

INTERNATIONAL SUPPLIER SECURITY CHECKLIST

Physical Security

1. Are the facility buildings constructed of materials which resist unlawful entry and protect against intrusion? YES NO
2. Does the facility segregate and mark international, domestic and high value product? YES NO
3. Is finished product stored in a caged, fenced or otherwise secured area? YES NO
4. Is the facility enclosed by fencing? YES NO
5. Are major access and security points such as entrances to facility, cargo handling/storag areas, and loading docks well lit? YES NO
6. Are main entrances and all external door/exits protected by security gates or monitored by posted security guards 24 hrs a day, 7 days a week? YES NO
7. Are all external gates, doors, windows and fences secured by locking devices? YES NO
8. Does the facility have an electronic burglar alarm systems in place? YES NO
9. Does the facility have electronic motion detectors and alarms? YES NO
10. Does the facility have video surveillance cameras? YES NO
11. Does the facility have closed circuit television (CCTV)? YES NO
12. Is parking for private vehicles prohibited near shipping docks, loading docks and cargo areas? YES NO
13. Are incoming and outgoing trucks, trailers and containers inspected for cleanliness and content and abnormalities reported to security? YES NO
14. Are security video tapes or recordings kept for a minimum of 30 days in a secure location? YES NO
15. Is there a guardhouse or gatehouse utilized at the facility? YES NO

Procedural Security

1. Does the facility have a documented security policy that is periodically reviewed to ensure relevance and accuracy? YES NO
2. Is there a designated person responsible for implementing the security policy and procedures? YES NO
3. Are there written procedures for identifying, challenging and addressing any unauthorized person attempting to enter the facility and are they enforced? YES NO
4. Are there written procedures for monitoring and documenting the movement of containers within the company and on the way to port? Are these procedures being followed and do they record truck #, container #, and seal #? YES NO
5. Are there written procedures in place to verify cargo against manifest or purchase orders, including proper labeling, marking, weighing, counting and resolving overages/shortages? Are these procedures being followed? YES NO

Personnel Security

1. Does the facility have a written code of conduct addressing security practices and violations? YES NO
2. Is a criminal background check (as local law allows) performed prior to employment at the facility? YES NO
3. Is an employment history check performed prior to employment at the facility? YES NO
4. Is a reference check performed prior to employment at the facility? YES NO
5. Are all employees required to wear ID badges? YES NO

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- 6. Does the facility have written personnel termination procedures in place? YES NO
- 7. Does the facility prohibit all access for terminated employee? YES NO
- 8. Does the facility ensure ID badges, keys and access cards are returned? YES NO
- 9. Does the facility prohibit computer access for terminated employees? YES NO
- 10. Is there an incentive for all employees to participate in the security process? YES NO

Container Security

- 1. Do you perform and have written procedures in place for a seven-point container inspection (as defined by U.S. Customs and Border Protection) to be performed prior to loading a container that ensures the container and locking mechanisms have not been tampered with? YES NO
- 2. Are inspection records maintained to validate empty containers have been inspected according to policy? YES NO
- 3. Are there written procedures in place for affixing, replacing, recording, tracking and verifying seals on containers? YES NO
- 4. Are seals identified with a unique number which is recorded on the manifest for tracking and notification purposes? YES NO
- 5. Are high security seals that meet or exceed the ISO 17712 standard used on all factory loaded containers bound for the U.S.? YES NO
- 6. Is there a designated person and written procedures in place to control the issuance of all seals? YES NO
- 7. Are seals maintained in secured location? YES NO
- 8. Does the facility have proper storage for both empty and loaded containers to prevent unauthorized access? YES NO
- 9. Are there written procedures requiring any anomaly found with containers or seals be reported to security and/or Customs officials? YES NO

Physical Access Controls

- 1. Are written procedures in place for issuing, returning, removing, and changing access devices such as keys, access cards, and entrance codes? Is this being monitored? YES NO
- 2. Is loading dock access restricted to authorized personnel? YES NO
- 3. Are security personnel posted at the loading dock? YES NO
- 4. Is loading dock access secured by a fence or keyed locking device? YES NO
- 5. Is loading dock secured by a swipe card system? YES NO
- 6. Is access to finished product and storage areas restricted to authorized personnel only? YES NO
- 7. Are security personnel posted at the finishing product/storage areas? YES NO
- 8. Is access to finished product/storage secured by a fence or keyed locking device? YES NO
- 9. Is access to finished product/storage secured by a swipe card system? YES NO
- 10. Are visitors, vendors and contractors positively identified upon arrival at the facility? YES NO
- 11. Is a logbook kept for all visitors, vendors and contractors showing visitor/vendor/contractor name, name of their company and date/time in and out of the facility? YES NO
- 12. Are visitors, vendors and contractors required to wear ID badges at all times? YES NO



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13. Are visitors, vendors and contractors escorted by a facility representative at all times while in the facility? YES NO

14. Are drivers of delivery and pick up vehicles positively identified before being loaded or unloaded? YES NO

Information Technology (IT) Security

1. Does the facility have a written IT Security Policy in place? YES NO

2. Are individual passwords created for system users, with passwords required to be changed periodically? YES NO

3. Are system users "Locked Out" of the system after a certain number of unsuccessful attempts to log into the system? YES NO

4. Are all employees who have access to sensitive information required to sign a non disclosure statement? YES NO

Security Training and Threat Awareness

1. Does the facility have a security awareness program that addresses security procedures, facility security system, unauthorized access, theft prevention and security incident reporting? YES NO

2. Is additional training provided in the areas of cargo/product integrity and container security for employees in the shipping and receiving areas? YES NO

3. Does the facility conduct annual self assessments on security issues? YES NO

4. Does the facility have a threat awareness program that is conducted at least once a year with attendance required for ALL employees? YES NO

5. Does the training program include a response to terrorist activity or suspected terrorist activity? YES NO

Audit and Certification Information

1. Has the facility undergone a C-TPAT audit within the last 12 months by any of the following third party auditors: SGS, CSCC, ITS (Intertek) or BV? YES NO

If yes, please email CTPAT@familydollar.com a copy of this completed form and associated audit results.)

2. Is the facility C-TPAT certified or validated with U.S. Customs and Border Protection? YES NO

**If yes, please provide your U.S. C-TPAT SVI# _____
(DO NOT WRITE AN AUDIT #)**

Supplier ID _____

Supplier Name _____

Factory Name _____

Physical Address, Province, Country _____

Phone # _____

Fax # _____

Email Address _____

Name of Factory Official _____

Signature of Factory Official _____

Date _____