

C-TPAT/Security Compliance
C-TPAT/ GSV/ SECURITY Requirement
GSV Code of Conduct Remarks

- 1 Personal Security
- 2 Physical Security
- 3 Records & Documentation
- 4 Storage & Distribution
- 5 Information Access Control
- 6 Contractor Control
- 7 Shipment Information Control
- 8 Export Logistic

Name of records & documents:

- 9 Security assessment of the facility
- 10 Security improvement plan
- 11 Physical security audit report
- 12 Periodical security audit report
- 13 Commercial documents
- 14 Diagrammatic Layout Plan
- 15 Road Map
- 16 Shipment information
- 17 Shipment Security Audit Report
- 18 Resign workers check list hang in notice board
- Contractor agreement:
- 19 Logistics
- 20 Stationary
- 21 IT support
- 22 Furniture & fittings
- 23 Security
- 24 Cleaning Service Provider
- 25 Others (If any)

Job description:

- 26 Security officer/In charge
- 27 Shipment for loading
- 28 Halogen light
- 29 Contractor control
- 30 CCTV monitor
- 31 Key control
- 32 ID card
- 33 Seal control
- 34 IT security

Required register/docs for GSV/C-TPAT audit

- 35 Visitor In-Out/Access Control Register
- 36 Vehicle In-Out Register
- 37 Parcel mail / Incoming & Outgoing Letter checking Register
- 38 Key holder Register
- 39 Key Inventory Register
- 40 Key Control Register
- 41 Factory Open/Close Register
- 42 Internal key issue & Remove/Deposit Register
- 43 Lost / Damage Key Resister
- 44 Loading Register
- 45 Unloading Register
- 46 Security Guard Duty Register
- 47 Patrol Duty Register
- 48 Perimeter Checking Register
- 49 Enclosure Checking Register
- 50 Manual Seal Control Register
- 51 Bolt seal Requisition and Stock register
- 52 Bolt Seal Control Register
- 53 Bolt Seal Control Register (Local)
- 54 7 (Seven) point checking register
- 55 Control point checking register
- 56 Security equipment inspection register
- 57 Conveyance driver in out register
- 58 ID card missing register
- 59 ID card issue & receive register
- 60 Road map distribution register
- 61 Broken seal register
- 62 Security alarm testing report
- 63 Advance information of visitor
- 64 Incident reporting form
- 65 Finished carton godown in-out register
- 66 Packing room in out register
- 67 Missing ID card inquiry register
- 68 Shipment challan
- 69 Shipment register
- 70 Shipmen Shortage & Overage Register
- 71 Incident register
- 72 Loading register for shipment
- 73 Building inspection register
- 74 Shipment cargo tracking analysis register
- 75 Shipment Anomalies Record Register
- 76 Additional bolt seal register
- 77 Un announced patrolling register (Security)
- 78 Daily Labour In/Out Register
- 79 Bolt seal requisition file

Requirement of training and awareness program for GSV audit

- 80 Security training for security guard
- 81 Security training for new workers
- 82 Security training for employee
- 83 Security threat awareness for workers
- 84 Cargo management training register
- 85 Product integrity training register
- 86 New employee orientation for C-TPAT
- Requirement of IT security register for GSV audit
- 87 Password changing register
- 88 CD record register
- 89 IT security audit report
- 90 Unauthorized access flash modification investigation report
- 91 CCTV numbering as per location
- 92 IT security training register
- Others Security Requirements
- 93 Adequate Securities
- 94 Lady Guards
- 95 Staff Movement Register
- 96 Visitors Note
- 97 Others In-Out Register
- 98 Material Inward Register
- 99 Material Outward Register
- 100 Visitor Pass
- 101 Visitor Slip
- 102 Vehicle Identification Card (All)
- 103 Guards Knowledge about their Roles & Responsibilities
- 104 Securities Personnel File
- 105 Securities Uniform/Cap/Shoe/Belt etc.
- 106 Securities Knowledge about Fire Evacuation & Fire Safety
- 107 Security Agreement file (If outsourced)
- 108 Security Salary register/file/Sheet (If outsourced)
- 109 Security ESI, PF Challan (If Outsourced)