

TACSS

TAPA Air Cargo Security Standards

Version: 1-2012

1.0 Forward

Transported Asset Protection Association is an association of security professionals and related business partners involved in the supply chain of high value and vulnerable goods who have organized for the purpose of addressing existing and emerging security threats to cargo security in the global supply chain.

2.0 Definitions

- 2.1 Air Cargo (or freight) = goods or product transported, generally for commercial gain, by aircraft
- 2.2 Cargo Security Screening = Conditions under which cargo and mail shall be screened or subjected to other security controls
- 2.3 SP = Service Provider(s). The organisation that is seeking or considering obtaining TACSS certification status.
- 2.4 TACSS = TAPA Air Cargo Security Standard
- 2.5 TAPA = Transported Asset Protection Association
- 2.6 TAPA FSR = TAPA Freight Security Requirements
- 2.7 TAPA TSR = TAPA Truck Security Requirements
- 2.8 Vulnerable Cargo = Goods which due to their attractiveness to thieves are at risk to be stolen and are readily marketable such as cameras, watches, mobile phones, computer parts, semi-precious stones.
- 2.9 Valuable Cargo = Shipments that have been declared for carriage as High Value and which may contain one or more of the following commodities:
 - Precious metals such as gold or platinum or articles made from precious metals
 - Legal bank notes, securities, shares, traveler's checks, stamps and ready-for-use bank debit and credit cards.
 - Precious stones: diamonds (including diamonds for industrial use) such as rubies, emeralds, sapphires, opals and real pearls (including cultured pearls).
 - Jewelry and watches made from precious metal and/or precious stones
 - Art work that has a high value and/or is irreplaceable
 - Prototype designs for intended for commercial or military use

3.0 Purpose/Objective

- 3.1 TAPA has previously introduced security practices for cargo facilities and trucking and by introduction of this standard aims to provide appropriate measures for the protection of air cargo
- 3.2 By providing comprehensive recommended practices and a certification scheme for the protection of air cargo during temporary storage, handling and transportation, TAPA aims to provide its own members and relevant stakeholders with viable options for improving and/or maintaining an effective air Cargo security program that mitigate the risk to air cargo throughout the supply chain
- 3.3 TACSS details the process for SP and/or their agents to obtain and maintain TACSS certification

4.0 Scope

- 4.1 TACSS has been established for Ground Handlers and operations mainly dealing with the import and export of air cargo, with the purpose of ensuring a minimum standard for the safe and secure handling, storage and transportation of air cargo.
- 4.2 These TAPA standards consolidate security solutions for air cargo with input from the collective knowledge base of the membership as well as best known practices from industry and government supply chain security compliance programs.
- 4.3 These TAPA standards anticipate existing and emerging threats to air cargo that include theft, pilferage, tampering as well as the use of cargo for terrorist purposes
- 4.4 These TAPA standards can be used in conjunction with other TAPA, independent or regulatory recommended practices/requirements

5.0 Acknowledgements and References

- 5.1 Authorised Economic Operator (AEO), the program of the European Commission Customs
- 5.2 United States of America Customs and Border Protection, (CBP) Customs-Trade Partnership Against Terrorism Program (C-TPAT)
- 5.3 TAPA FSR & TSR
- 5.4 International Organisation for Standardization
- 5.5 Regulation No. 300/2008 European Parliament on Common rules in the field of civil aviation security
- 5.6 EU185/2010 Implementation Regulation

6.0 Risk Assessment and Certification Process

- 6.1 The TACSS compliance and certification program is designed to be a process that once implemented can be repeated for subsequent reviews and certification exercises. There is a six-step process to obtaining certification. These are documented below:

