

CTPAT Job Aid

Dispatch Log Sample

Last Updated: October 19, 2021



Dispatch Log

ABC Company

CTPAT Members should use an electronic dispatch log to track conveyances from point of origin to the final U.S. destination to meet CTPAT requirements. **The log should be adjusted accordingly to incorporate additional stops and cargo pickup locations.**

Container/ Trailer/ Number	Cargo Pickup Location /Facility Name	Departure Date & Time	Is GPS Tracking used? (Y/N)	If so, is geo- fencing used? (Y/N)	Were transit routes established? (Y/N)	Any Stops Prior to the U.S. border? (Y/N)	If so, Date/Time/ Duration of the Stop	Arrival Date & Time at U.S. Port/Border	Departure Date & Time from US. Port/Border	Arrival Date & Time at Importer's Premises

For cross-border shipments, pre-designated transit routes must be established, which include anticipated transit times between waypoints. Once the time between the assigned points has been determined, for both peak and non-peak times, these times must be recorded and incorporated into the tracking process.

*** Normal transit time between each location:**

Cargo Pickup Location to Rest Stops, Fuel, etc.: xx hours

Last Stop to Border: xx hours

Border to Importer's Facility: xx hours

Reminders:

A tracking and monitoring activity log or equivalent technology (such as GPS) must be used to track the conveyance while it is en route to the U.S.

If driver logs are used, the driver must record any stops and note that inspections of the conveyance, Instrument of International Traffic (IIT), and the seal were conducted.

For land border shipments that are in proximity to the U.S. border, a "no-stop" policy should be implemented with regard to unscheduled stops.

Carriers should use electronic dispatch logs; the logs should be recorded and kept for audit purposes.

If a GPS tracking system is used, carriers should use a sensor coupling/connector or equivalent technology from the tractor to the trailer to ensure the trailer is also monitored and tracked.



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If GPS technology is employed, geo-fencing must be implemented to include alarm notification when a carrier deviates from the assigned route. The parameters for geo-fencing must be set at minimal allowable tolerances for the pre-established transit route.

Carriers must have systems or written procedures in place to respond to significant route deviations and late arrivals to the loading dock/area, transfer points, or the final destination. Drivers must notify the dispatcher of any significant route delays due to weather, traffic, and/or rerouting. Dispatch must independently verify the cause of the delay.

After a stop, drivers must inspect the conveyance's sealing or locking devices for any signs of tampering prior to resuming the trip. These inspections must be documented.

Drivers must report and record any anomalies or unusual structural modifications found on the conveyance following a government inspection.

Management must regularly conduct random reviews of the tracking and monitoring procedures. The review findings must be recorded. The review must cover verification of the tracking log against time-indicative documents and internal systems; unaccounted transit time lapses must also be included. Management should conduct periodic random verifications en route.

CTPAT highway carriers should notify appropriate parties (e.g., shipper, consignee, and importer) of any significant delays including mechanical failures during transit.

If a credible (or detected) threat to the security of a shipment or conveyance is discovered, the member must alert (as soon as feasibly possible) any business partners in the supply chain that may be affected and any law enforcement agencies, as appropriate.

CTPAT Program

CBP.GOV/CTPAT

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