containers, to follow every movement to protect the transported merchandise.
- m). We recommend to all of our Business Partners in our supply chains who own trucks, that their drivers should conduct hidden compartments inspections on their trucks before leaving their yard. These inspections should be done at random by the person in charge of security at their company.
- n). Our Business Partners in all of our supply chains should have an Access Control Procedure or a person responsible of making sure that employees, visitors, suppliers and vendors register and sign their entrance and exit.