- **Step1 TACCS Risk Assessment.**
Utilising the TAPA Risk Assessment Template, the SP enters data for the area of the business they are considering to be TAPA TACSS certified or re-certified. The result will be either a recommendation that TAPA TACSS level 1 or Level 2 be utilised.
- **Step 2 Management Support.**
It is essential that both management commitment and resources are provided to support TACSS. TAPA suggests that the SP uses the results of the risk assessment exercise to illustrate all deficient areas that require improvement when requesting management support for any change to physical plant, process, policy or procedure.
- **Step 3 Preparation.**
Prior to seeking certification the SP should complete a self assessment of the TACSS requirements using the TACSS certification assessment forms. Use this information to finalise an action plan of what activities need to be undertaken to meet the compliance requirements. Ideally these actions should be completed prior to scheduling the certification assessment
- **Step 4 TACSS Certification Process.**
TACSS Certification assessments can only be performed by TAPA approved audit bodies/organisations (approved auditor details are available on TAPA regional websites). SP shall be deemed to have passed the assessment criteria if a TACSS assessment score of 100% is achieved. Any areas that do not achieve the required

standard shall be subject to a corrective action, henceforth known as a finding. The SP must correct the finding or obtain an official waiver (see 6.3) from the requirement within 60 days of the assessment date. Failure to address the findings in this manner will result in a failed TACSS assessment. The auditor is required to notify the SP within 10 working days from the date of the TACSS assessment of the result of the audit.

Three outcomes are possible:

Passed (TACSS Level 1 or 2)

Passed Pending. SP must address findings or obtain waivers within 60 days

Failed. TACSS assessment failed to score 100% and SP does wish to comply or failed to address findings

The SP is required to confirm receipt of the audit body's report.

TACSS Certification is valid for a 3-year period from the date the certification assessment took place.

- **Step 5 Maintaining TACSS.**

The SP is required to complete yearly a self-assessment using the TAPA TACSS certification forms within 1 year of the certification assessment and every 2 years thereafter. The purpose of this process is to ensure ongoing TACSS compliance is maintained. Records of self assessments and actions to address findings shall be shared with the TAPA audit bodies engaged to perform certification assessments

- **Step 6 Recertification.**

Three months prior to TACSS certification expiry date, the SP should begin the planning process for recertification. This should start with a new risk assessment as specified in Step 1. It is possible that TACSS has been updated since the original certification assessment. The latest TACSS revision should be used when planning a first time implementation or recertification of TACSS

6.2 **Certification Assessment Findings**

The TAPA Certified Auditor will submit a corrective action to the SP associated with the TACSS assessment findings. Finding completion dates may be negotiated between the auditor and the SP. However, unless the TAPA certification body approves a waiver from process, corrective action implementation shall not exceed sixty days from the date of the certification assessment

6.3 **Waiver Process.**

In exceptional circumstances, the TAPA Certified Auditor may be confronted with a waiver request for a specific security requirement in part or whole on behalf of the SP. TAPA reviews and approves/denies all waiver requests. It is the TAPA Certified Auditor's responsibility to decide whether the request is valid and that substantial mitigating reason(s) exist that led to the waiver. Request for waivers are more likely to be approved by TAPA if alternative security controls are introduced to mitigate the security exposure. TACCS waivers are valid for up to a maximum of 3 years. The original requirement must be completed on the expiration date of the waiver or requested and approved again.

- SP considers a specific requirement in TACSS is not required from a security standpoint
- SP completes and submits Request for TACCS Waiver form to TAPA Certified Auditor. One form should be completed for each TACCS waiver request
- TAPA Certified Auditor reviews waiver request(s) and determines if request is valid.

- TAPA Certified Auditor submits valid waiver requests with their own comments to the TAPA Regional Waiver Committee
- If approved: -
Waiver specifics are documented and signed by the TAPA Certified Auditor
TAPA certified auditor assigns the duration of effective dates of each waiver and sends a copy to the SP.
SP shall meet all requirements of waiver in the agreed upon time frame. Failure to do so shall result in the removal of the waiver approval.
TAPA Certified Auditor informs SP of waiver.
- If not approved:
SP required to implement TACSS requirement

