





**Manifest Procedures:**

Companies should ensure that manifests are complete, legible, accurate, and submitted in a timely manner to Customs.

\_\_\_\_\_ Manifest review and submission

\_\_\_\_\_ Other, please describe: \_\_\_\_\_

**Personnel Security:**

Companies should conduct employment screening and interviewing of prospective employees to include:

\_\_\_\_\_ Employment Application

\_\_\_\_\_ Interviewing

\_\_\_\_\_ Reference Checks

\_\_\_\_\_ Criminal History Checks

\_\_\_\_\_ Drug Screening

\_\_\_\_\_ Fingerprinting

\_\_\_\_\_ Other, please describe: \_\_\_\_\_

**Education and Training Awareness:**

A security awareness program should be provided to employees including; recognizing internal conspiracies, maintaining cargo integrity, and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

Please list security related training programs and seminars provided to your employees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certification:**

I hereby certify that the information given by me in completing this questionnaire is true and correct to the best of my knowledge.

Should significant changes occur in our program, we will provide A&J Customs Brokers notification in writing of these changes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date