

**RE: Request for your C-TPAT - PIP participation information**

Please be advised that Caneda Transport Ltd. acting as a consolidator and broker is a certified member of the Customs-Trade Partnership Against Terrorism (C-TPAT) program, and Partners in Protection (PIP) a joint effort between Customs and the trade community to reduce the threat of terrorism by means of protecting the integrity of cargo imported into, further processed or warehoused in, or exported from the United States.

As a certified member of C-TPAT and PIP, Caneda has committed to selecting business partners that will uphold the security criteria of the program. Caneda advises that each of its business partners consider the C-TPAT, PIP security recommendation found at; [Http://www.cbp.gov/xp/cgov/trade/cargo\\_security/ctpat/](http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/) and <http://www.cbsa-asfc.gc.ca/security-secureite/pip-pep/menu-eng.html>

A key element of our C-TPAT and PIP participation is to ensure that our business and supply chain partners are members of C-TPAT and PIP or are committed to maintaining the principles of C-TPAT and PIP. Therefore, please complete and return to us this brief questionnaire.

For our business partners who are C-TPAT, PIP certified, please provide supporting documentation for our records, such as a copy of the C-TPAT, PIP certificate, Status Verification Number (SVI), or similar documentation.

For our business partners that are either ineligible for C-TPAT and PIP certification or who have not been certified, Caneda requires that you provide us with written confirmation that you are meeting the minimum C-TPAT security criteria. Please see the section of this document referred to as “**Caneda Transport Ltd. Business Partner Security Questionnaire**” upon completion return to Caneda via Fax and /or Email.

Please note; Caneda reserves the right to “**not**” transact business with business partners that do not fulfill the minimum requirements.

Jennifer Hoogendyk  
Safety & Compliance Administrator  
Ph: 800-661-9184 Ext: 7937  
Fax: 403-273-6217  
Email: [CTPAT@caneda.com](mailto:CTPAT@caneda.com)

# CANEDA

---

## TRANSPORT LTD.

### C-TPAT – PIP PARTICIPATION INFORMATION

Company Name: \_\_\_\_\_ Trade Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_ Email: \_\_\_\_\_

How long at this address? \_\_\_\_\_ How long in business? \_\_\_\_\_ # of Employees \_\_\_\_\_

Professional Associations: \_\_\_\_\_

Supplier/Service Provider Type (please check all that apply):

Steamship Line       Highway Carrier       NVOCC       Airfreight Consolidator       CFS

Warehouse       Freight Forwarder       Customs Broker       Airline

Other (explain): \_\_\_\_\_

Are you CSA approved (Customs Self-Assessment)?       Yes     No

Are you a FAST Canada/U.S. carrier?       Yes     No

Have you obtained certification in any other supply chain security program?       Yes     No

If yes, explain \_\_\_\_\_

Are you PIP certified or validated?     Yes     No      PIP Number: \_\_\_\_\_

Are you C-TPAT certified or validated?     Yes     No      Certification or SVI # \_\_\_\_\_

If you answered yes, and you are C-TPAT certified, please sign, date and send via email or fax as requested below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you are NOT C-TPAT certified, please fill out the following Security Questionnaire on the following pages and email or fax as requested below.

Thank you very much for your cooperation.

Jennifer Hoogendyk

Safety & Compliance Administrator

Ph: 800-661-9184 Ext: 7935

Fax: 403-273-6217

Email: [CTPAT@caneda.com](mailto:CTPAT@caneda.com)

4330 - 46 Avenue S.E. Calgary, Alberta T2B3N7

Ph: 800-661-9184 Fx: 403-236-4402

---

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

### **Canada Transport Ltd. Business Partner Security Questionnaire**

As a C-TPAT participant, Canada Transport Ltd. must conduct a comprehensive assessment of our international supply chain based upon C-TPAT security criteria. Where Canada Transport Ltd. outsources or contracts elements of their supply chain, such as a foreign consolidator, contractor, carrier or vendor, Canada Transport Ltd. must work with these business partners to ensure that pertinent security measures are in place and adhered to throughout the supply chain. The supply chain for C-TPAT purposes is defined from point of origin through to point of distribution.

