Introduction

We are pleased to present our ‘International Supply Chain Security Reference Guide.’ Many of our global partners are very familiar with the Customs Trade Partnership Against Terrorism (CTPAT), while some have not yet received detailed information from their importing partners in the U.S. In either case, this reference guide is intended to educate you regarding CTPAT requirements and designed to help you further enhance current standards or determine a starting point for improvement.

It is understood that our global partners differ greatly in demographics and size and each faces unique challenges. In order to make this manual useful globally, we have organized it according to: Topic, Sub Topic, Basic Requirements (as identified in the point A, B, C layout) and Security Quick Tips (which follow the basic requirements within each Sub Topic). The ‘Basic Requirements’ should be attainable by any factory in any part of the world, while ‘Quick Tips’ offer ideas that allow you to achieve superior levels of security. It is our expectation, as an absolute minimum, that all suppliers strive to achieve ‘Basic Requirements.’

As you review this manual, please also consider the following:

- Your current level of security standards, processes, and documentation of security practices.
- Areas of concern or lack of security measures.
- Potential enhancements to the current standards, processes, and documentation of security practices.

In order to help facilitate ongoing improvement in supply chain security, we have included useful information regarding:

- Ideas for training and awareness.
- Forms that may help with documentation and record keeping.

Please use this detailed information as a tool to achieve compliance in the Customs Trade Partnership Against Terrorism. While the CTPAT program evolves constantly, at the time of publication our standards are consistent most of our U.S. importing peers. If any questions arise regarding requirements please contact our International Supply Chain Security department at: npgcuscompmbx@nordstorm.com
Table of Contents

1. Container Security ................................................. 1.1
   A. Pre-inspection of Containers ............................ 1.2
   B. Container Storage ........................................ 1.2
   C. Container Seal Standards ................................ 1.2
   D. Container Seal Process—Factory Load .................. 1.2
   E. Container Seal Monitoring ............................... 1.3

2. Physical Security ................................................. 2.1
   A. Perimeter Fencing ........................................ 2.1
   B. Interior Fencing .......................................... 2.1
   C. Packing and Loading Areas .............................. 2.2
   D. Gates and Gate Houses .................................... 2.4
   E. Parking ...................................................... 2.4
   F. Building Structure ........................................ 2.5
   G. Locking Devices and Key Controls ....................... 2.7
   H. Lighting ..................................................... 2.9
   I. Anti-Intrusion Systems ..................................... 2.10
   J. Security Personnel ......................................... 2.13

3. Physical Access Controls ....................................... 3.1
   A. Employees .................................................... 3.1
   B. Dormitory Facilities ....................................... 3.3
   C. Access Devices ............................................. 3.3
   D. Visitors ....................................................... 3.3
   E. Deliveries .................................................... 3.5
   F. Unauthorized or Unidentified Persons ................... 3.5

4. Personnel Security .............................................. 4.1
   A. Pre-employment Verification .............................. 4.1
   B. Personnel Hiring ........................................... 4.2
   C. Current Personnel .......................................... 4.2
   D. Personnel Termination ...................................... 4.2

5. Procedural Security ............................................. 5.1
   A. Documentation Processing ............................... 5.1
   B. Manifesting Procedure ..................................... 5.1
   C. Susicious Activity Documentation ....................... 5.2
   D. Security Documentation .................................... 5.2
   E. Delivery to Consolidator .................................. 5.2
   F. Mail ........................................................... 5.5

6. Information Technology ........................................ 6.1
   A. IT System Protection ...................................... 6.1
   B. Written IT Security Policy ............................... 6.2
   C. Data Recovery & Back Up ................................. 6.3

7. Education and Training ......................................... 7.1
   A. Employee Training on Threat Awareness ................. 7.1
   B. Threat Awareness ........................................... 7.2
   C. Security Guards ............................................. 7.3

Appendix of Forms ................................................. 8.1