

HAZMAT Transportation Security Awareness – Shipper Checklist

When you evaluate a shipper, ask the following questions and note your findings and any recommendations you have. Note that your government may provide its own checklists for security evaluations. Please check your government's website to find out more.

Hazardous Materials Storage and Handling

- ☐ How do you secure hazardous materials?
- ☐ Does your company protect hazardous materials using alarms or security systems?
- ☐ How do you keep unauthorized personnel out of the area?
- ☐ How do you keep untrained personnel out of the area?
- ☐ What hazardous materials inventory records do you keep?
 - ☐ How often do you audit the inventory?
 - ☐ What is the reporting procedure if material is missing from the inventory?
- ☐ Do your employees use a checklist for packaging and transferring hazardous materials?
 - ☐ Do they use the checklists effectively?
- ☐ Does your company conduct routine security inspections?

Training and Personnel

- ☐ How are shipping personnel trained?
- ☐ How are training records kept?
- ☐ Do you train hazardous material handlers to recognize/dispose of suspicious packages?
- ☐ Do you train your employees to recognize and deal with suspicious behavior?
- ☐ Do you conduct employee background checks?
 - ☐ Do you periodically review/update the checks? How often?
- ☐ Does your company hold regular employee/management meetings to discuss security measures and awareness?

Carrier Safety

- ☐ How is the carrier's identification matched to shipping records?
- ☐ What program do you have to audit your carrier's security procedures?
- ☐ What procedure do you have to verify if the carrier is authorized to carry your hazardous materials?
- ☐ How is the carrier's equipment checked for safety?

Loading and Securing Shipments

- ☐ How do you verify that hazardous materials are securely loaded and properly labeled?
- ☐ How do you track a shipment after it has left your facility?
- ☐ When do you notify the receiver that the shipment is en route?
 - ☐ What information do you provide to the receiver?
 - ☐ Is this information adequate?
- ☐ What procedure do you have to follow up about the safe arrival of hazardous materials?