

CTPAT Job Aid Personnel Training Checklist Sample

Last Updated: October 19, 2021



Personnel Training Checklist ABC Company

Members must establish and maintain a security training and awareness program to recognize and foster awareness of the security vulnerabilities to facilities, conveyances, and cargo at each point in the supply chain, which could be exploited by terrorists or contraband smugglers. The training program must be comprehensive and cover all of CTPAT's security requirements. Personnel in sensitive positions must receive additional specialized training geared toward the responsibilities that the position holds.

Members must retain evidence of training such as training logs, sign in sheets (roster), or electronic training records. Training records should include the date of the training, names of attendees, and the topics of the training.

CTPAT Members should use a checklist to ensure all employees are properly trained and are aware of CTPAT procedures and requirements.

Employee: _____ Position: _____

Training Procedures:

Has the company provided security awareness training to this employee? Yes: No:

If so, how often:

Upon Hire: _____

Randomly: _____

Annually: _____

Upon Incident: _____

Other (Please Indicate): _____

If this employee is assigned to a sensitive area, has additional training been provided?

Yes: No:



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If applicable, please indicate the position:

Shipping/Receiving: _____

Driver: _____

Mailroom: _____

Dispatch: _____

Human Resources: _____

IT: _____

Accounting: _____

Security Guard: _____

Other (Please Indicate): _____

What additional training was provided to the employee?

1. _____
2. _____
3. _____

Comments: _____

Training Documentation:

How is the training documented and what type of information is recorded (Check all that apply)?

Dates: _____

Names: _____

Training Logs: _____

Rosters: _____

Electronic Records: _____

Topics: _____

Instructors: _____

Test: _____

Security Manuals: _____

Other: _____

Comments: _____



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Training Topics:

Please indicate what type of training the employee received (Check all that apply):

- CTPAT Program: _____
- General Security: _____
- Protecting Access Controls: _____
- Reporting Unauthorized Personnel: _____
- Recognizing Internal Conspiracies: _____
- Reporting Suspicious Behavior: _____
- Reporting Security Incidents: _____
- Identifying Suspicious Shipments: _____
- Information Technology Security: _____
- Container/Trailer Inspections: _____
- Seal Procedures: _____
- Agricultural Security: _____
- Business Partner Screening: _____
- Conducting Risk Assessments: _____
- Trade Based Money Laundering Indicators: _____
- Other: _____

Comments: _____

Training Log (List the Training for the Employee):

Date	Description of Course	Instructor	Initials



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Reminders:

One of the key aspects of a security program is training. Employees who understand why security measures are in place are more likely to adhere to them. Security training must be provided to employees, as required, based on their functions and position on a regular basis, and newly hired employees must receive this training as part of their orientation/job skills training.

Drivers and other personnel that conduct security and agricultural inspections of empty conveyances and Instruments of International Traffic (IIT) must be trained to inspect their conveyances/IIT for both security and agricultural purposes.

Refresher training must be conducted periodically, as needed after an incident or security breach, or when there are changes to company procedures.

Inspection training must include the following topics:

- ✓ Signs of hidden compartments;
- ✓ Concealed contraband in naturally occurring compartments; and
- ✓ Signs of pest contamination.

CTPAT Members should have measures in place to verify that the training provided met all training objectives.

Specialized training should be provided annually to personnel who may be able to identify the CTPAT Warning Indicators of Trade-Based Money Laundering and Terrorism Financing.

Training must, in accordance with the Member's business model, be provided to applicable personnel on preventing visible pest contamination. Training must encompass pest prevention measures, regulatory requirements applicable to wood packaging materials (WPM), and identification of infested wood.

As applicable, based on their functions and/or positions, personnel must be trained on the company's cybersecurity policies and procedures. This must include the need for employees to protect passwords/passphrases and computer access.

Personnel operating and managing security technology systems must receive operations and maintenance training in their specific areas. Prior experience with similar systems is acceptable. Self-training via operational manuals and other methods is acceptable.

Personnel must be trained on how to report security incidents and suspicious activities.

CTPAT Program

CBP.GOV/CTPAT

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