

## PARKING SECURITY REQUIREMENTS (PSR) 2018





## Parking Security Requirements 2018

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*TAPA Standards*

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## 1. Introduction

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### **Purpose of this PSR Document**

This Parking Security Requirements (PSR) document is the official TAPA Standard for road transport secure parking services. This revision is only applicable to the TAPA EMEA region but may be accepted and promoted in APAC and AMR regions when approved by the appropriate TAPA Regional Management. PSR is a Standard that can be referenced in agreements between Buyers, Logistics Service Providers, Parking Place Operators (PPO) and/or other Applicants seeking a TAPA Partnership, or Certification based on TAPA PSR.

In the development of this Standard, TAPA recognizes the multiple differences in how Parking Security services are provided and that the PSR may apply to all or part of the services provided by a PPO

### **Scope**

The PSR may apply to the following:

- PPO owned or operated facilities

### **Audience**

Typical users of the TAPA Standards include:

- Buyers of logistic services
- Logistic Service Providers and associated suppliers
- Law Enforcement or other government organizations
- Professional Supply Chain Organizations

### **Resources to Implement the TAPA PSR**

The resources to meet the requirements of the PSR shall be the responsibility of the PPO and at the PPO's own expense, unless as negotiated or otherwise agreed upon by a third party organization and the PPO.

### **Protecting PPO Policies and Procedures**

Copies of security policies and procedures documents will only be submitted to third parties in accordance with PPO's disclosure agreement policy and shall be handled as confidential information.

## 2. About TAPA

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### TAPA's Purpose

Cargo crime is one of the biggest supply chain challenges for manufacturers of valuable, high risk products and their logistics service providers.

The threat is no longer only from opportunist criminals. Today, organized crime rings are operating globally and using increasingly sophisticated attacks on vehicles, premises, and personnel to achieve their aims.

TAPA is a unique forum that unites global manufacturers, logistics providers, freight carriers, law enforcement agencies, and other stakeholders with the common aim of reducing losses from international supply chains. TAPA's primary focus is theft prevention through the use of real-time intelligence and the latest preventative measures.

### TAPA's Mission

TAPA's mission is to help protect members' assets by minimizing cargo losses from the supply chain. TAPA achieves this through the development and application of global security standards, recognized industry practices, technology, education, benchmarking, regulatory collaboration, and the proactive identification of crime trends and supply chain security threats.

### TAPA Contact Information

TAPA consists of three regions (Americas, Asia Pacific, and EMEA) to provide service to all its global members. For more information, please go to:

- TAPA Global:  
[www.tapa-international.org](http://www.tapa-international.org)
- Americas:  
[www.tapaonline.org](http://www.tapaonline.org)
- Asia Pacific:  
[www.tapa-apac.org](http://www.tapa-apac.org)
- EMEA  
[www.tapaemea.org](http://www.tapaemea.org)

## 3. TAPA Standards

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### TAPA Security Standards

The following TAPA Security Standards have been created to ensure secure transportation and storage of high-value theft-targeted cargo:

#### Global:

- The Facility Security Requirements (FSR) represents minimum standards specifically for *secure warehousing, or in-transit storage*, within a supply chain.
- The Trucking Security Requirements (TSR) focuses exclusively on transport by truck and represents minimum standards specifically for *transporting products via road* within a supply chain.

#### EMEA:

- The Parking Security Requirements (PSR) represents minimum standards specifically for secure parking places and used by vehicles intended for the movement of goods by road.

TAPA Security Standards are reviewed and revised as needed every three years.

This document addresses the PSR Standard only.

## 4. Legal Guidance

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### Scope

The PSR is a scalable Security Standard for parking places used by the road transport sector. To achieve and maintain conformance all applicable sections of the Standard are mandatory unless an exception is granted through the official waiver process. (See Section 7. Waivers)

### Translation

In geographical areas where English is not the first language, and where translation is necessary and applicable, it is the responsibility of the PPO and its agents to ensure that any translation of the PSR, or any of its parts, accurately reflects the intentions of TAPA in the development and publication of these Standards.

### The “TAPA” Brand

“TAPA” is a registered trademark of the Transported Asset Protection Association and may not be used without the express written permission of TAPA through its officially-recognized regions. TAPA Standards and associated material are published through, and by TAPA, and may not be revised, edited, or changed by any party without the express written permission of TAPA. Misuse of the TAPA brand may result in removal of certification or legal action.

### Limits of Liability

By publication of these Standards, TAPA provides no guarantee or assurance that any cargo theft events will be prevented, whether or not the Standards are fully deployed and properly implemented. Any liability that may result from a theft of cargo in transit, or any other loss of cargo in transit under the FSR Standards will be for the account of the PPO and/or their client in accordance with the terms and conditions in their contract with each other and any laws or statutes which may apply within the subject jurisdiction.

### PPO Eligibility to Participate in TAPA PSR

To be eligible to participate in PSR and be recognized by TAPA EMEA as an approved PPO, the PPO must be registered as a legitimate business in the country where they are located.

## 5. Contracts

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### Contracts

PSR is a scheme that provides multiple options for PPOs to participate for their own and their Clients' benefit. Having PSR specified as a requirement in contracts between a PPO and a PPO Client is supported by TAPA EMEA but is not mandatory. Where the PSR is referenced or included in the contract between the PPO and a PPO Client: -

- PPO shall provide PPO Clients with evidence of PSR Partnership, or Certification and, where appropriate, evidence that PSR requirements have been met.
- Further, any alleged failure by the PPO to implement the PSR requirements shall be resolved according to the terms of the agreement negotiated between the PPO Client and the PPO.

## 6. TAPA PSR Recognition Options

### Overview of TAPA PSR Recognition

TAPA EMEA's aim is to ensure a wide choice of credible secure parking place options are available to its members and associates. A number of options and security levels to participate in PSR are available to PPOs.

When any of the PSR recognition options are awarded to the PPO it is on condition that the recognition status is for the site layout and controls in place at the time of the award. To maintain recognition status the PPO must note any structural or changes in use at the site in the annual risk assessment and annual self-audit. Any risks must be addressed in line with PSR requirements. Failure to note changes and address risks may result in exclusion from the PSR scheme.

### TAPA PSR Classification Levels

Four classification levels are specified in the PSR:

- PSR Level 1 = highest security protection with a formal certification
- PSR Level 2 = mid-level security protection with a formal certification
- PSR Level 3 = lowest security protection with a formal certification
- PSR Partnership Declaration. Minimum entry level not requiring a formal certification

### TAPA PSR Partnership Declaration

PSR Partnership Declaration (PPD) is the minimum entry level for PPOs to participate in TAPA PSR.

The PPO will sign an annual declaration (PSR Partnership Declaration – Appendix B) to meet or exceed the minimum security criteria.

TAPA will post the location and service information of the Recognized PPD Partner on its TAPA EMEA Secure Parking Online Tool.

For PPD sites, independent assessments are not required by TAPA as the site does not qualify as a certified site. However, requests to schedule site visits by TAPA appointed officials or their agents are to be supported by the PPO. The primary purpose of these visits is to validate PPO's adherence to the Partnership Declaration's content. TAPA may also offer advice and encouragement to the PPO to enhance their operation and visibility to attract interest from TAPA members to consider using the site.

## 7. TAPA PSR Certification Options

### Overview of TAPA PSR Certification Options

PPO’s may initially achieve certification at Level 3, and then progress up to Level 2 or 1, as improvements are made. Parking places in high-risk locations may require Level 1, while other locations are lower risk and therefore classified at Level 2 or 3. In all cases, it is the responsibility of the PPO to specify the Classification Level that will be required. It is for the user of the parking place to determine if the PSR level available meets their needs.

To provide additional flexibility and encourage TAPA certifications, TAPA has developed 2 options to support certification.

**Table 1**

Option	Description	Level	Auditor Type*
1. IAB Certified	PPO is certified by use of TAPA Authorized Independent Audit Body	1, 2, or 3	TAPA IAB AA*
2. Self-Certified	PPO is self-certified.	3	PPO AA*

\* See Glossary Definitions: Authorized Auditor (AA)

### Option 1: IAB Certification (Levels 1, 2, and 3)

TAPA PSR certifications are site specific and cannot cover multiple locations. If the TAPA PSR audit requirements are met, the PPO shall be deemed to have passed the audit and will be certified for that specific facility location.

- The PSR Certificate is valid for 3 years from the date of audit by the Authorized Auditor. The level of certification (Level 1, 2, or 3) will be defined on the certificate.
- Costs for TAPA certification are the responsibility of the PPO, unless otherwise negotiated with third parties
- There are two stages to obtaining IAB PSR Certifications

#### Stage 1. IAB Selection and scheduling

The PPO shall ensure

- A TAPA approved IAB is appointed
- A PSR Authorized Auditor (trained by TAPA) who works for the IAB is engaged
- The PPO must inform the IAB which PSR Level they are seeking.
- A schedule for obtaining PSR Certification is agreed between the PPO and the IAB.

## 7. TAPA PSR Certification Options

### Stage 2. PSR Formal Certification

- IAB and PPO will schedule a mutual agreed date for the IAB to visit and audit the site.
- An informal summary of the findings/results should be shared with the PPO during the audit closing conference.
- The AA shall inform the PPO of audit results within ten (10) business days following the completion of the audit. Any delays in issuing the audit results must be promptly communicated to the PPO and negotiated between the IAB and PPO.
- The IAB will advise TAPA of the audit scope and results. If the audit is completed successfully, the IAB issues a certificate indicating the PPO is now TAPA PSR Certified.

### Option 2: Self-Certification (Level 3 Only)

Level 3 Self-Certifications must be performed by an Authorized Auditor (AA). An AA can be an internal employee / associate, trained and authorized by TAPA as a PSR AA. Regardless of which type of auditor is used to conduct the Self-Certification, the completed audit form must be submitted to TAPA to receive the PSR Level 3 certification.