**Point of Origin**

Canada Transport Ltd. must ensure business partners develop security processes and procedures consistent with C-TPAT security criteria to enhance the integrity of the shipment at point of origin. Periodic reviews of business partners' processes and facilities should be conducted based on risk, and should maintain the security standards required by the importer.

**Trailer Security:**

**Trailer integrity must be maintained to protect against the introduction of unauthorized material and/or persons.**

	Y	N
Have you taken proper steps to properly seal and maintain the integrity of the trailers?	<input type="checkbox"/>	<input type="checkbox"/>
Do you affix a high security seal to all loaded trailers bound for the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>
Do all seals meet or exceed the current PAS ISO 17712 standards for high security seals?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures in place to verify the physical integrity of the trailer structure prior to stuffing, to include the reliability of the locking mechanisms of the door?	<input type="checkbox"/>	<input type="checkbox"/>

**Trailer Inspection:**

**Canada Transport Ltd. recommends a seven-point inspection process (as follows) for all trailers:**

- Front wall
- Left side
- Outside/Undercarriage
- Right side
- Floor
- Inside/Outside doors
- Ceiling/Roof

**Trailer Seals:**

**Only designated employees should distribute trailer seals to maintain integrity in their use.**

	Y	N
Do you have written procedure stipulating how seals are to be controlled and affixed to loaded trailers – to include procedures for recognizing and reporting compromised	<input type="checkbox"/>	<input type="checkbox"/>

**Trailer Storage:**

	Y	N
Are trailers stored in a secure area to prevent unauthorized access and/or manipulation?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures in place for reporting and neutralizing unauthorized entry into trailer or trailer storage areas?	<input type="checkbox"/>	<input type="checkbox"/>

4330 - 46 Avenue S.E. Calgary, Alberta T2B3N7

Ph: 800-661-9184 Fx: 403-236-4402

**Physical Access Controls:**

Access controls prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets. Access controls must include the positive identification of all employees, visitors, and vendors at all points of entry.

**Employees:**

	Y	N
Do you have an employee identification system in place for positive identification and access control purposes?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees only given access to those secure areas needed for the performance of their duties?	<input type="checkbox"/>	<input type="checkbox"/>
Does company management or security personnel adequately control the issuance and removal of employee, visitor and vendor identification badges?	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures for the issuance, removal and changing of access devices (e.g. keys, key cards, etc.) documented?	<input type="checkbox"/>	<input type="checkbox"/>

**Visitors and Deliveries:**

	Y	N
Do visitors present photo identification for documentation purposes upon arrival?	<input type="checkbox"/>	<input type="checkbox"/>
Are visitors escorted and do they visibly display temporary identification while on site?	<input type="checkbox"/>	<input type="checkbox"/>
Is proper vendor ID and/or photo identification presented for documentation purposes upon arrival by all vendors?	<input type="checkbox"/>	<input type="checkbox"/>
Are arriving packages and mail periodically screened before being disseminated?	<input type="checkbox"/>	<input type="checkbox"/>

**Challenging and Removing Unauthorized Persons:**

	Y	N
Are procedures in place to identify, challenge and address unauthorized/unidentified persons?	<input type="checkbox"/>	<input type="checkbox"/>

**Personnel Security:**

	Y	N
Are processes in place to screen prospective employees and to periodically check current employees?	<input type="checkbox"/>	<input type="checkbox"/>