Section 2: Security Standards

TAPA Air Cargo Security Standards.		TACSS Security Level	
✓ = Mandatory Requirement		1	2
1. Preparation			
1.1.	TACSS risk assessment completed and accurate	✓	✓
2. Management Commitment & Support			
2.1.	Security organisation in place with roles and responsibilities defined	✓	✓
2.2.	Security policy and procedures implemented and managed by the total organisation	✓	✓
2.3.	Security strategy implemented with clear objectives and targets	✓	✓
2.4.	Process in place to implement and manage legal and other requirements related to threat and risks	✓	✓
3. Physical Security Arrangements : Perimeter Security			
3.1.	Cargo handling and shipping and receiving yard enclosed by perimeter fencing	✓	
3.2.	CCTV external coverage of shipping and receiving yard, including entry/exit point, to cover movement of vehicles and individuals	✓	✓
3.3.	CCTV coverage of all external dock areas	✓	✓
3.4.	CCTV system able to view exterior sides of the facility	✓	✓
3.5.	Flood lighting of loading/unloading areas	✓	
3.6.	Dock doors illuminated externally at night.	✓	
3.7.	Exterior and interior lighting levels that support high quality CCTV images and recording	✓	✓
3.8.	All facility external doors alarmed and linked to main alarm system	✓	✓
3.9.	All windows or other openings in warehouse walls and roof secured.	✓	✓
3.10.	Ground floor warehouse windows protected by anti-ram posts or other physical barrier.	✓	

TAPA Air Cargo Security Standards.		TACSS Security Level	
✓ = Mandatory Requirement		1	2
3.11.	Dock doors of sufficient strength to delay forced entry by use of portable hand tools or ramming by vehicle.	✓	
3.12.	Reinforced exit doors from warehouse (steel doors and frames or suitable alternative).	✓	
3.13.	Exterior walls and roof designed and maintained to resist penetration by removing building fabric, cutting or ramming by vehicle.	✓	
3.14.	External access to roof (ladder or stairs) controlled	✓	
4. Physical Security Arrangements: Access controls			
4.1.	Visitor entry point(s) controlled.	✓	✓
4.2.	Employee entry point(s) controlled.	✓	✓
4.3.	Access control processes both during and outside normal operating hours to ensure access is granted only for authorized Supplier employees and visitors	✓	✓
4.4.	Security controlled access points (e.g., guard, card access or CCTV with intercom).	✓	
4.5.	Only authorised employees and escorted visitors permitted access to dock/warehouse	✓	
4.6.	Restricted-access to caged/vault area for vulnerable cargo staged on-site for more than 4 hours: High-grade security mesh, chain-link, or hard-wall, including top/roof; CCTV, controlled access.	✓	✓
4.7.	All external dock and warehouse doors closed and secured when not in active use.	✓	
4.8.	Internal dock doors and dock areas covered by CCTV	✓	✓
4.9.	Motion detection alarms inside warehouse and activated when entire warehouse is vacated	✓	✓
5. Physical Security Arrangements: Security systems			
5.1.	Manned security monitoring post 24x7x366; monitoring post secured from attack	✓	✓
5.2.	All security system alarms responded to in real-time 24x366.	✓	
5.3.	Documented maintenance programs in place for all technical (physical) security installations / systems (CCTV, Access controls, Intruder detection, Lighting)	✓	
5.4.	Minimum of 60 day records on system alarms.	✓	
5.5.	Restricted access to alarm system	✓	✓
5.6.	Alarms Monitored (On or offsite)	✓	✓
5.7.	All CCTV images are recorded digital in “real time”	✓	✓
5.8.	Restricted access to CCTV system functions.	✓	✓
5.9.	Minimum 30-day retention of all CCTV recordings; recordings are held in	✓	✓

