



B/E Aerospace, Inc.

Routing Guidelines

(Shipping Within and To/From U.S.)
Update January 2015

Dear Valued Supplier:

We work closely with our suppliers to provide the most reliable products and services to our customers. FedEx® is the preferred carrier for all inbound small parcel and Less-than-Truckload (LTL) shipments to our facilities. This program includes domestic and international express (air), ground, and LTL freight shipments. It applies to all B/E Aerospace suppliers shipping within and to/from the U.S. to B/E Aerospace companies including those formerly known as:

- Altis Aero Systems
- American Avionics Technologies
- Brazonics
- CGR Technologies
- JA Reinhardt
- Macrolink
- Sandy Bay Machine
- Teklam Corporation
- Thompson/ADB
- TSI Group
- Woven Electronics

Compliance

When shipping terms allow, B/E Aerospace will pay the transportation cost for packages and LTL shipments shipped to our facilities or drop-shipped at our request when these B/E Aerospace Routing Guidelines are followed. Prepaid and added freight costs for shipments that fall outside of these guidelines will **not** be paid and will be the responsibility of the shipper. Any exception to this policy requires site level buyer approval prior to shipping. Additional fees associated with FedEx Ground® including weekly or single package On-Call pickup fees, where applicable, will be invoiced by FedEx® to you. A complete list of fees can be found at fedex.com/us.

U. S. Domestic Service, Billing and Reference Requirements for all Inbound Small Parcel Shipments

All small parcel non-palletized packages should be sent FedEx Ground. This includes non-palletized multiple piece shipments up to a total shipment weight of 250 pounds.

- Use bill “**Recipient**” when sending shipments to a B/E Aerospace location
- Use bill “**Third party**” when authorized to direct-ship (drop-ship) to a non-B/E Aerospace location

The B/E Aerospace General Ledger Number (GL#) and Purchase Order Number (PO#) [or Sales Order Number (SO#)] *must appear* on the shipping label for all small parcel shipments as follows:

- Enter the **B/E Aerospace GL#** in the FedEx “Your/Customer reference” field
- Enter the **B/E Aerospace PO#** (or SO#) in the FedEx “P.O. no.” field

Shipping labels must be created using a FedEx Compatible automated shipping platform such as fedex.com/us or your own automated shipping platform. Use of FedEx Express® services to expedite shipments requires authorization from your B/E Aerospace buyer before shipping.

U. S. Domestic Service, Billing, and Reference Requirements for all Inbound LTL Shipments

All less-than-truckload (LTL) shipments should be sent FedEx Freight Economy.

- Use bill “**Collect**” when sending shipments to a B/E Aerospace location
- Use bill “**Third party**” when authorized to direct-ship to a non-B/E Aerospace location

The following address must be entered in the “Third Party Information” section on the bill of lading (BOL) at fedex.com or in the “Bill Freight Charges To” section of a BOL:

B/E Aerospace C/O CTSI
5100 POPLAR AVE., STE 1750
MEMPHIS, TN 38137
TEL: 901-766-1500

The desired service level (FedEx Freight[®] Priority or FedEx Freight[®] Economy) must be indicated on the BOL. Refer to the PO for the required FedEx Freight[®] service level or if not specified, contact the buyer.

The B/E Aerospace GL# and PO# (or SO#) must appear on the BOL.

International Service and Billing Options

Refer to the International Sections of these B/E Aerospace Guidelines for service, carrier, and billing requirements.

B/E Aerospace C-TPAT Information

Refer to Appendix A for the B/E Aerospace Customs-Trade Partnership Against Terrorism (C-TPAT) Supply Chain Security Guidelines for International Suppliers or Shippers

Direct Shipments

If our order will be fulfilled as a direct shipment (drop shipment) on our behalf, it is your responsibility to notify the Shipper about our transportation instructions.

Account Confidentiality

B/E Aerospace transportation billing information is confidential and should only be communicated for the limited purpose of preparing FedEx shipments under these instructions. Do not post this information online or make it generally available beyond what is required for your company to follow these instructions. B/E Aerospace billing accounts are monitored for abuse.


Shipping Questions/Concerns

These documents are provided to ensure your shipments comply with B/E Aerospace requirements. For questions about shipping with FedEx, US and Canadian shippers may call the FedEx Vendor Activation Desk at 1-866-883-9390 (toll-free) Monday through Friday, 8:00 am to 5:00 pm CST or call 1-800-Go-FedEx (1-800-463-3339) at any time. All origins can find information at fedex.com including local FedEx Customer Service numbers.

