

# CTPAT Job Aid

## Company Property Issuance & Removal Checklist Sample

Last Updated: October 19, 2021



### Company Property Issuance & Removal Checklist

ABC Company

CTPAT Members must have written procedures governing how identification badges and access devices are granted, changed, and removed.

*CTPAT Members should use a checklist to ensure items and system access are properly managed for each employee.*

Employee: \_\_\_\_\_

Date Issued	Issued by	Items Issued/Access Granted (Serial/Markings Number, if applicable)	Date Returned/Cancelled	Returned to/Cancelled by
		Cell Phone		
		Keys for:		
		Alarm Code		
		Email Address		
		System Access		
		Laptop		

**Reminders:**

Removal of access devices/systems must take place when the employees separate from the company.

**CTPAT Program**

**CBP.GOV/CTPAT**

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