Exhibit A

Satellite Logistics Group
Security Self-Assessment for Warehouses

Company Under Review:	Date:
Respondent Name:	Respondent Title:

1. Physical Security			
	Question	**Yes**	**No**
1.1	Are buildings constructed of materials that resist unlawful entry and protect from outside intrusion?	☐	☐
1.2	Who monitors the entrances/exits?		
1.3	Are entrances and exits locked and secured when not manned?	☐	☐
1.4	Are external and internal doors, windows, and/or fences protected from outside intrusion?	☐	☐
1.5	Are intrusion alarms used and monitored to detect unauthorized entry after hours?	☐	☐
1.6	Are all external doors alarmed and linked to the main alarm system?	☐	☐
1.7	Are windows secured with alarms or other intrusion deterrents (bars, wiring, etc.)?	☐	☐
1.8	Are exit doors reinforced?	☐	☐
1.9	Are dock doors closed and locked unless a shipment is being received or dispatched?	☐	☐
1.10	Are international and domestic cargo segregated and marked?	☐	☐
1.11	Is dangerous goods cargo segregated and stored in a safe, caged or fenced-in area?	☐	☐
1.12	Is high-value cargo segregated and stored in a safe, caged or fenced-in area?	☐	☐
1.13	Is lighting both inside and outside the facility adequate to eliminate dark corners?	☐	☐
1.14	Is flood lighting used in loading and unloading areas? Are dock doors illuminated at night?	☐	☐
1.15	Are clear zones maintained around the facility? i.e., are brush and growth cleared from the perimeter barrier?	☐	☐
1.16	Does a guard or receptionist monitor the office entrances?	☐	☐
1.17	Is there a formal registration process to document visitors to the facility?	☐	☐
1.18	Is parking for employees separate from the dock and cargo areas?	☐	☐

		Yes	No
1.19	Are containers/trailers that remain at the facility overnight secured and locked/sealed?	☐	☐
1.20	Are seal numbers verified before trailers or trucks are released from the facility?	☐	☐
1.21	Is the identification of the truck driver verified before cargo is released into his/her custody?	☐	☐
1.22	Are truck drivers given limited access to the facility and supervised at all times?	☐	☐
1.23	Are communication systems in place to contact internal security personnel or local law enforcement officers in the event of an emergency?	☐	☐
1.24	Do you have a Closed Circuit Television (CCTV) system? If so, is it monitored?	☐	☐
Comments:			

2. Access Controls			
	Question	**Yes**	**No**
2.1	Does the facility have a formal ID system for permanent, temporary, and contract employees?	☐	☐
2.2	Are badges with the employee's name and photo issued and required to be displayed at all times?	☐	☐
2.3	Are employees required to show their badges upon entering the facility?	☐	☐
2.4	Do badges have a control number for auditing purposes?	☐	☐
2.5	Are badges distinguishable by workers' assigned areas?	☐	☐
2.6	Is access to loading docks limited to those employees approved or scheduled to work on the loading docks?	☐	☐
2.7	Is there a controlled access gate to monitor activity coming in and out of the facility?	☐	☐
2.8	Are containers, trailers, and drivers logged in and out of the facility?	☐	☐
2.9	Is there a formal registration process for visitors?	☐	☐
2.10	Are visitors required to wear visitor badges?	☐	☐
2.11	Do employees escort visitors while in a loading facility or warehouse?	☐	☐
2.12	Do employees challenge unknown persons in the facility not displaying a visitor badge?	☐	☐
2.13	Are computers and networks containing sensitive data secured to prevent unauthorized access to such data? If so, how?	☐	☐
2.14	Are individual computer workstations password-protected?	☐	☐
2.15	Is information in the public domain (e.g., the Internet) protected by a firewall?	☐	☐
2.16	Is access to sensitive information limited to those employees who must	☐	☐

		Yes	No
	access the information to perform their jobs?		
2.17	Is a log of access rights maintained?	☐	☐
2.18	If an employee separates from the company, when are access rights revoked?		
2.19	Is there a documented procedure in place to ensure that all access rights are revoked when an employee separates from the company?	☐	☐
Comments:			

3. Procedural Security			
NOTE: We recognize that many of the standards listed below are common practice in the U.S., though this might not be the case in the foreign countries in which we operate. We also recognize that some data or information that is available in the U.S. may not be available in other countries.			
	Question	**Yes**	**No**
3.1	Does your facility have a formal security department or a designated security director to supervise security practices?	☐	☐
3.2	Is there a designated employee to supervise the introduction and removal of cargo and packages?	☐	☐
3.3	Do you have a procedure in effect to verify that the vendor has properly marked packages according to the agreed upon specifications?	☐	☐
3.4	Is there a procedure in place to address instances where packages are not properly marked?	☐	☐
3.5	Do you verify the cargo against the manifest documents? How do you detect and account for overages or shortages?	☐	☐
3.6	Describe your process for detecting and accounting for overages and shortages.		
3.7	Are containers/trailers/railcars left at the facility overnight?	☐	☐
3.8	Are those containers empty or full?		
3.9	How are they secured?		
3.10	Is a procedure in place for inspecting and verifying seals?	☐	☐
3.11	Do you utilize industry-approved seals on outbound containers/trailers/railcars?	☐	☐
3.12	Are containers/trailers that enter or leave the facility recorded?	☐	☐
3.13	Are security procedures documented?	☐	☐
3.14	Do you conduct formal self-assessments of security procedures?	☐	☐
3.15	Are procedures in place for notifying CBP or other law enforcement agency if anomalies are suspected?	☐	☐
Comments:			

SUPPLY CHAIN SECURITY – BEST PRACTICES
Security Self-Assessment for Warehouses

4. Personnel Security			
NOTE: We recognize that many of the standards listed below are the common practice in the U.S., though this might not be the case in your country. We also recognize that some data or information that is available in the U.S. may not be available in other countries.			

	Question	**Yes**	**No**
4.1	Are prospective employees pre-screened before employment?	☐	☐
4.2	Do you also pre-screen temporary and contract employees with the same diligence?	☐	☐
4.3	Which of the following areas does the pre-screening process include:		
	Application verification?	☐	☐
	Prior employment?	☐	☐
	Address verification?	☐	☐
	Criminal convictions?	☐	☐
	Drug testing?	☐	☐
	Other (describe)?	☐	☐
4.4	Are photographs of employees kept on file?	☐	☐
Comments:			

5. Education & Training Awareness			
	Question	**Yes**	**No**
5.1	Does your facility have a formal training program?	☐	☐
5.2	When is the training program administered to employees?		
5.3	Does the training program address the following areas:		
	Recognizing internal conspiracies?	☐	☐
	Maintaining product integrity?	☐	☐
	Discovering and addressing unauthorized access of the facility or information?	☐	☐
	Handling suspicious packages?	☐	☐
5.4	Do you offer incentives for employees to participate in security controls (e.g., rewards for reporting wrongdoing)?	☐	☐
5.5	Is proof that an employee has completed the training maintained in the employee's file?	☐	☐
Comments:			