If you have questions regarding a specific order, contact the buyer who placed the order. You may also contact betransportation@beaerospace.com for questions regarding this update. Refer to the web portal, beaerospace.com/supplieraccess for the most up-to-date information.

B/E Aerospace looks forward to continue working together to achieve strategic business goals. We value you as a supplier and trust that this process will enhance our partnership. Thank you for your cooperation and support.

Regards,



Steve Francke
Transportation Manager,
Corporate Sourcing & Supply Chain
B/E Aerospace, Inc.

U.S. Domestic Small Parcel Overview

Key Small Parcel Requirements

1 RECIPIENT INFORMATION

⇒ Enter the B/E Aerospace facility address or destination location.

2 PACKAGE WEIGHT & SIZE

- ⇒ Individual package weight up to 150 lbs. (pounds)
- ⇒ Maximum dimensions 180" in length, 165" in length plus girth (Length + 2 times Height + 2 times Width), do not palletize.
- ⇒ Multiple piece shipments with a total weight greater than 250 lbs., use FedEx Freight LTL (Less-than-Truckload). Contact the B/E Aerospace buyer for further instructions.

3 SERVICE

- ⇒ **FedEx Ground** is the default service for all small parcel shipments *unless* instructed otherwise.
- ⇒ For expedited shipments, use **FedEx Express**, the B/E Aerospace buyer must approve prior to use.

4 PACKAGE/SHIPMENT BILLING

- ⇒ Select Bill transportation to **Recipient** for all small parcel shipments to a **B/E Aerospace facility**.
- ⇒ Select Bill transportation to **Third Party** for all small parcel shipments going to a **non-B/E Aerospace facility**.
- ⇒ The 9-digit billing account number will be provided by the buyer or will appear on the B/E Aerospace purchase order.

5 MANDATORY REFERENCE INFORMATION

- ⇒ Enter the **B/E Aerospace GL#** in the **FedEx Reference field**. Contact the B/E Aerospace buyer if the GL# is not provided on the PO.
- ⇒ Enter the **B/E Aerospace PO# or SO #** in the **FedEx P.O. no. field**.

The screenshot shows the FedEx Ship Manager interface for creating a shipment. The form is divided into several sections:

- 1. From:** (Callout 4) Includes fields for Country/Location (United States), Contact ID (B/E Aerospace Business Class Seatin), Company (B/E Aerospace), Contact name (Joe Receiver), Address 1 (190 Oak Plaza Blvd), Address 2, ZIP (27105), City (Winston-Salem), State (North Carolina), and Phone no. (336-767-2000).
- 2. To:** (Callout 1) Includes fields for Country/Location (United States), Contact ID (B/E Aerospace Business Class Seatin), Company (B/E Aerospace), Contact name (Joe Receiver), Address 1 (190 Oak Plaza Blvd), Address 2, ZIP (27105), City (Winston-Salem), State (North Carolina), and Phone no. (336-767-2000).
- 3. Package & Shipment Details:** (Callout 3) Includes fields for Ship date, No. of packages (1), Weight (Callout 2), Declared Value, Service type (FedEx Ground), Package type (Your Packaging), and Dimensions (L, W, H).
- 4. Billing Details:** (Callout 4) Includes fields for Bill transportation to (Recipient), Account no. (XXXXXXXXXX), Your reference (Enter B/E Aerospace GL#), P.O. no. (Enter B/E Aerospace PO#), Invoice no., and Department no.
- 5. Billing Details:** (Callout 5) Includes fields for P.O. no. (Enter B/E Aerospace PO#), Invoice no., and Department no.

Sample shipment using FedEx Ship Manager at fedex.com

U.S. Domestic Freight Overview



HEAVYWEIGHT AIR	LESS-THAN-TRUCKLOAD (LTL)	FULL TRUCKLOAD (FTL)
<ul style="list-style-type: none"> Individual parcels 150 lbs. or greater requiring expedited service, use Kuehne + Nagel Can be tendered loose, palletized or oversized Refer to the PO for service level 	<ul style="list-style-type: none"> Individual parcels greater than 150 lbs. or total shipment weight between 250 lbs. - 10,000 lbs., use FedEx Freight Shipments exceeding 20 linear ft. contact the buyer Can be tendered loose or palletized Refer to the PO or SO for service level (FedEx Freight Economy or FedEx Freight Priority) Service <u>must</u> be indicated on the BOL or the service will default to FedEx Freight Priority 	<ul style="list-style-type: none"> Shipments greater than 10,000 lbs., 1/2 trailer to full truckload, use: <ul style="list-style-type: none"> Kuehne + Nagel or The Hub Group, Inc. Contact B/E Aerospace if preference is not identified on the PO or SO Refer to the PO or SO for service level

