



**AM Retail Group, Inc.**  
C-TPAT EVALUATION

**DATE:**

**FACILITY NAME:**

**FACILITY ADDRESS:**

**PRINT NAME OF FACILITY MANAGER/RESPONSIBLE PARTY:**

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It is AMRG's policy that all suppliers establish facility security procedures to guard against the introduction of non-manifested cargo into outbound shipments. Such items would include drugs, biological agent, explosives, weapons, radioactive material, The supplier/factory must comply with all domestic laws, rules and regulations governing the sale, use, or shipment of contraband. Also, the supplier/factory will cooperate with local, national, and foreign customs agencies to guard against the illegal.

Yes  No  Na

Prior to selecting a supplier/factory, the following questions must be answered. Also an 'action plan' has to be developed for any negative responses. Respond all questions with either "Yes, No, or NA (Not Applicable)". Include comments for each question.

Yes  No  Na

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**1. Is the facility enclosed within a secure fence with a locked gate?**

Please explain. Start typing your comment below:

Yes  No  Na

**2. Do authorized employees tightly control keys to the facility?**

If yes, indicate who are these authorized personnel how the controls are being carried out.

Start typing your comment below:

Yes  No  Na

**3. Is the factory equipped with closed circuit TV security system?**

Start typing your comment below:

Yes  No  Na

**4. Does the facility have a written security policy?**

If no, please explain. Start typing your comment below:

Yes  No  Na



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**5. Is there a security awareness program for employees?  
If no, please explain. Start typing your comment below:**

Yes  No  Na

**6. Are the security guards on duty 24 hours a day, 7 days a week?**

Yes  No  Na

**If yes, indicate total number of guards, number of shifts, guards per shift. Start typing your comment below:**

**7. Are visitors accompanied or monitored while they are on the property?  
yes, explain how are they monitored. Start typing your comment below:**

Yes  No  Na

**8. Have the security guards received a background check and training verified?**

**If yes, explain what checks are done and what are the training provided. Start typing your comment below:**

Yes  No  Na

**9. Do employees show a photo identification badge before being admitted to the facility?**

**If no, explain the employee identification process below:**

Yes  No  Na



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**10. Are employees restricted from taking personal items into the production area?**

Elaborate what items are allowable into the production areas. Start typing your comment below:  Yes  No  Na

**11. Is identification required from any vehicles entering the facility?**

Yes  No  Na

If yes, explain the identification process at the entrance. Start typing your comment below:

**12. Does the company conduct employment screening of prospective employees?**

If so, what kinds of documents are reviewed?

Yes  No  Na

If yes, explain procedures, documents reviewed and designation(s) as follows:

**13. Is there a separate parking area for employee or guest vehicles?**

Yes  No  Na

Indicate whether the two areas are separated by empty spaces. Start typing your comment below:

**14. Is the loading dock restricted to authorized employees only?**

Yes  No  Na

If yes, indicate designation(s) and name(s) of authorized personnel. Start typing your comment below:

**15. Are the shipping dock, loading dock, and cargo areas monitored/secured?**

If yes, explain what are being carried. Start typing your comment below:  Yes  No  Na

**16. Are the containers being loaded under supervision?**

Yes  No  Na



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If yes, indicate designation(s) and name(s) of authorized personnel. Start typing your comment below:

17. Are inbound and outbound containers inspected for tampering?  Yes  No  Na  
If yes, indicate designation(s) and name(s) of authorized personnel. Start typing your comment below:

18. Are the seals on inbound and outbound containers checked to make sure that they match shipping documents?  Yes  No  Na  
If yes, indicate designation(s) and name(s) of authorized personnel.

19. Is an authorized employee responsible to put seals on the finished goods containers after loading?  Yes  No  Na  
If Yes, indicate designation(s) and name(s) of authorized personnel.

20. Are empty and full containers locked and stored in secure areas?  Yes  No  Na

If yes, indicate who locked/stored them and where they stored. Start typing your comment below:

21. Is the facility aware of and compliant with US Custom's 24-hour rule? (Rule requires 24 hours prior notice to US Customs of cargo manifest).  Yes  No  Na  
Start typing your comment below:



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**22. General Comments: (Include physical area, production area, number of guard control posts, sample of security guard activity control log, procedures of handing over between shifts etc) Start typing your comment below:**  Yes -  No -  Na