

**U.S. Customs Service
OCEAN CARRIER SECURITY GUIDELINES (C-TPAT)
As Revised by the
COAC Border Security Technical Advisory Groups**

The purpose of these guidelines is to aid sea carriers in enhancing their security procedures. Recognizing that one size does not fit all, these are general guidelines that may not be applicable in all circumstances and should be implemented on a case-by-case basis. Security measures should be commercially reasonable and should consider many factors, including the role of the entity in the supply chain, the size and structure of the business, and the risks attendant to the cargo or shipments.

Physical Security: All buildings should be constructed of materials that resist unlawful entry and protect against outside intrusion. Physical security may include:

- Controls for external and internal doors, windows, gates and fences;
- Segregation and marking of international, domestic, high-risk and dangerous goods by a safe, caged, fenced-in or otherwise controlled area;
- [Intrusion alarms to detect unauthorized entry after-hours;](#)
- [Recorded CCTV of interior and exterior of dock doors and personnel entrances;](#)
- Lighting inside and outside the facility, including parking areas.

← - - - Met opmaak: opsommingstekens en nummering

Conveyance Security: Vessel integrity should be maintained to protect against the introduction of unauthorized personnel and material. Conveyance security procedures may include:

- Physical search of all readily accessible areas;
- Securing all internal/external compartments and panels;
- Reporting cases in which undocumented materials or signs of tampering are discovered.

Access Controls: Unauthorized access to vessels should be prohibited. Controls may include:

- Positive identification, recording, and tracking of employees, visitors and vendors;
- Procedures for challenging unauthorized/unidentified persons.

Procedural Security: Undocumented material should not be introduced aboard any vessel. Security controls may include:

- One or more persons with designated security responsibilities;
- [A documented security procedure with an annual requirement to perform a self-assessment;](#)

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- Complete, accurate and advanced lists of crews and passengers;
- Procedures for recording, reporting and/or investigating shortages and overages;
- Procedures to notify Customs or other law enforcement agencies in cases where illegal activities are detected by the carrier.

Manifest Procedures: Complete, legible, accurate manifests should be timely submitted to Customs.

Personnel Security: Companies should screen employees in security sensitive positions. Procedures may include:

- Interviewing prospective employees;
- Background checks;
- Application verification;
- Photographs, fingerprints or other means of physical identification;
- Incentives for active employee participation in security controls.

Education and Training Awareness: Security awareness training should be provided to employees. Training may address:

- Recognizing internal conspiracies;
- Maintaining product integrity;
- Documentation fraud and computer security controls;
- Discovering and addressing unauthorized access.