MANDATORY REQUIREMENTS FOR ALL CARRIERS

BILLING REQUIREMENTS	<ul style="list-style-type: none"> Shipments to a B/E Aerospace facility: Use bill "Collect" Shipments to a non-B/E Aerospace facility: Use bill "Third Party" <p>Indicate the following billing address on ALL shipments: B/E Aerospace C/O CTSI 5100 Poplar Ave, Ste. 1750 Memphis, TN 37137 USA Tel: 901-766-1500</p>
REFERENCE REQUIREMENTS	<ul style="list-style-type: none"> B/E Aerospace GL# and PO# (or SO#) must appear on the BOL.
HAZARDOUS MATERIALS	<ul style="list-style-type: none"> Hazardous materials must ship in accordance with the United States Code of Federal Regulations, Title 49, Part 173.1, or as required by carrier.
DECLARED VALUE	<ul style="list-style-type: none"> Do not use Declared Value or any other package/shipment insurance. Fees associated with these services will not be paid unless prior approval is given by the B/E Aerospace buyer.

U.S. Domestic Small Parcel Overview	U.S. Domestic Freight Overview	Bill of Lading Requirements	International Small Parcel Overview	International Freight Overview	International Paperwork Requirements	Contact Information	Appendix A
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Bill of Lading Requirements

The following information will ensure your Bill of Lading (BOL) meets B/E Aerospace's requirements:

FORM	BOL form must meet the requirements set forth by the Department of Motor Transportation.	SHIP DATE	Shipment date must be valid and less than 365 days old.
PRO #	PRO # must be unique.	SERVICE	Service level MUST appear on the BOL or it will default to FedEx Freight Priority.
SHIPPER & CONSIGNEE	Complete and accurate address and contact information are required.	MANDATORY REFERENCES	B/E Aerospace GL# and PO# (or SO#) must appear on the BOL.
BILLING	<p>Use bill “Collect” when sending shipments to a B/E Aerospace location.</p> <p>Use bill “Third Party” when sending shipments to a non-B/E Aerospace location.</p> <p>To ensure proper billing, all BOL's should include the Third Party billing address:</p> <p style="text-align: center;">B/E Aerospace C/O CTSI Suite 1750 5100 Poplar Ave. Memphis, TN 38137</p>	DESCRIPTION	<p>Complete description including:</p> <ul style="list-style-type: none"> • Weight & unit of measure should be as accurate as possible. • NMFC # & Class – It is the Shipper's responsibility to provide the correct NMFC# & Class.
SIGNATURE	Shipper Signature and Date are required.	OTHER	Do not reuse a BOL.

International Small Parcel Overview

Sample shipment using fedex.com from the United States to United Kingdom

1 Enter shipping information

1. From Sender Information
2. To Recipient Information

Enter the International Recipient information by

- Selecting the destination country using the down arrow icon next to the Country/Location field
- Enter the complete Recipient Address and Contact Information

3. Package & Shipment Details

Enter the shipment characteristics using the appropriate options

- Service Type – **International Priority or International Economy**
- Package Type - **Your Packaging**
- Shipment Weight - (**up to 150lbs or 68 kg**)
- Enter Dimensions – **Length, Width, Height**
- Maximum Length – (**108 inches or 274 centimeters**)
- Maximum Dimensions (130 inches or 330 cm) Length plus Girth [Girth =2 times Width + 2 times Height]
- Carriage Value in **US Dollars or destination country currency (do not utilize)**
- Shipment Purpose - **Commercial**
- Total Customs value in **US Dollars or destination country currency (required)**

4. Billing Details

- Bill transportation to - select **Third Party**
 - Enter FedEx Account # (**9-digit B/E Aerospace Account #**)
- Bill Duties/taxes/fees to - select **Third Party**
 - Enter FedEx Account # (**9-digit B/E Aerospace Account #**)
- Enter **B/E Aerospace GL#** in the “Your reference” field
- Enter **B/E Aerospace PO# or SO#** in the “P.O. No.” field
- E-mail Notifications - Select email notification options and enter additional e-mail addresses as required or requested

5. Continue your shipment

- Select the “**Continue**” option to enter Product/Commodities Information

Sample shipment using FedEx Ship Manager at fedex.com

4

U.S. Domestic
Small Parcel
Overview

U.S. Domestic
Freight
Overview

Bill of Lading
Requirements

International
Small Parcel
Overview

International
Freight
Overview

International
Paperwork
Requirements

Contact
Information

Appendix A

International Small Parcel Overview

Sample shipment continued.