- PPO contacts TAPA EMEA and submits request, via the online request form, for inclusion in the PSR Self-Certification program
- If criteria for PPO inclusion in PSR scheme is valid, TAPA will approve participation and provide a link to an online tool for submitting the PSR Self-Certification audit.
- PPO's Authorized Auditor will complete the PSR Self-Certification and submit results via the online tool
- TAPA PSR Self-Certifications are site/facility specific. If the TAPA PSR audit requirements are all met, the PPO shall be deemed to have passed the audit and will be certified for that specific facility location.
- A Self-Certificate is valid for 3 years from the date the audit was conducted.
- The level of certification (Level 3) will be defined on the certificate.
- Costs for TAPA certification are the responsibility of the PPO, unless otherwise negotiated with third parties

## 7. TAPA PSR Certification Options

### PSR Re-Certification

The TAPA PSR certificate shall be valid for a period of three (3) years with no extension permitted. To prevent any lapse in certification, a re-certification audit must be performed prior to the expiration date of the current certificate.

#### **Option 1: IAB Re-Certification (Levels 1, 2, and 3)**

- To assure adequate planning and preparation, it is recommended that the PPO schedule the re-certification audit three (3) months before the current certificate expiration date.
- Completion of any SCARs must also occur within the original 60-day allotted period and prior to the current certificate's expiration date (see Corrective Action / SCAR in Section 8).
- If the TAPA PSR certificate is issued within the aforementioned three-month period, the date of the new certificate will be the expiration date of the current certification.
- If corrective actions are not closed prior to the expiration date, and there is no waiver granted, the certification will expire.

#### **Option 2: Re-Certification, Self-Certification (Level 3 Only)**

- To assure adequate planning and preparation, it is recommended that the PPO schedule the re-certification audit three (3) months before the current certificate expiration date.
- Completion of any SCARs must also occur within the original 60-day allotted period and prior to the current certificate's expiration date (see Corrective Action / SCAR in Section 8).
- TAPA EMEA will issue a reminder notice to the PPO that a PSR Re-Certification is due. The notice will also include details of how to access and submit the audit via the online tool.
- From this point the steps detailed in the original certification are to be followed (Option 2: Self-Certification (Level 3 Only))
- If the TAPA PSR certificate is issued within the aforementioned three-month period, the date of the new certificate will be the expiration date of the current certification.
- If corrective actions are not closed prior to the expiration date, and there is no waiver granted, the certification will expire.

## 8. Audit Follow Up

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### Corrective Action / SCAR

If PSR requirements are not met, as discovered during the audit, the AA submits a Security Corrective Action Requirement (SCAR) to the relevant PPO. The PPO shall respond to the AA within ten (10) business days, documenting the action to be taken and the date the action will be completed. SCAR completion dates may be negotiated between the AA and the PPO. However, unless the Regional TAPA Waiver Committee approves a waiver, corrective action implementation shall not exceed sixty (60) days from notification to the PPO.

In all cases, the PPO shall submit progress updates/reports on all outstanding SCARs to the AA. Any SCAR not completed before its due date shall be escalated by the PPO's Security Representative or to the PPO's Management. The reason(s) for noncompliance shall be documented and communicated to the AA. PPO's failure to address a SCAR may result in the withholding of the TAPA certification. The PPO has the right to appeal directly to TAPA if the certification is withheld. TAPA shall arbitrate the dispute between the PPO and the AA and retains the right to issue a binding resolution to the dispute.

**Note: It is not necessary for the AA to re-audit the company in order to close a SCAR. Evidence of SCAR closure (i.e., achieving compliance) may be presented to the AA in the form of written correspondence, web meetings or conference calls, photographs, etc.**

### Compliance Monitoring

#### Self-Audits

The PPO will ensure they have an internal process in place in order to monitor compliance, in years two and three, in between formal audits conducted by an AA.

- For TAPA PSR certifications issued by an IAB: The interim Self-Audit must be documented on the TAPA audit form and submitted to the **IAB** within 30 days of the anniversary date of the original IAB certification.
- For Self-Certifications: The interim Self-Audit must be documented and submitted to **TAPA** within 30 days of the anniversary date of the original Self-Certification.

## 8. Audit Follow Up

Failure to comply will result in suspension of the original certification until the interim Self-Audit is properly completed. Gaps identified must be documented, assigned a due date for completion of corrective action(s), and tracked to closure within 60 days.

**Table 2: Audit & Compliance Monitoring Schedule**

Action	Frequency	1	2	3
Certification Audit (IAB/AA Certification Audit)	Every three (3) years	✓	✓	✓
PPO Self-Certification Audit	Every three (3) years			✓
Self-Audits (interim compliance checks)	Annually at 1 <sup>st</sup> and 2 <sup>nd</sup> Anniversary	✓	✓	✓

### TAPA EMEA Representative Visits to PPO

As part of ongoing validation of the PSR program, TAPA EMEA and the PPO shall recognize the need for working in partnership to reduce risk within the supply chain. Where visits are deemed necessary, both parties agree to schedule visits with reasonable notice; e.g., 10 business days, with scope and parameters mutually-agreed upon in advance.

### TAPA Complaint Investigation and Resolution

If TAPA EMEA receives a formal complaint concerning the performance of a certified PPO, TAPA EMEA (subject to validation) may require that the PPO contract for a re-audit at the PPO expense. If the PPO fails the audit, or refuses to comply with this process, their certificate may be withdrawn.

## 9. Waivers

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### Waivers Overview

A waiver is a written approval granted to either exempt a company from a specific TAPA requirement or to accept an alternative compliance solution. A waiver may be requested if a PPO cannot meet a specific requirement in the PSR and can justify alternative measures. Waivers are valid for the period of the certification.

All waiver requests for a specific security requirement (either in part or whole) must be submitted via a TAPA Waiver Request form to the Independent Audit Body (IAB)/Authorized Auditor (AA) by the PPO (see Appendix B: TAPA Waiver Request form). The requesting PPO takes full responsibility for the accuracy of information provided in the waiver request.

Each waiver request must then be submitted through the IAB/AA to the TAPA Regional Waiver Committee for approval. It is the responsibility of the IAB/AA to decide if the request is complete and justifies processing by TAPA; this includes verification of mitigating factor(s) and/or alternative security controls.

Should TAPA officials and/or Buyers challenge that waiver conditions have changed, TAPA will complete a formal investigation and PPO understands that the waiver may be revoked by TAPA

### Waiver Business Process

If a PPO cannot meet a specific requirement in the PSR, the waiver process below is to be implemented.

**Table 3: Responsibilities: Waiver Application / Evaluation**

Step	Responsibility	Action
1.	PPO	Establishes and verifies mitigation measures.
2.	PPO	Completes TAPA Waiver Request form and submits to the IAB / AA. (See Appendix F.)
3.	IAB/AA	Reviews and verifies integrity of the information contained in the TAPA Waiver Request form.
4.	IAB/AA	Submits TAPA Waiver Request form to the TAPA Regional Waiver Committee.
5.	TAPA Regional Waiver Committee	Reviews request and either grants or denies the waiver.

## 9. Waivers

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### *If Waiver Is Denied*

If the TAPA Regional Waiver Committee does not approve the waiver request, the PPO is required to implement the full security requirements of the PSR.

### *If Waiver Is Granted*

If the TAPA Regional Waiver Committee approves the waiver request, the following actions will be taken:

**Table 4: Waiver Approval**

Step	Responsibility	Action
1.	TAPA Regional Waiver Committee	Documents and signs the waiver specifics.
2.	TAPA Regional Waiver Committee	Specifies the waiver lifespan (up to a maximum of three years) and sends a copy to the AA.
3.	AA	Notifies the PPO of the outcome of the Waiver Request.
4.	PPO	Complies with the waiver requirements. Failure to do so shall void the waiver approval.

## Appendix A – Parking Security Requirements

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3
<b>1</b>	<b>Perimeter &amp; Entry/Exit Points</b>			
1.1	<i>Physical Security – Perimeter &amp; Entry/Exit Points</i>			
1.1.1	A continuous visual separation of the parking place perimeter and adjacent properties must be in place e.g. fence, barrier, signage, lines or ditch.			✓
1.1.2	Physical barriers to prevent any vehicle (car/truck) entering or leaving site unless through an authorized access point. <i>Note: The physical barriers must be designed to deter and prevent unauthorized access by vehicles to the truck parking area. The barriers can be concrete blocks, large rocks or a strong fence etc. It should not be possible to pass with a vehicle through any of the barriers or to move/open a barrier using tools or equipment found on the site.</i>		✓	
1.1.3	1.8 meter high physical barrier enclosing the entire parking area. <i>Note: The physical barrier must be designed to deter unauthorized access by pedestrians or vehicles, must be a height of 6 feet / 1.8 meters along its entire length, including areas where ground level changes; i.e., is lower.</i>	✓		
1.1.4	Physical deterrents are installed that ensure poles, posts, trees, gates and any other structures cannot be used to aid climbing over, through or under the physical barrier enclosing the parking area.	✓		
1.1.5	Physical barrier has intruder detection system installed along its entire length <i>Note: Examples of suitable intruder detection devices include but are not limited to: motion detection on the perimeter barriers, vibration detection that can detect attempts to breach or climb the barrier, beam detection, CCTV image zoned alarm monitoring.</i>	✓		
1.1.6	An internal clear zone (no temporary structures, parking, storage or equipment) of not less than 1 meter must be kept between the perimeter and the parking area.	✓		
1.1.7	Bushes, trees and other visual obstructions on or adjacent to the parking place perimeter are to be controlled ensuring unobstructed visibility of the perimeter and people at all times.	✓	✓	✓
1.1.8	Vehicle entry to and exit from the parking area must be controlled by physical gates.	✓		
1.1.9	Vehicle entry to and exit from the parking area must be controlled by physical barriers and/or gates.		✓	
1.1.10	Measures in place to prevent unauthorized vehicle access to the parking area by tailgating or sabotage of the access controls.	✓	✓	
1.1.11	Vehicle entry to and exit from the parking area must be controlled by measures forcing vehicles to stop for validation checks before entry/exit permitted	✓	✓	
1.1.12	Perimeter vehicle gates closed at all times unless for authorized truck movements. Controls ensure that only 1 truck to enter or depart each time they are opened.	✓		