TAPA Air Cargo Security Standards.		TACSS Security Level	
✓ = Mandatory Requirement		1	2
secure storage area.			
5.10.	Minimum 60-day records on access control system transactions	✓	
5.11.	Restricted access to systems functions	✓	
5.12.	Quarterly review of access reports	✓	
6. Procedures:			
6.1.	Suitable documented procedures for secure handling cargo on ramp and in warehouse areas	✓	
6.2.	Process in place to escort freight (done by security escorts) directly from or to the tarmac / plane parking location.	✓	
6.3.	Process in place for timely reporting of lost, missing , damaged or stolen cargo to police, buyer and carriers as appropriate	✓	
6.4.	Emergency customer and local management contacts for security incidents listed and available	✓	
6.5.	Security Awareness Training provided to employees (to include robbery response and challenging un-identified persons).	✓	
6.6.	Employees and contractors issued with and required to display company photo-ID badge.	✓	
6.7.	Procedures in place to restrict access for SP's employees, visitors and contractors to cargo	✓	
6.8.	Visitor policy in place	✓	
6.9.	Control of shipping documents/information so that details of cargo are restricted to those with a “need to know.”	✓	
6.10.	All keys controlled in areas where cargo is transiting or stored	✓	✓
6.11.	All drivers identified using government- issued photo-ID (e.g. Drivers license; passport or national ID card, etc)	✓	✓
6.12.	Random trash inspection procedures in place for trash from dock/warehouse.	✓	
6.13.	No pre-loading or post-delivery storage of cargo in external trailers/containers	✓	
6.14.	Security incident reporting system and method of tracking local security incidents.	✓	✓
6.15.	Personal containers (defined as lunch box, backpacks, coolers, purses etc.) controlled in the warehouse.	✓	✓
6.16.	Searches or inspections performed on exit from secure areas used for cargo	✓	
6.17.	Personal vehicles access to shipping and receiving yard/area controlled.	✓	
6.18.	Box and pallet integrity verified upon receipt.	✓	✓
6.19.	Valuable/vulnerable handling procedures to be documented	✓	
6.20.	Controlled and authorised use of cargo-handling equipment by personnel and	✓	

TAPA Air Cargo Security Standards.		TACSS Security Level	
✓ = Mandatory Requirement		1	2
secured when not operating			
6.21.	Uninterrupted Power Supply (UPS) in place to ensure all electronic systems are able to function, even during power-loss scenario	✓	
6.22.	Records maintained to consider background of previously terminated personnel before re-hiring.	✓	✓
6.23.	Vendor management program in place that requires vendors compliance to Service Providers security policy	✓	✓
7. Personnel Security:			
7.1.	Employee security education and induction training in place including awareness of terrorist threats	✓	✓
7.2.	Threat awareness program in place to identify and maintain terrorist threats within the total supply chain.	✓	
7.3.	Procedures in place to ensure communication of security management information	✓	
8. Employee integrity			
8.1.	Process in place to screen all new employees	✓	✓
8.2.	Process in place to periodically re-screen current employees with key positions in the organization	✓	✓
8.3.	Termination procedures in place for employees and contractors, ensuring return of IDs, access cards, keys and other sensitive information.	✓	✓
8.4.	Proper vendor ID and/or photo identification must be presented for documentation purposes upon arrival by all vendors.	✓	✓
9. Data and Information Security;			
9.1.	Information Technology (IT) Security policies documented and implemented	✓	✓
9.2.	Procedure in place to prevent systems access to data by terminated employees	✓	✓
9.3.	Processes in place to maintain system integrity, utilize data encryption and to protect against hacking, computer contaminants or malicious software.	✓	✓
9.4.	Establish, implement and maintain process for controlling all documents, data and information.	✓	
9.5.	SPs should ensure sufficient password protection of automated logistics systems and have procedures in place to protect business data.	✓	✓
9.6.	A system must be in place to identify the abuse of IT including improper access, tampering or the altering of business data.	✓	✓
9.7.	Locally established, implemented and maintained process for hardware security, providing security for workstations, servers and server rooms, password protected screen savers.	✓	
9.8.	Processes in place to ensure legible, complete and accurate shipping	✓	