2 Enter product/commodity information

6. Commodity Information

- Select **Add new commodity**, under the "Select or create" field
- Enter the required information for each commodity in the shipment
 - ⇒ Commodity description - as detailed as possible
 - ⇒ Unit of measure
 - ⇒ Quantity – per unit of measure
 - ⇒ Commodity weight (as measured)
 - ⇒ Customs value (as measured)
 - ⇒ Country of manufacture
 - ⇒ Harmonized code
- After entering required fields, select the Add this commodity button.

7. Customs Documentation

- Expand the Additional FedEx generated trade documents
 - ⇒ Select the **"Create Electronic Trade Information (EEI)..."**

8. Electronic Export Information

- Select **"My shipment options require an Electronic Export..."**
- Select **"FedEx is my EEI/SED Agent"**
- Follow the steps for FedEx Agent Filing

3 Print label(s) (not shown)

- Click on **"Ship"**, to print the label(s)
- Follow the instructions on the screen
 - ⇒ Print required number of shipping labels
 - ⇒ Print required International documents with required number of copies
- Include all required labels and documents with your shipment.

Place the customs documents in a separate pouch from the shipping labels.

The screenshot shows the 'Create a Shipment' form in the FedEx Ship Manager interface. The form is divided into several sections:

- 6. Commodity Information:** A table with columns for Commodity, Customs value (USD), Qty, and Weight (lbs). The table contains one row for 'Aircraft seat hardwa' with a value of 200, 500, and 5 lbs. A 'Totals' row shows 200 USD, 500, and 5 lbs. Below the table are fields for 'Total Shipment Details' including 'Shipment weight' (10.00 lbs) and 'Total carriage value' (200 US Dollars).
- 7. Customs Documentation:** Contains an alert about Commercial Invoice/Proforma Invoice requirements. It has checkboxes for 'Commercial Invoice', 'Pro Forma Invoice', and 'Additional FedEx generated trade documents'. Under 'Additional FedEx generated trade documents', there are options for 'Create Department of Commerce - Destination Control Statement', 'Create Department of State - Destination Control Statement', and 'Create Electronic Export Information (EEI) Formerly Known As Shipper's Export Declaration (SED)'. There are also options to 'Personalize FedEx generated customs documents' with fields for 'Use company letterhead on file' and 'Use company signature on file'.
- 8. Electronic Export Information:** Contains a checkbox for 'My shipment contents require an Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption'. Below this is a 'Destination Control Statement' section with a 'DCS type' dropdown set to 'Department of Commerce'.

At the bottom of the form, there are sections for 'Pickup/Drop-off (optional)', 'Rates & Transit Times', and a 'Service and Transit Time' table with 'Your Rate' and 'Calculate' buttons.

International Freight Overview

KUEHNE+NAGEL

KUEHNE+NAGEL

INTERNATIONAL HEAVYWEIGHT AIR	OCEAN
<ul style="list-style-type: none"> Individual parcels 150 lbs. or greater requiring expedited service, contact Kuehne + Nagel Can be tendered loose, palletized or oversized Refer to the PO or SO for service level 	<ul style="list-style-type: none"> Less-than-Container Load (LCL) or Full-Container Load (FCL), contact Kuehne + Nagel Refer to the PO or SO for service level

MANDATORY REQUIREMENTS FOR ALL CARRIERS

BILLING REQUIREMENTS	<ul style="list-style-type: none"> Use bill “Collect” when sending shipments to a B/E Aerospace location. Use bill “Third Party” when sending shipments to a non-B/E Aerospace location. <p>To ensure proper billing, all BOL's should include the Third Party billing address: B/E Aerospace C/O CTSI Suite 1750 5100 Poplar Ave. Memphis, TN 38137 Tel: 901-766-1500</p>
REFERENCE REQUIREMENTS	<ul style="list-style-type: none"> B/E Aerospace GL# and PO# (or SO#) must appear on the BOL.
HAZARDOUS MATERIALS	<ul style="list-style-type: none"> Hazardous materials must ship in accordance with the United States Code of Federal Regulations, Title 49, Part 173.1, or as required by carrier.
DECLARED VALUE	<ul style="list-style-type: none"> Do not use Declared Value or any other package/shipment insurance. Fees associated with these services will not be paid unless prior approval is given by the B/E Aerospace buyer.