## Appendix A – Parking Security Requirements

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3
1.1.13	Pedestrian access through all perimeter gates controlled. No tailgating by persons through pedestrian gates or sharing of access card/pass controls possible	✓		
1.2	<i>CCTV – Perimeter &amp; Entry/Exit Points</i>			
1.2.1	Color or “day/night” camera system in place covering 100% of the perimeter fence line	✓		
1.2.2	Color or “day/night” camera system in place covering the perimeter where adjacent to external roads and pathways		✓	
1.2.3	CCTV system to cover all inbound and outbound traffic at all entrances/exits. Ensuring all vehicles, drivers and pedestrians are identifiable by use of CCTV.	✓	✓	✓
1.2.4	CCTV automated vehicle license plate recognition system installed and in use at all times. License plates of both truck and trailer must be captured. Records of license plates must be searchable and stored for at least 90 days.	✓		
1.3	<i>Lighting – Perimeter &amp; Entry/Exit Points</i>			
1.3.1	Perimeter is clearly illuminated at all times.	✓	✓	✓
1.3.2	Entrance/exit point(s) to the site illuminated to support adequate CCTV recording at all times.	✓	✓	✓
1.4	<i>Documented Procedures – Perimeter &amp; Entry/Exit Points</i>			
1.4.1	Procedures documented and implemented for ensuring entrances/exit point(s) to the secure parking area on the site are controlled. Unauthorized vehicle access must be detectable.	✓	✓	✓
1.4.2	Vehicle license plate recorded manually or automatically for all vehicles entering and exiting the site. Records are stored for a period of not less than 90 days		✓	✓

## Appendix A – Parking Security Requirements

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3
<b>2</b>	<b>Internal Parking Areas</b>			
2.1	<i>Physical Security – Internal Parking Areas</i>			
2.1.1	Individual parking bays allocated to trucks prior to or on arrival at the site	✓		
2.1.2	Parking bays marked and numbered	✓		
2.1.3	Vehicles must use the parking bays allocated to them and procedures to enforce this must be in place	✓		
2.1.4	Vehicle and pedestrian lanes are clearly marked	✓	✓	✓
2.1.5	Signs displayed indicating a controlled parking place and unauthorized entry is forbidden. <i>Note: Signs should be posted at entrances and in administration/reception areas used by drivers. Signs must be in local language and also languages of driver nationalities who frequently visit the site</i>	✓	✓	✓
2.2	<i>Lighting – Internal Parking Areas</i>			
2.2.1	Parking bays illuminated at all times	✓		
2.2.2	Vehicle and pedestrian lanes (roads and pathways) are clearly illuminated throughout the site at all times	✓	✓	✓
2.3	<i>Documented Procedures – Internal Parking Areas</i>			
2.3.1	Procedures in place to ensure parking area is inspected at least every 2 hours to identify security risks	✓	✓	✓
2.3.2	Procedures in place to challenge/identify and remove any unauthorized vehicles and/or personnel that pose a potential risk to parked vehicles on site	✓	✓	✓

