Sample Proforma for Submission of AEO Application

Revision	1
Revision Date	14.03.2014

Annexure-E: (I) Security training and threat awareness

3.7	**Security training and threat awareness**	YES	No	**Guidance with examples on what is needed**
3.7.1	Whether a threat awareness program established and maintained for employees to foster awareness of the threat at each point in the supply chain?			**Annexure-3.7.1A** As per SOP 'XYZ', there is a training module which provides trainings to employees at interval of one/ three/ six month. There is a 'Threat Awareness Programme' which covers the following areas: ✓ ABC ✓ DEF ✓ GHI ✓ ….. ✓ XYZ **Annexure-3.7.1B** Further, as per SOP 'XYZ', there is a 'Security Awareness Training' which covers the following areas: ✓ ABC ✓ DEF ✓ GHI ✓ ….. ✓ XYZ
3.7.2	Whether employees are aware of the procedures the company has in place to address a situation and how to report it?			**Annexure-3.7.2** Regarding procedures and handling of emergency situations, there is a specific SOP and training programme. The Minutes of these training programmes are maintained. SOP and Minutes of Meetings are as below:
3.7.3	Whether specific training are offered to			**Annexure-3.7.3** As per SOP 'XYZ', there is a threat awareness programme is conducted once in one/ three/ six months for

3.7	**Security training and threat awareness**	YES	No	**Guidance with examples on what is needed**
	assist employees in maintaining cargo integrity, recognizing internal conspiracies and protecting access controls?			employees and security personnel to foster awareness of the threat at each point in the supply chain. Specific training is offered once in two/ three/ six months to assist employees in maintaining cargo integrity, recognized internal conspiracies and protecting access controls. The training module covers all sensitive areas viz cargo integrity, access control etc. The employees related to maintaining security, integrity of cargo are covered under training programme.
3.7.4	Whether supply chain security training of employees includes the following items? 1. Security policy of the company. 2. Potential risk to internal security of the company. 3. Maintaining cargo security. 4. Access control measures of the company. 5. Identifying and reporting suspicious cargo and personnel.			The Supply Chain Security Training covers these aspects: ✓ ABC ✓ DEF ✓ GHI ✓ ….. ✓ XYZ

3.7	**Security training and threat awareness**	YES	No	Guidance with examples on what is needed
3.7.5	Whether educational methods of security training and keeping records of security training for the checks conducted by the Customs are established?			**Annexure-3.7.5** Minutes of meetings (MOM) are kept as record which incorporates the subject and names of the trainees. Some copies of MOM are as under:
3.7.6	Is periodic review of the training module done based on past experiences and SOP annually reviewed?			**Annexure-3.7.6** As per page no…. of SOP 'XYZ', Security Awareness Training interval is reviewed by Security Committee on quarterly/ biannually basis.