International Paperwork Requirements

The shipper is responsible for complete and accurate paperwork including:

Each PACKING LIST must contain the following:	Each COMMERCIAL INVOICE (CI) must contain the following:
<ul style="list-style-type: none">• B/E Aerospace GL#• B/E Aerospace PO# (or SO#)• Part Number• Quantity shipped• Description• Case markings, if used	<ul style="list-style-type: none">• Authorized Company representative's printed name, signature, and title.• Part number• B/E Aerospace GL#• B/E Aerospace PO# (or SO#)• Description• Quantity• Unit Value• Type of currency• Country of manufacture

NOTIFY PARTY REQUIREMENTS

For shipments moving via Kuehne-Nagel , documentation must show the “**Notify Party**” as: “**BEUSA.brokerage@kuehne-nagel.com**”

Contact Information



US Contacts

Steve Francke
Corporate Transportation Manager
Corporate Sourcing and Supply Chain
Winston-Salem, NC 27105
1.336.767.2000
betransportation@beaerospace.com

B/E Global Trade Compliance
1.561.791.5000

Ed Bond
Senior Manager, Global Trade Compliance
Edward_Bond@beaerospace.com

Keith Zampino
Senior Trade Compliance Specialist
Keith_Zampino@beaerospace.com

JP Pedicino
Global Trade Technology Specialist
JP_Pedicino@beaerospace.com



FedEx Vendor Activation Desk

1.866.883.9290

Monday—Friday 8 a.m. to 5 p.m. CST
Accessible from U.S. and Canada

Note: When contacting the FedEx Vendor Activation Desk, please identify that you are a **B/E Aerospace vendor** to receive proper support.

U.S. Customer Service

1.800.GoFedEx 1.800.463.3339

www.fedex.com/us

International Customer Service

1.800.247.4747

www.fedex.com

Regulatory Consulting U.S. export
documentation & customs requirements

1.800.851.3336

Customer Technical Support

1.877.339.2774

Dangerous Goods / Hazardous Materials

1.901.434.3200 (DG/HazMat Hotline) or
1.800.463.3336 (say “dangerous goods”)

FedEx Freight Customer Service

1.866.393.4585

<http://www.fedex.com/us/freight/>

Accessible from U.S. and Canada

FedEx Freight Capacity Management

1.888.465.5646 (B/E Aerospace buyer must contact)
volumeservices@fedex.com

KUEHNE+NAGEL

Neil Gordon

Operational Key Accounts Manager—East Coast
1.704.359.5087 / neil.gordon@kuehne-nagel.com

Joe Schmalz

Operational Key Accounts Manager—West Coast
1.206.288.4865 / joe.schmalz@kuehne-nagel.com

www.kn-portal.com



Hub Group, Inc.

Russell Eaborn—Highway Account Manager
P 1.412.627.0156 / C 1.412.627.0156
reaborn@hubgroup.com

Team Contact: 412.489.0788 ext. 26.0788
HWYEast3@hubgroup.com

Team After Hours Contact: 412.855.8807 / 412.439.0753
HWYEast3AH@hubgroup.com

24/7 After Hours Coverage: Highway247@hubgroup.com

B/E Aerospace Customs-Trade Partnership Against Terrorism (C-TPAT) Supply Chain Security Guidelines for International Suppliers or Shippers

To support B/E Aerospace (BEA) and U.S. Customs and Border Protection (CBP) C-TPAT program, our business partners (international suppliers or shippers) who handle U.S. bound shipments to BEA from another country, must follow the C-TPAT security guidelines below to ensure supply chain security and mitigate the risk of loss, theft, and contraband smuggling that could potentially introduce terrorists or implements of terrorism into the global supply chain.

