



## Customs-Trade Partnership Against Terrorism

### How to Complete an Annual Security Profile Review

The C-TPAT partner agreement calls for the annual review of the security profile submitted to C-TPAT, “Specifically, the Partner agrees to: Using the online application process (the C-TPAT Security Link Portal), complete a supply chain security profile and update information regarding the company on an annual basis”. The requirement begins with an annual supply chain risk assessment (guidance to complete a Five Step Risk Assessment can be found on [www.cbp.gov/ctpat](http://www.cbp.gov/ctpat)). Completion of the risk assessment may result in changes to your supply chain security policies and procedures. These changes should be reflected in the annual review. Ninety days prior to the due date the C-TPAT partner account will receive a message with a due date for the annual review.

**Step 1:** To complete the annual review within the ninety day window, log into the partner portal, select the corresponding Trade Account, then select <C-TPAT> from the left side menu. Click <Edit Security Profile>.

Existing Program Membership			
Business Type	Foreign Manufacturer	CTPAT Account #	43366029
Account Status	Certified, Non-Importer, Validation Completed	Security Profile Status	Annual Review Required
Certification Date	07/29/2011	Anniversary Date	07/29/2014
SCSS: Name	Phillip Thompson	SCSS: Office	Miami
SCSS: Phone	305-471-8091	SCSS:Email	phillip.thompson@dhs.gov
Primary POC	Juan Carlos Vera (eml: jcvera@gkmexico.com, phn: (52) 981 81 1 99 50 )		
<a href="#">Edit Company Profile</a>	<a href="#">Edit Security Profile</a>	<a href="#">Validation Summary</a>	

All Answers in Security Profile are not reviewed and Certified (Please check all Check Boxes).

**Step 2:** The partner must review all information in the security profile. At the end of each section, append (add to the end) additional information pertaining to changes in procedures beginning with the date of the entry.

#### DO NOT DELETE PREVIOUSLY ENTERED INFORMATION

If no additional information is required, there is no need to add supplemental text. After completing the text for each section check the box for each section to inform the system the review for this section has been completed (See graphic).



General ✓ Security Procedures ✓ Point of Origin ✓ AEO Participant ✓ Security Procedures ✓

### Business Partner Requirements (Updated)

Foreign manufacturers must have written and verifiable processes for the selection of business partners including, carriers, other manufacturers, product suppliers and vendors (parts and raw material suppliers, etc).

Foreign Manufacturer must conduct a comprehensive assessment of their security practices based upon the following C-TPAT minimum-security criteria. Click on the following link for guidance on conducting a risk assessment: [http://www.cbp.gov/xp/cgov/trade/cargo\\_security/ctpat/ctpat\\_partners/scra/](http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/ctpat_partners/scra/)

**Partner Response:**

Assessment of security practices still in in place. Company is adhere to 5 the steps assessments are followed

The procedure its in place

Append additional information/updates here, beginning with the date of the entry.

**Comments**

Please answer the criteria as it pertains to the question.

Date: 10/24/2012

---

What are thos procedures?

Date: 01/17/2013

---

A response is required in this section.

Date: 09/12/2012

---

As part of the Annual Review of Security Profile, I have reviewed the information in this section and certify that it is accurate

Previous Next Save Submit to C-TPAT

**Step 3:** Once all sections are complete, navigate back to the main C-TPAT page by clicking C-TPAT on the left side menu, and click <Submit Security Profile> next to Security Profile Status. Your assigned SCSS will begin reviewing the changes you have recorded in the Security Profile.

Existing Program Membership			
<b>Business Type</b>	Licensed U.S. Customs Broker	CTPAT Account #	99427886
<b>Account Status</b>	Certified, Non-Importer, Validation Completed	Security Profile Status	Annual Review Required <input type="button" value="Submit Security Profile"/>
<b>Certification Date</b>	07/29/2010	Anniversary Date	07/29/2014
<b>SCSS: Name</b>	James Dezendorf	SCSS: Office	NY
<b>SCSS: Phone</b>	718-553-2745 x255	SCSS:Email	james.dezendorf@dhs.gov
<b>Primary POC</b>	Michael Caseley (eml: mc@seajet.com, phn: 908-236-2259 )		
<a href="#">Edit Company Profile</a>	<a href="#">Edit Security Profile</a>	<a href="#">Validation Summary</a>	