CTPAT Audit checklist-

IT

01. Computer Password change record
02. CD Back up register
03. CD sending record file
04. Internal ID Security audit report
05. IT training record register
06. Unauthorized file access check
07. CCTV & PC maintaining record
08. Monthly IT development
09. Visitor in out Register for IT D.
10. Disciplinary action record
11. List of CC camera as per location
12. List of PC user
13. Authorized person list of PC user
14. Assurance Screen saver password
15. Assurance of all PC passwords.
16. Assurance of shipping record by CCTV at least 45 days.
17. Numbering of all PC and CCTV
18. Assurance that authorized person name and photo are hanged in front of Halogen light with covered box.

HR

01. ID card stock and issue Register.
02. ID card individual issue and return record register
03. ID card collection voucher file
04. ID card missing & damaged record register
05. Missing ID card inquiry record.
06. Temporary ID card issue & return record
07. ID card inactive record.
08. Service skill test and background check
09. Resign employee check list
10. Preparing all securities (Own and Robust) personal file and job card.
11. Preparing all securities salary sheet.
12. List of Securities
13. Preparing Security Organ gram
14. Confirming in personal file —-
A. CTPAT training record sheet with signature
B. Periodically Background check

C. Skill test record
D. Contact number
E. National ID Card
F. Chairman certificate
G. Photocopy of Worker Photo ID
H. Police verification

Welfare & council ling

01. New Employee orientation register for CTPAT with attendant photo
02. Security thread awareness register for employee with attendant photo
03. Cargo Management training record register with attendant photo
04. Product integrity training register with attendant photo
05. Goods tempering awareness record register with attendant photo
06. Ensuring that all new workers are in the refresher training record register
07. Ensuring that ID card number should be posted in new worker orientation training register & others.
08. Ensuring that all employees are wearing photo ID badge within the working place.
Store
01. Visitor in our ID card
02. Ensuring that within the store all are authorized by the head of the factory
03. Visitor in out register in wear house
04. Advance information of shipping vehicle
05. shipment finished carton check record register
06. shipment delivery challan
07. Shipment status/export carton stock register
08. Bolt seal stock and issue record register
09. .Bolt seal requisition book
10. Additional bolt seal issue and return record register
11. Incoming goods in out register
12. Incoming goods vehicle in out and inspection register
13. Incoming vehicle control point report register
14. Incoming goods inventory record
15. C & F challan, invoice, bill of leading & inventory report
16. Ensuring that tally record registers are absolutely ok
17. Bolt seal operator name with photo should be posted in front of the respective area
18. All bolt seal record should be kept in sequence way Challan

Security

01. Ensuring that all column of all register should be filled.
02. Visitor in out register (Security)
03. Visitor in out register (Packing)
04. Visitor in out register (Store)
05. Visitor in out register (Finished carton area)
06. Advance information for visitor
07. Conveyance driver in out register

08. Vehicle in out register Shipment loading register
09. shipment unloading register
10. Shipment vehicle tracking register
11. 7 point check record.
12. Bolt seal affixing record register
13. Control point report record register
14. Local loading register
15. Local unloading register
16. Finished carton rally record register
17. Security guard ABC register
18. Security guard daily duty register
19. Security guard post patrol duty roster
20. Enclosure checking record register
21. Perimeter inspection and repair record
22. Security equipment checks record register
23. CCTV camera monitoring record register
24. Violation report record of security alarm system
25. Factory key control and responsible person record register
26. Internal key issue and deposited record register
27. security incident report record register
28. Warless set frequency channel change record
29. Security guard threat awareness training record
30. Incoming & outgoing mail and parcel register
31. Key holder register
32. Track inbound outbound register.
33. 5 point check record for incoming Vehicle register
34. Road Map distribution register
35. Building inspection register
36. Security Alarm testing record
37. Ensuring that all security in all respective area should perform at the best level.
38. Security should checkout all visitors photo ID
39. Security should checkout all visitors bag and others
40. Security should be ensured that no unauthorized persons are in the restricted area.
Registers, files, responsibilities or any other change can be increased or decreased at any time.