Contact BEA Global Trade Compliance 561-791-5000 immediately upon knowledge of any security breach affecting BEA goods (contraband, smuggling, or threatening/suspicious activities)

Business Partners/ Subcontractor Requirements: Foreign suppliers and shippers must have documented procedures for selection of business partners like carriers and vendors who handle (manufacture, packaging, or transport) U.S. bound shipments to BEA. This includes evidence (e.g., C-TPAT SVI, AEO or equivalent program number and certificate) to indicate partners who are certified and compliant with C-TPAT, AEO or an equivalent supply chain security program.

Foreign suppliers or subcontractors must have documentation of compliance verification (e.g., contractual obligations, certification records, or completed questionnaires).

Shipment Routing & Certified Carrier Usage: Foreign suppliers and shippers must follow BEA Incoterms and instructions for delivery, routing, and international shipment. On U.S. bound BEA import shipments the supplier or shipper must use C-TPAT certified forwarders and carriers. This requirement applies to subcontractors handling or transporting BEA U.S. import shipments (e.g., transfer carriers for truck trailers from Mexico).

BEA Importer Security Filing (ISF) Form & Pre-alert Process: For U.S. bound BEA import shipments arriving by vessel, the supplier, shipper & forwarder must follow BEA ISF process. The forwarder (within 72 hours prior to stuffing) must email BEA ISF form and shipping documents to BEA ISF agent (customs broker stated on invoice and ISF form). The broker must file ISF 10 per SOP (within 24 hours prior to vessel sailing) and email completed ISF form to forwarder and BEA with ISF acceptance. After receipt of ISF acceptance, forwarder may stuff & load BEA's shipment onto vessel.

Point of Origin: *Point of Origin is the facility where products are assembled, manufactured, packaged, and shipped.* Foreign suppliers and shippers must ensure partners have security procedures consistent with C-TPAT security criteria to enhance integrity of shipments at point of origin. Periodic reviews of partner facilities should be conducted based on risk to maintain CBP standards.

Security Procedures: *Container and trailer security procedures below for inspections, storage, and seals apply when foreign suppliers or shippers are responsible contractually for stuffing or loading truck trailers and ocean containers at their facility (i.e., FCA Supplier or Shipper Facility Incoterms 2010).* Suppliers and shippers must work with carriers to ensure effective security controls are implemented at point of origin.

Container and Trailer Security: Container and trailer integrity must be maintained to protect against introduction of unauthorized material and/or persons. At the point-of-stuffing, procedures are required to properly seal and maintain the integrity of shipping containers and trailers. A high security seal that meets or exceeds the current PAS ISO 17712 standard must be affixed to all U.S. destined containers and trailers.

Seven-Point Ocean Container Inspection: Procedures and checklist are required to verify the physical integrity of each ocean container and door locking mechanisms prior to stuffing. *Seven-point ocean container inspection process:* (1) *outside and undercarriage (before entering shipping/receiving areas), (2) inside and outside doors, (3) right side, (4) left side, (5) front wall, (6) ceiling and roof, (7) floor (inside).*

Seventeen-Point Truck & Trailer Inspection: Procedures and checklist are required to verify the physical integrity of the truck & trailer and door locking mechanisms prior to stuffing. *Seventeen point truck & trailer inspection process:* (1) *bumper, (2) engine, (3) tires (truck & trailer), (4) floor (inside truck), (5) fuel tanks, (6) cab and storage compartments, (7) air tanks, (8) drive shafts, (9) fifth wheel, (10) outside and undercarriage, (11) outside and inside doors, (12) floor (inside trailer), (13) side walls, (14) front wall, (15) ceiling and roof, (16) refrigeration unit, and (17) exhaust.*

Ocean Container and Truck Trailer Storage: Ocean containers and truck trailers under the supplier or shipper control or located in a facility of the supplier/shipper must be stored in a secure area and manner to prevent unauthorized access and/or manipulation.

Security and Control of Container and Trailer Seals: For ocean containers and truck trailers fully loaded at international supplier/shipper facilities the supplier or shipper must affix a high security seal to all fully loaded ocean containers or truck trailers bound for the U.S., have documented procedures to control and record use of high security bolt seals, recognize and report compromised seals, containers or trailers, designate a limited number of employees to access/apply seals for security purposes and keep a documented inventory of all seals.

Physical Access Controls: Access controls prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets. Access controls must include the positive identification of all employees, visitors, and vendors at all points of entry.

Employees/Access Devices: Systems are required for positive identification and access control of employees and visitors. Employees should only have access to secure areas based on their duties. Company management or security personnel must control the issuance and removal of employee, visitor and vendor identification badges. Procedures for the issuance, removal and changing of access devices (e.g. keys, key cards, etc.) must be documented.

