



# Certification Process

FREIGHT SECURITY REQUIREMENTS CERTIFICATION -  
TRANSPORT ASSET PROTECTION ASSOCIATION

SGS

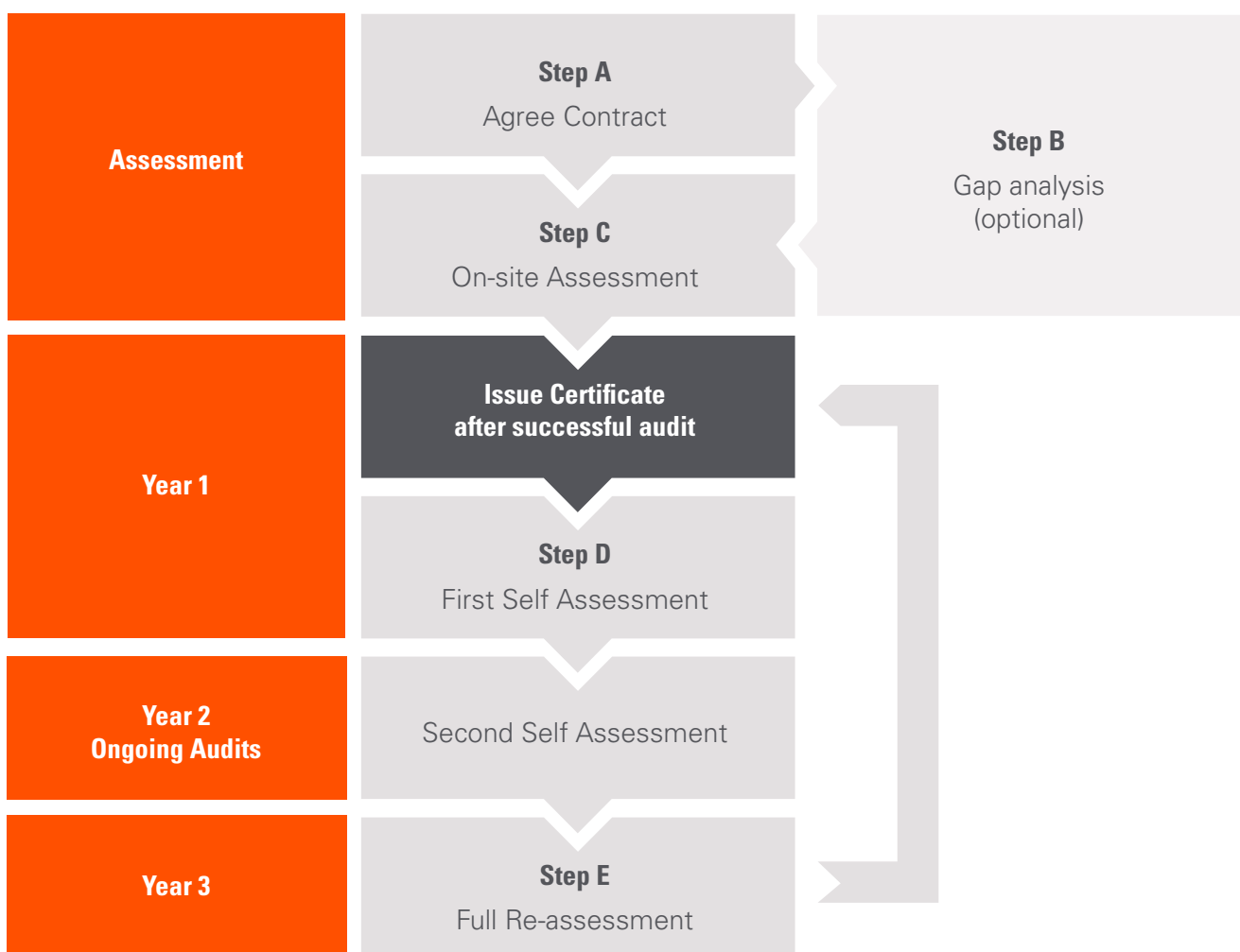
# Accreditation Status

The assessments against the Freight Security Requirements Certification (FSR) are managed by the Transport Asset Protection Association.

The Transported Asset Protection Association (TAPA) is an association of security professionals and related business partners from high technology companies who have organised for the purposes of addressing the emerging security threats that are common to the technology industry. A major fundamental TAPA objective is to effect positive change in the security practices of the freight transportation and insurance

communities as a whole. Major freight service providers are moving toward TAPA recognised security standards for the care and handling of freight and are recognising the inherent value of doing so.

Approvals shall be undertaken against agreed scopes of work for systems complying with the assessment criteria for the current version of the TAPA Freight Suppliers Minimum Security Requirements (FSR). Certification is awarded to a supplier for a specified site; multi site operations shall apply for certification for the sites on an individual basis.