## Appendix A – Parking Security Requirements

Section	MINIMUM SECURITY STANDARDS PSR SITES			
	1	2	3	
<b>3</b>	<b>PPO Security Management, Staffing, Training and Security Practice</b>			
3.1	<i>Management Commitment.</i>			
3.1.1	The PPO must have formally appointed person(s) for security responsible for maintaining overall TAPA PSR and company security requirements. The role shall include scheduling PSR annual compliance checks, communications with AAs, PSR re-certification, managing changes to the PSR Standard etc.  <i>Note: This person can be an employee or outsourced person under contract to perform this role</i>	✓	✓	✓
3.1.2	In a non-certification year, the PPO Management shall ensure a self-audit of the parking place is completed annually by an Authorized Auditor and submitted to TAPA. The self-assessment should use the approved TAPA PSR audit format	✓	✓	✓
3.1.3	The PPO Management shall conduct a local risk assessment annually. This should include, an evaluation of local cargo crime incidents, security risk analyses of the site, surrounding locality, access roads, other nearby parking locations, industry trends and incidents relevant to the site. The assessment should also look into predictable vulnerabilities such as unreliable power supplies that may impact the performance of the security systems and put mitigation measures in place where unacceptable risks are present. No specific format is required for the report but a summary of threats to be considered and any actions taken to mitigate such threats should be recorded. The risk assessment should be made available to TAPA appointed auditors if requested.	✓	✓	✓
3.2	<i>On Site Security Staffing</i>			
3.2.1	An internal or external security company must be present on site at all times. Duties will include site surveillance and/or perimeter patrols.  <i>Note: where external this service must be carried out by a professional organization with relevant certification from local Security Guarding authority.</i>	✓		
3.2.2	An internal or external security company must be present or remotely monitor the site at all times. Duties will include site surveillance and/or perimeter patrols by physical patrols and/or CCTV surveillance  <i>Note: where external this service must be carried out by a professional organization with relevant certification from local Security Guarding authority.</i>		✓	
3.2.3	The PPO must have a local person responsible at the site for monitoring and maintaining PSR conformance  <i>Note: This person can be an employee or outsourced person under contract to perform this role.</i>	✓	✓	✓
3.3	<i>Training</i>			
3.3.1	Records available that site staff have received appropriate training covering: Threat awareness, robbery response, entry/exit controls, vehicle/visitor registration procedures, security patrol protocols, alarm/fault response, communication with law enforcement agencies and management.	✓	✓	✓

## Appendix A – Parking Security Requirements

Section	MINIMUM SECURITY STANDARDS PSR SITES			1	2	3
3.3.2	<p><b>For an off-site security monitoring centre</b>, used to monitor alarm system and/or CCTV operation, site management must have a program in place to ensure onsite members of staff are trained and familiar with security equipment and the alarm protocols when dealing with the off-site monitoring centre</p> <p style="text-align: center;">OR</p> <p><b>For onsite monitoring</b>, site management must have a program in place to ensure staff are familiar with security equipment, alarm protocols and escalation</p>	✓	✓	✓		
3.4	<i>Security Practice - Documented Procedures</i>					
3.4.1	Response procedures for security incidents onsite must be reviewed at least annually and escalation contact details kept current.	✓	✓	✓		
3.4.2	Records (electronic and/or documented) of incidents and responses shall be stored for at least 90 days.	✓	✓	✓		
3.4.3	The site must maintain a listing of critical local law enforcement (LEA) contacts. These contacts are to be kept current.	✓	✓	✓		
3.4.4	Site should provide clear publicly displayed security incident guidance to staff, visitors and site users. Guidance must explain the requirement/process to report any incident/crime in the truck parking area to site staff and the local law enforcement	✓	✓	✓		
3.4.5	Daily checks of CCTV to ensure it is fully functional and provides quality images that allow for clear visibility.	✓	✓	✓		
3.4.6	Preventative maintenance program in place for all security systems. Minimum requirement is an annual inspection	✓	✓	✓		
3.4.7	Records of CCTV images shall be stored for at least 30 days.	✓	✓	✓		
3.4.8	CCTV recording minimum of 3 frames per second per camera.	✓	✓	✓		
3.4.9	Security systems alarm functionality tested at least every 90 days.	✓	✓	✓		
3.5	<i>Workforce Integrity - Hiring, Screening &amp; Termination of Employees and Contractors (as allowed by local law)</i>					
3.5.1	Procedure in place and evidence of compliance that all applicants are required to disclose previous employment history, gaps in employment, criminal convictions, job terminations in similar/same industry, job related qualifications. (Within constraints of local law). If not possible under local law, a false declaration process must be in place.	✓	✓	✓		
3.5.2	Site management must have a robust documented procedure in place for termination of workforce. Termination procedures for workforce to include return of ID's, access cards, keys and other sensitive information and/or equipment.	✓	✓	✓		
3.5.3	Procedures are in place to prevent terminated workforce from having access to security systems or site records.	✓	✓	✓		

## Appendix A – Parking Security Requirements

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3
<b>4</b>	<b>Driver Comfort Services and Facilities</b>			
4.1	<i>Services and Facilities</i>			
4.1.1	Separate male and female toilets available for 24-hour use. <i>Note: The toilets must be suitable for use, cleaned/checked at regular intervals and provide hand washing facilities.</i>	✓	✓	✓
4.1.2	Clean water available from taps	✓	✓	✓
4.1.3	Sufficient waste bins available that are emptied regularly to avoid overflowing	✓	✓	✓
4.1.4	Onsite catering or vending machines providing availability of snacks, drinks and toiletries 24 hours per day	✓	✓	✓
4.1.5	Separate male and female showers available for 24-hour use. <i>Note: The showers must be suitable for use, cleaned/checked at regular intervals</i>	✓	✓	✓
4.1.6	Where mobile/cell phone connectivity to internet is not available or reliable, a robust option to enable drivers to connect their personal devices to the internet is to be provided	✓	✓	✓