Visitors and Deliveries (including mail): Visitors must present photo identification for documentation purposes upon arrival. All visitors should be escorted and should visibly display temporary identification. Proper vendor ID and/or photo identification must be presented for documentation purposes upon arrival by all vendors. Arriving packages and mail should be periodically screened before being disseminated.

Challenging and Removing Unauthorized Persons: Procedures must be in place to identify, challenge and address unauthorized/unidentified persons.

Personnel Security: Screening prospective employees and periodic checks of current employees is required.

Pre-Employment Verification, Background Checks/Investigations: Application information like employment history and references must be verified before employment. Consistent with foreign regulations, background checks and investigations should be conducted for prospective employees. Once employed, periodic checks and reinvestigations should be performed based on cause, and/or the sensitivity of the employee's position.

Personnel Termination Procedures: Companies must have procedures in place to remove identification, facility, and system access for terminated employees.

Physical Security: Supplier/Shipper facilities must have physical security deterrents to protect from unauthorized access. Physical security deterrents used by international suppliers/shippers may include:

Fencing, Gates/Entries & Guards: Perimeter fencing or walls should enclose facilities where other controls are not in place to prevent unauthorized access. Fencing and walls should be inspected & maintained. Shipping & receiving areas should have fencing, locking doors, access controls or CCTV. Entry and exit points for vehicles and/or personnel must be controlled. The number of gates should be kept to the minimum necessary for proper access and safety controls. Guards or access controls should be in place to ensure that unauthorized personnel do not enter the facility or gain access to BEA shipments.

Parking & Lighting Controls: Private passenger vehicles should be prohibited from parking in or adjacent to shipping and receiving areas to prevent unauthorized materials from being introduced into shipments or conveyance vehicles. Adequate lighting must be provided inside and outside facilities to prevent unauthorized access.

Locking Devices, Key Controls: External & internal windows, gates, and doors to access the facility or cargo storage areas must be secured with locking devices. Management or security personnel control issuance of all locks and keys.

Alarms Systems and Video Surveillance Cameras: Suppliers and shippers should use alarm systems and video surveillance cameras, as appropriate, to monitor premises and prevent unauthorized access to cargo handling and storage areas.

Information Technology (IT) Security: Security measures must be in place to ensure automated systems are protected from unauthorized access.

Password Protection & Accountability: Automated systems should use individually assigned accounts that require a periodic change of password. IT security policies, procedures and standards should be in place and provided to employees in the form of training. A system should be in place to identify the abuse of IT including improper access, tampering or the altering of business data. All system violators should be subject to appropriate disciplinary actions for abuse.

Procedural Security: Documented security procedures must be communicated to employees to ensure security measures are followed. Upon BEA's request, the supplier or shipper shall provide evidence of documented procedures like physical, personnel and IT security, access controls, reporting of security incidents, ocean container or truck trailer seal and inspection controls.

Shipment Documentation and Manifesting Procedures: Procedures must ensure accurate and timely information is received from partners. Invoice, packing list, bill of lading and other records to manifest and clear cargo with Customs will be legible, complete, accurate, and protected from exchange, loss or erroneous information. Controls must include securing computer access and information.

Packing, Shipping and Receiving Security Procedures: Documented procedures must control access to shipping & receiving areas. Packaged shipments must be controlled to prevent unauthorized access and contraband. Departing cargo must be verified against purchase or delivery orders with accurate package and unit quantities weight and part numbers and verification that contraband is not present. Drivers picking up cargo should be positively identified before cargo is released. Procedures should track the timely movement of incoming and outgoing goods.

Cargo Discrepancy and Security Breach Reporting: All shortages, overages, and other significant discrepancies or anomalies must be resolved and/or investigated appropriately. ***Contact the BEA GTC immediately at 561-791-5000 upon knowledge of any security breach affecting BEA goods.*** Notify Customs and/or other law enforcement agencies as appropriate when contraband, smuggling or threatening suspicious activities are detected. Contact your BEA representative with any questions.

Security Training: A security training program must be in place to educate and build employee awareness of proper security procedures as outlined in these security guidelines including training on the threat posed by terrorists and contraband smugglers at each point in the supply chain, training on ethical conduct, avoidance of corruption, fraud and exploitation. Additional training on effective supply chain security controls should be given to employees in the shipping and receiving areas.