## VISIT FREQUENCY NOTES:

3-yearly renewal

## STEP A

### ACCEPTING THE SGS CONTRACT AND WHAT YOU NEED TO SEND US

A proposal is submitted by SGS for consideration. We are happy to arrange a visit or discussion with a client manager or an auditor to outline the process and discuss your requirements. This proposal is valid for 60 days. Once the 60 days end, we will review the contract again and issue a new quote if necessary.

**Application:** To apply for registration the contract offer document must be completed, signed and returned to your sales executive before work can commence. Your application will be processed and one of our Lead Assessors will contact you to arrange the next steps of the assessment process.

## STEP B

### GAP ANALYSIS (OPTIONAL)

At your request, a gap analysis can be conducted prior to the Initial Assessment. The aim of this gap analysis is to advise you as to the state of readiness of the whole or part of the site for assessment. A gap analysis is designed to assess compliance with TAPA FSR in order to identify potential areas of non-conformity. The findings of a gap analysis are not part of the certification process. Certification is not awarded, guaranteed or implied on the basis of a gap analysis being conducted.

## STEP C

### ON-SITE ASSESSMENT

The on-site assessment determines compliance against your documented system and the current standard assessment checklist (Buyer Audit Form) approved by TAPA.

The purpose of the assessment is to establish if the site meets the current TAPA Freight Security Requirements. The classification level is to be agreed between SGS and the Freight Service Provider prior to the initial assessment.

At SGS our assessment approach is designed to contribute value to the process and also ensure that your management system is achieving your goals. This recommendation will reflect the level of findings identified during the audit.

**Audit Findings:** Areas of non-compliance with the mandatory requirements of the TAPA FSR shall be recorded as "Major" non compliance. Areas of non-compliance with the non-mandatory requirements of the TAPA FSR shall be recorded as "Minor" non-compliance. A follow up visit may be required to close out "Major" non-compliances if insufficient or unsatisfactory documentary evidence of close out is supplied by the Freight Service Provider audited. In all cases, certification can only proceed when final assessment score is above 60% and all Major Corrective Requests have been cleared to the satisfaction of SGS.

**Reporting/Certificate issue:** At the end of the assessment the auditor will provide verbal feedback on site. Within 10 working days of the on-site assessment the lead assessor will provide the Freight Service Provider with a confidential copy of the completed Buyer Audit Form, including corrective actions where applicable. When the organisations site is recommended for approval, the assessment findings are presented for technical review; an internal procedure at the TAPA EMEA Centre where all information from the assessment is examined to verify the recommendations of the lead assessor and a certificate is issued.



## STEP D

### INTERNAL AUDIT

On the anniversary of your certification, you are required to submit an Internal Audit conducted by your company, for review by SGS. TAPA have ruled that if this is not received by SGS within 2 months of the due date, your certification must be terminated. The due dates are +12 months and +24 months from the date on your certificate. The cost of this review is included in this quotation.

## STEP E

### REASSESSMENT

A full Re-assessment is carried out in year three, prior to the expiry date of your certificate (It is recommended that this is carried out at least 3 months before the expiry date of the certificate).

The purpose of the Reassessment visit is to ensure the system as a whole continues to satisfy the requirements of the assessment standard. On successful completion of the Reassessment, a new certificate will be issued for a further three year period.