TAPA Air Cargo Security Standards.		TACSS Security Level	
✓ = Mandatory Requirement		1	2
	documents		
9.9.	To help ensure the integrity of Cargo received, procedures must be in place to ensure that information received from business partners is reported accurately and timely.	✓	✓
10.	Goods and Conveyance Security (where applicable); (“Section not applicable for those parts of the operation covered under a valid TSR / TTSR Certification. Evidence of conformance should include providing the TAPA TSR Certificate and access to the TSR vehicle log. Non-TSR / TTSR certified operations shall remain subject to the TACSS requirements and audit process”)		
10.1.	Process in place to restrict, detect and report unauthorised access to all shipping, loading dock areas and closed transport units storage	✓	✓
10.2.	Solid-top, hard-sided or reinforced soft-sided trailers with lockable cargo doors.	✓	✓
10.3.	Tamper-evident security seals for trucks carrying cargo	✓	✓
10.4.	Vehicle immobilisation devices utilised.	✓	
10.5.	Two-way communication present during entire journey and monitored by SP and/or contractor.	✓	
10.6.	Written contingency plans in place for reporting unscheduled events (i.e., stops, delays, route deviation).	✓	
10.7.	Truck cab and ignition keys secured from unauthorised use at all times.	✓	✓
10.8.	Proof of shipping and receiving records (Proof of Delivery, Bill of loading, Waybill,etc.)	✓	✓
10.9.	Policy in place requiring driver to be present for loading and unloading when allowed.	✓	
10.10.	Pre-alert capability in place.	✓	✓
10.11.	SP to provide robbery response training. Details of training are to be available	✓	
10.12.	Processes in place to notify law enforcement authorities in case of illegal activities.	✓	✓
10.13.	All shortages, overages and other significant discrepancies or anomalies must be resolved and/or investigated appropriately.	✓	✓
10.14.	Security incident reporting system and method of tracking and recording local security incidents.	✓	
10.15.	An established, implemented and maintained process to assess the risk level to planned routes, stopping points and schedules.	✓	
11.	Closed / Secure Cargo Transport Units;		
11.1.	Processes in place for routine security inspections and maintenance of empty and non-sealed cargo containers and/or trailers, whilst under facility control (equal or better than the seven point inspection procedure)	✓	

TAPA Air Cargo Security Standards.		TACSS Security Level	
✓ = Mandatory Requirement		1	2
11.2.	Processes in place for the recognising and reporting of compromised seals and/or containers and trailers to management and where considered necessary to the local authorities.	✓	✓
11.3.	Processes in place for the safe storage of containers preventing unauthorised access and/or manipulation.	✓	✓
12. Additional Air Cargo Security Requirements;			
12.1.	Identify regulatory requirements to establish which security controls have been applied to cargo	✓	
12.2.	Processes established to ensure that mandatory application of security screening criteria is applied to Cargo consignments tendered as air freight that has or believed to have been subjected to tampering	✓	✓
12.3.	Mandatory requirements for ensuring that Aviation Security instructions and Declarations of commitments are in place	✓	✓

FORM 3.1 – REQUEST FOR TACSS WAIVER

DATE OF REQUEST		SUPPLIER	Waiver #:
FACILITY LOCATION			
NAME OF PERSON REQUESTING WAIVER			
POSITION			
SIGNATURE			
FREIGHT SECURITY REQUIREMENT FOR WHICH WAIVER IS BEING REQUESTED (ONE REQUIREMENT ONLY, USE ADDITIONAL REQUEST FORMS IF NECESSARY):			
REASON FOR WAIVER REQUEST:			
ALTERNATIVE ACTIONS IMPLEMENTED OR PLANNED TO REDUCE RISK :			
This Section For TAPA Use Only			
Waiver Approved (Y/N)			
Date Waiver Commenced			
Date Waiver Expires (maximum 2 years)			
Approved By (Name):			
Approved By (Signature):			
Date:		Waiver Reference #	

Certification Scoring

Point Value	Process & Procedures - Description of Measurement Criteria	Standard
N	Not present or utilized - No plans to adopt or implement	Not Acceptable:
Y	Firmly in place and adopted as best practice	Acceptable: