Business Partner Screening

Step	Process	Completed By	Refer to Company Policy [Document Name]	Verified by Manager / Auditor
1	Request C-TPAT Status Verification Interface number			
2	Verify SVI number shows Certified in C-TPAT portal			
3	Request and obtain evidence of participation in non-C-TPAT security program (Partners in Protection, Authorized Economic Operator, etc.)			
4	Query Denied Persons Lists on U.S. Government websites for name of business / owner			
5	Is partner willing to sign a contract that includes meeting and maintaining C-TPAT Minimum Security Criteria (MSC)?			
6	Send potential partner the MSC and Security Questionnaire, or request written affirmation by Vice President or above that company is adhering to appropriate C-TPAT MSC			
7	Conduct and document financial checks			
8	Document references from other business partners			
9	Document checks conducted with business organizations / associations			
10	Review completed Security Questionnaire, identify gaps and potential vulnerabilities			
11	Conduct site visit, using returned Security Questionnaire to conduct security validation. Prepare action plan to follow up on any issues			
12	Present completed package of all materials to Internal Management Team for review and assessment against internal requirements, Extra Scrutiny or Red Flag Triggers, and risk-based process prior to initiating business with potential partner			

Internal Management Team that must conduct review of potential partner prior to conducting business consists of [insert titles, e.g., Security Coordinator, Vice President of Operations, Logistics Manager]

Retain this completed document in the appropriate company file.