**Pre-Employment Verification:**

	Y	N
Is application information, such as employment history and references verified prior to employment?	<input type="checkbox"/>	<input type="checkbox"/>
Do you, consistent with foreign, federal, state, and local regulations, conduct background checks and investigations for prospective employees?	<input type="checkbox"/>	<input type="checkbox"/>
Once employed, are periodic checks and reinvestigations performed based on cause, and/or the sensitivity of the employee's position?	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to remove identification, facility, and system access for terminated employees?	<input type="checkbox"/>	<input type="checkbox"/>

**Procedural Security:**

	Y	N
Are security measures in place to ensure the integrity and security of processes relevant to the transportation, handling, and storage of cargo in the supply chain?	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to ensure that all information used in the clearing of merchandise/cargo, is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information?	<input type="checkbox"/>	<input type="checkbox"/>
Does documentation control include safeguarding computer access and information?	<input type="checkbox"/>	<input type="checkbox"/>

**Security Training and Threat Awareness:**

	Y	N
A threat awareness program should be established and maintained by security personnel to recognize and foster awareness of the threat posed by terrorists at each point in the supply chain. Are employees made aware of the procedures the company has in place to address a situation and how to report it?	<input type="checkbox"/>	<input type="checkbox"/>
Is additional training provided to employees in the shipping and receiving areas, as well as those receiving and opening goods?	<input type="checkbox"/>	<input type="checkbox"/>
Do you offer specific training to assist employees in maintaining cargo integrity, recognizing internal conspiracies, and protecting access controls?	<input type="checkbox"/>	<input type="checkbox"/>
Do you offer incentives for active employee participation in these programs?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers stored in a secure area to prevent unauthorized access and/or manipulation?	<input type="checkbox"/>	<input type="checkbox"/>
Do cargo handling and storage facilities have physical barriers and deterrents that guard against unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>
Does perimeter fencing enclose the areas around cargo handling and storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is interior fencing within a cargo handling structure used to segregate domestic, international, high value, and hazardous cargo?	<input type="checkbox"/>	<input type="checkbox"/>
Is all fencing regularly inspected for integrity and damage?	<input type="checkbox"/>	<input type="checkbox"/>
Are gates through which vehicles and/or personnel enter or exit manned and/or monitored?	<input type="checkbox"/>	<input type="checkbox"/>
Are private passenger vehicles prohibited from parking in or adjacent to cargo handling and storage areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are buildings constructed of materials that resist unlawful entry?	<input type="checkbox"/>	<input type="checkbox"/>
Is the integrity of structures maintained by periodic inspection and repair?	<input type="checkbox"/>	<input type="checkbox"/>
Are all external and internal windows, gates and fences secured with locking devices?	<input type="checkbox"/>	<input type="checkbox"/>
Do management or security personnel control the issuance of all locks and keys?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate lighting provided inside and outside of the facility including the following areas: entrances/exits, cargo handling and storage areas, fence lines and parking areas?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use alarm systems and video surveillance cameras to monitor premises and prevent unauthorized access to cargo handling and storage areas?	<input type="checkbox"/>	<input type="checkbox"/>

**Information Technology (IT) Security:**

**Password Protection**

	Y	N
Are automated systems individually assigned accounts that require a periodic change of password?	<input type="checkbox"/>	<input type="checkbox"/>
Are IT security policies, procedures and standards in place and provided to employees in the form of training?	<input type="checkbox"/>	<input type="checkbox"/>

**Accountability**

	Y	N
Is a system in place to identify the abuse of IT including improper access, tampering or the altering of business data?	<input type="checkbox"/>	<input type="checkbox"/>
Are system violators subject to appropriate disciplinary action for abuse?	<input type="checkbox"/>	<input type="checkbox"/>

# CANEDA

---

TRANSPORT LTD.

**Certification:**

I certify that the information provided above is true to the best of my knowledge.

---

Name (Printed or Typed)

---

Signature

---

Date

---

Title

---

Company

4330 - 46 Avenue S.E. Calgary, Alberta T2B3N7

Ph: 800-661-9184 Fx: 403-236-4402

---

**[www.caneda.com](http://www.caneda.com)**