

# The **Master Lock** Company

Property. People. Life.

## Customs Security Recommendations for Vendors and Product Suppliers

Master Lock Company LLC suppliers are required to develop and implement a sound plan to enhance security procedures.

These are general recommendations that should be followed on a case-by-case basis depending on the company's size and structure and may not be applicable to all. The company should have a written security procedure plan in place which addresses the following:

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

- Adequate locking devices for external and internal doors, windows, gates and fences.
- Segregation and marking of international, domestic, high-value and dangerous goods cargo within the warehouse by a safe, caged or otherwise fenced-in area.
- Adequate lighting provided inside and outside the facility to include parking areas.
- Separate parking area for private vehicles separate from the shipping, loading dock and cargo areas.
- Having internal/external communications systems in place to contact internal security personnel or local law enforcement police.
- Alarms systems and/or video surveillance cameras should be used to prevent unauthorized access to cargo.

**Access Controls:** Unauthorized access to the shipping, loading dock and cargo areas should be prohibited. Controls should include:

- The positive identification of all employees, visitors and vendors.
- Procedures for challenging unauthorized/unidentified persons.
- Automated systems should be password protected.

**Procedural Security:** Measures for the handling of incoming and outgoing goods should include the protection against the introduction, exchange, or loss of any legal or illegal material. Security controls should include:

- Having a designated security officer to supervise the introduction/removal of cargo.
- Properly marked, weighed, counted and documented products loaded evenly and within regulations of the U.S. Department of Transportation.
- Procedures for inspecting the container and chassis to verify all components are in good working order.
- Procedures for verifying seals on containers, trailers and railcars.
- Procedures for detecting and reporting shortages and overages.
- Procedures for tracking the timely movement of incoming and outgoing goods.
- Proper storage of empty and full containers to prevent unauthorized access.
- Procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company.



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**Personnel Security:** Companies should conduct employee screening and interviewing of prospective employees to include periodic background checks and application verifications. All company employees and visitors should be required to display identification for control purposes. Employees who are directly involved with the loading and transporting of cargo should be the only ones allowed access to those designated areas.

**Education and Training Awareness:** A security awareness program should be provided to employees including recognizing internal conspiracies, maintaining product integrity and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

As a current or potential vendor, \_\_\_\_\_ agrees to one of the following as indicated by a checkmark:

- to implement* such of the above guidelines as may be applicable to our operation and have them in place shortly
- the above guidelines are *already in place* as may be applicable to our operation

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Please email signed copy to  
[sourcingdepartment@mlock.com](mailto:sourcingdepartment@mlock.com)