## Appendix B - TAPA PSR Partnership Declaration template

### TAPA PSR Partnership Declaration (PPD)

#### Parking Security Requirements– Partnership Declaration

##### Part 1 Applicant Details

Parking place name	
Parking Place Operator (PPO/Company) Name	
Primary Contact Name	
Street Address 1	
Street Address 2	
City/Town	
Post/Zip Code	
Country	
Applicant Phone number	
Parking Place/Site Phone number	
email	
PPO Website	
Number of truck parking places	
Nearest motorway of reference	
GPS Location	
Business Registration Number	
Date	
TAPA Ref Number (TAPA use only)	

Secondary Contact Name	
Contact Phone number	
email	

##### Part 2 Acceptance Criteria

1. Site security features
  - a. Fenced enclosure? Yes      No
  - b. Controlled gates? Yes      No
  - c. Other barriers that control truck movement (e.g. ditches, trees, signage)? Yes      No
  - d. Lighting in parking area and around the perimeter? Yes      No
  - e. CCTV in use Yes      No
  - f. Site supervised 24 hours Yes      No

## Appendix B - TAPA PSR Partnership Declaration template

2. Site comfort features

a. Toilets available	Yes	No
b. Food available	Yes	No
c. Wi-Fi available	Yes	No
d. Phone available	Yes	No

3. Describe below security and other relevant features of the site that TAPA will communicate to its members

#### 4. Overview

The Partnership Declaration (the scheme) is the minimum entry level for PPO's to participate in TAPA EMEA's Parking Security Requirements (PSR) for TAPA EMEA.

## Appendix B - TAPA PSR Partnership Declaration template

### **5. Conditions for PPO Participation in “The Scheme”.**

The PPO shall ensure that all the controls listed below are in place. If requested by TAPA EMEA the PPO shall provide supporting evidence of conformance to TAPA EMEA

- a. THE PPO shall only use TAPA branded material as approved by TAPA EMEA. Any PPO’s own publicity material referencing TAPA must conform with TAPA EMEA’s policies
- b. PPO must have a current valid approval from TAPA EMEA to promote their inclusion and participate in the PSR scheme.
- c. PPO must co-operate with TAPA for any parking place inspections that may be required by TAPA officials or its appointed agents.
- d. The PPO must have a formally appointed person responsible for security of the site.
- e. The PPO must have vetting/screening process for its employees and sub-contractors.
- f. Emergency procedures must include instructions for PPO employees/sub-contractors to deal with security incidents that include but are not restricted to: - Theft/robbery attempts, suspicious behavior, escalating incident to management and local law enforcement
- g. Where installed, all security systems must be in good working order e.g. CCTV, lighting, access control, intrusion detection
- h. Procedures and/or signage in place to ensure only freight vehicles and authorized vehicles are allowed to enter the secure parking area
- i. The perimeter/boundary of the parking place must be clearly defined e.g. a fence, a ditch, posts, signage

### **6. Benefits of PPO Participation in “The Scheme”**

- a. PPO location, security capabilities included in the online TAPA EMEA Secure Parking Online Tool (SPOT)
- b. SPOT will be used by members and associates for sourcing secure parking places and routes
- c. Permitted use of TAPA branded products (subject to terms and conditions) to identify PPO location and encourage use of the parking place by the transportation industry
- d. Subject to mutual agreement PPO’s Company listed and referenced in TAPA EMEA publications and members’ information

## Appendix B - TAPA PSR Partnership Declaration template

- e. Networking opportunities with other PPOs and the transportation industry.

### **7. Disclaimer TAPA EMEA**

- a. TAPA EMEA's intention is to provide information on a wide range of secure parking locations to its membership base.
- b. PPO accepts TAPA EMEA cannot be held liable for any non-conformances.
- c. No commercial relationship shall exist between the PPO and TAPA EMEA other than what is permitted within the TAPA EMEA constitution.

### **PPO Declaration**

I can confirm that we will meet or exceed and maintain the criteria required in this document.

PPO

Company:

Name:

Position:

Signature:

Date:

## Appendix B - TAPA PSR Partnership Declaration template

### **TAPA Approval**

This declaration is valid for 1 year from the date entered below by the TAPA EMEA signatory. Renewal shall be by mutual agreement between the PPO and TAPA EMEA. TAPA reserves the right to withdraw this declaration at any time.

On behalf of TAPA EMEA I hereby confirm your inclusion in the scheme

PPO/Company:

TAPA Name:

TAPA Position:

Signature:

Approval Date:

## Appendix C- TAPA PSR Glossary

Term	Acronym (if applicable)	Definition
Authorized Auditor	AA	An Auditor working for an <b>IAB</b> who has passed TAPA-administered training and is authorized to conduct audits and issue certifications with TAPA Standards at all levels (FSR A, B, C; TSR 1, 2, 3 and PSR 1, 2, 3) <b>OR</b> An Auditor working for a <b>LSP/Applicant, PPO or Buyer</b> who has passed TAPA-administered training and is authorized to issue <b>Self-Certifications</b> for FSR Level C, TSR Level 3 and/ or PSR Level 3 only.
Days		Unless otherwise defined in the requirement(s), “days” is defined as “calendar days” and include weekends and holidays.
Documented Procedure		A written description of a prescribed action or process. A single documented procedure may address multiple actions or processes. Conversely, actions or processes may be documented across one or more procedures.
	FSR	TAPA Standard that describes the security requirements for warehouse operations.
False Declaration Process		The penalties and consequences for providing a false or misleading statement.
Finding(s)		Observation(s) of non-compliance with a TAPA Standard requirement. Note: All findings will be documented in a SCAR.
Independent Audit Body	IAB	An audit company approved by TAPA and contracted by the PPO or Buyer seeking TAPA Certification.
Logistics Service Provider	LSP	A forwarder, a carrier, a warehouse operator, or any other company that provides direct services handling freight within the supply chain.
Monitoring Centre		A facility that receives signals from electronic security systems and has personnel in attendance at all times to respond to these signals. Commercial monitoring centres are owned and operated by third parties. Proprietary monitoring centres are owned and/or operated by PPO or Buyer.
Not Applicable	N/A	A condition that in certain circumstances can be accepted by the Authorized Auditor when conducting TAPA certification audits. N/A can only be considered when the TAPA requirement response of “Yes or No” is truly not appropriate and/or the requirement is not capable of being applied. N/A cannot be used to avoid compliance due to cost or operational concerns. N/A(s) entered into the certification audit template, must contain, or refer to, documented supporting details that describe and justify the N/A decision.  <i>Note: Use of N/A is not the same as a waiver. Waivers are considered when an applicable requirement cannot be complied with and risks are adequately mitigated with alternative technical or process controls.</i>
PSR Partnership Declaration	PPD	A document that is completed by a PPO, confirming their acceptance of TAPA PSR conditions for Partnership status in the PSR Scheme.
PPO	PPO	Parking Place Operator. The owner and/or operator of a site offering parking services for road transport vehicles

## Appendix C- TAPA PSR Glossary

Term	Acronym (if applicable)	Definition
Security Corrective Action Requirement	SCAR	The documented observation of non-compliance with a TAPA Standard requirement.
Self-Audit		Interim self-audit for ongoing compliance verification conducted by the TAPA certified entity using the applicable TAPA Audit form, as per the schedule specified in the FSR, TSR or PSR standard.
Self-Certification		A process by which an entity certifies their own company to the TAPA FSR Level C, TSR Level 3 or PSR Level 3.
Secure Parking Online Tool	SPOT	The online platform for users to access approved parking sites and incident data.
TAPA Security Standards		Global/regional Standards developed by TAPA to secure cargo during storage (FSR), transport by road (TSR) and parking (PSR EMEA).
TAPA PSR Audit Forms		Standard audit templates for the measurement of conformance to PSR
TAPA PSR Certified Company		Certification awarded to a PPO that has been found by an AA to have met the PSR requirements in full and/or obtained applicable approved waivers for non-conformances
Temporary Agency Staff	TAS	Temporary workforce
Parking Security Requirements	PSR	TAPA Standard describing the security requirements for owners and operators of a truck parking operation.
Waiver		Written approval to exempt a PPO from a TAPA requirement or accept an alternative compliance solution. Note: The TAPA Regional Waiver Committee reviews waiver requests, then grants or denies all waivers.
Workforce		All employees, temporary agency staff, and subcontractors, unless individually identified.

## Appendix D - TAPA Standards - Waiver Request Form

### TAPA Standards - Waiver Request Form

Instructions: Complete a separate Waiver Request form for each requirement to be considered for a Waiver. Section 1-5 must be completed before submission to TAPA.

Please note that the waiver request form is available as a download from the TAPA web site

#### 1. PPO

Company Name	
Address (where waiver applies)	
Date of Request	
<b>PPO Responsible Person</b>	
Name	
Phone	
Email	
Signature	

#### 2. Existing Requirement to be Considered for Waiver

TAPA Standard, Version and Level	
TAPA Requirement number and full text	

## Appendix D - TAPA Standards - Waiver Request Form

### 3. Reasons and Impact of Non-Compliance

Reasons why requirement cannot be complied with?	
Impact/risks if no mitigation controls were implemented	

### 4. Mitigation

Mitigation measures and security controls that will be implemented	
List of attachments and supporting documentation that support this request (plans, images, procedures, official evidence etc.)	

## Appendix D - TAPA Standards - Waiver Request Form

### 5. Authorised Auditor

Date	
Company Name	
<b>Authorized Auditor</b>	
Name	
Phone	
Email	
AA Supporting PPOs Request Y/N?	
Reasons for Y/N Response	
Signature	

### 6. TAPA Approval/Denial (TAPA use only)

Date	
Waiver Number	
Approved/Denied	
Reason Approved/Denied	
Conditions to be followed by PPO if Approved	
Waiver Approved From /To Dates	
Authorized by / On Behalf of TAPA: Name	
Authorized Signature	