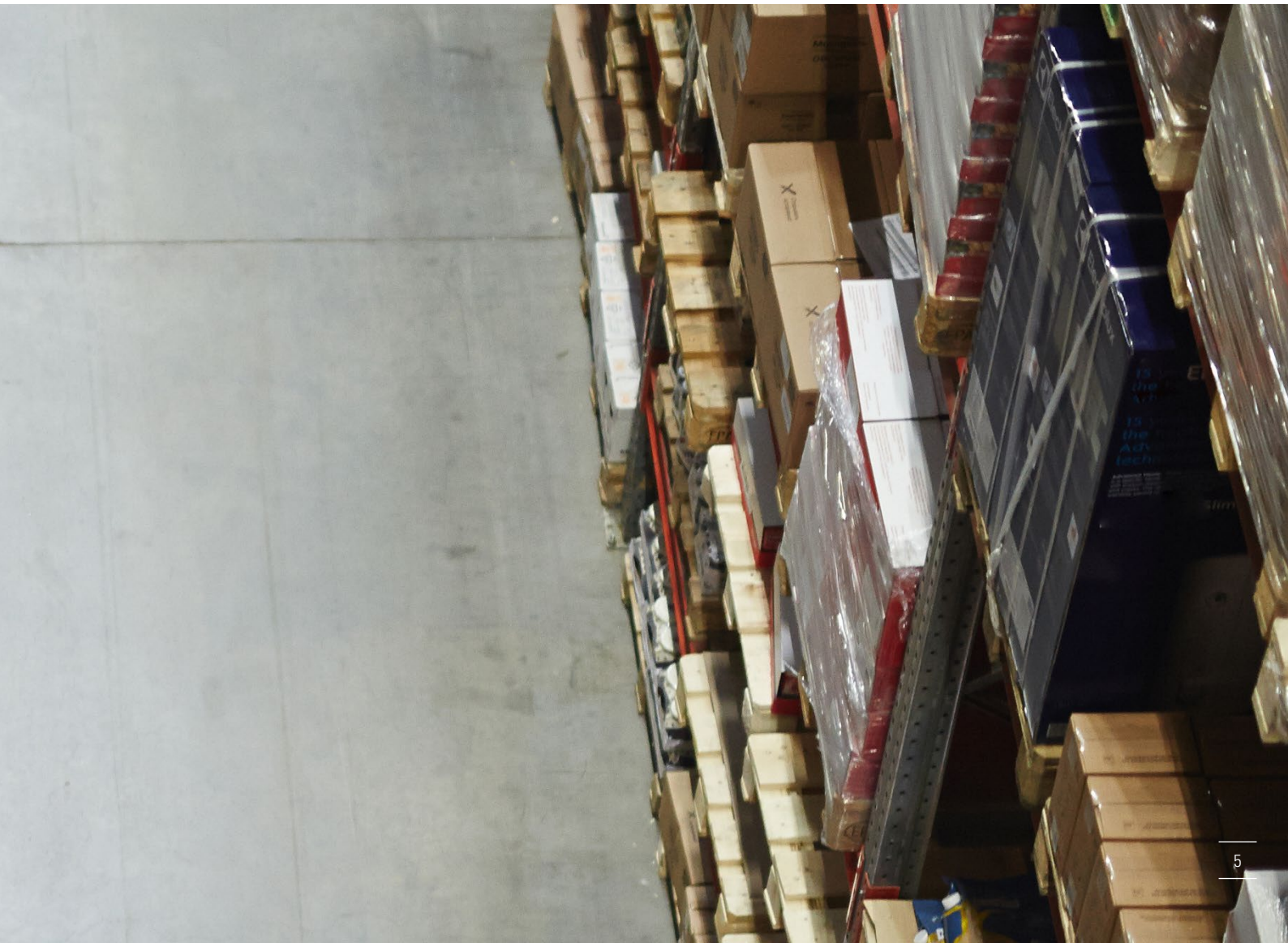
## CONFIDENTIALITY

All assessment reports are strictly confidential and are not divulged to TAPA or any other party.

## PAYMENT TERMS

We will send you an invoice for the fees when we have carried out each stage. Once you receive an invoice, you must pay it within 30 days after the date of invoice (no matter what your company's payment terms) unless we agree otherwise in writing.

If you require a purchase order it is your responsibility to ensure this is supplied to SGS, either prior to the date of audit on the booking confirmation letter, or given to the auditor during the on-site visit.





## ABOUT SGS

SGS are the world's leading inspection, verification, testing and Certification Company. SGS is recognised as the global benchmark for quality and integrity.

With more than 89,000 employees, SGS operates a network of over 2,600 offices and laboratories around the world.

We offer the following main services:

- **Customised Audit Solutions** – our diverse skills and experiences help organisations to exploit established management systems, by working in partnership to optimise efficiency and effectiveness, finding practical solutions to challenges related to: best practices in organisational operation, process efficiency and improvement, supply chain management, and Sourcing & Procurement.
- **Inspection services** – we inspect and check the quantity, weight and quality of traded goods. Inspection usually takes place when goods are moved from one type of transport to another.
- **Testing services** – we test quality and performance of products against various health, safety and regulatory standards. We use state-of-the-art laboratories on or close to customers' premises.
- **Certification services** – we confirm that systems or services meet the standards set by governments, standardisation bodies (for example, ISO 9001) or our customers' products. We also develop our own standards to meet our clients' needs. SGS as an accredited certification body can provide confidence to clients that professional, experienced auditors are used and standards are consistently applied.

- **Verification services** – SGS verification services ensure that products and services comply with global standards and local regulations. Combining global coverage with local knowledge, unrivalled experience and expertise in virtually every industry, SGS covers the entire supply chain from raw materials to final consumption.

In the UK, SGS employs over 1,800 staff based in over 30 regional offices. Our certification section provides independent certification and audits to a range of standards, including:

- Quality Management Systems (ISO 9001);
- Environmental Management (ISO 14001);
- Risk Management, IT Certification (ISO 20000);
- Information Security Management (ISO 27001, ISO 27701, BS10002, ISO 27017, ISO 27018);
- Business Continuity Management System (ISO 22301)
- Energy Management Systems (ISO 50001)
- Asset Management Management Systems (ISO 55001)
- Customer Service Excellence;
- Occupational Health and Safety (ISO 45001)
- EC Directives (CE Mark) and other regulations;
- UKCA Mark for Medical, PPE and CPR
- Medical Device Certification (ISO 13485 and MDSAP);
- British Retail Consortium Global Standards;
- Food Safety Management Systems (ISO 22000);
- Aerospace

For more information on any of our services visit

[www.sgs.co.uk/certification](http://www.sgs.co.uk/certification)





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WHEN YOU NEED TO BE SURE

**SGS**