

Guidance Notes – TSR 2014



This guidance notes provides clarity and recommend the context and the intent of the requirements of the 2014 TSR.

Definition (page 8)

TERM	DEFINITION	GUIDANCE/ AMENDMENT
SCAR	-	Security Corrective Action Requirement.
WORKFORCE	All Employees, Temporary Agency Staff, Subcontractors, unless individually identified	All Employees, Temporary Agency Staff and Subcontractors.

Page 11 - (c) Truck Audits

Page	Area for concern	GUIDANCE/ AMENDMENT
11	The Authorized Auditor must be pre-advised (30days) with the vehicle register of trucks to be certified from which they may choose a sample of trucks to be inspected. The Authorized Auditor should provide a list three times larger than the actual number to be inspected from which the carrier may select the actual trucks to be inspected.	The Authorized Auditor must be pre-advised (30days) with the vehicle register of trucks to be certified from which they may choose a sample of trucks to be inspected. <i>In the event that the trucks are not available for inspection due to operational requirements - the Authorized Auditor should provide a list three times larger than the actual number to be inspected from which the carrier may select the actual trucks to be inspected.</i>

Page 19 – 23

The heading is incorrect

It is now – TAPA TSR 2014 POLICY AND PROTOCOLS REQUIREMENTS

Should be - **TAPA TSR 2014 REQUIREMENTS PRACTICE LEVEL**

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SECTION B - Vetting And Termination Protocols - Screening/vetting own employees

Page	Req	Area for concern	GUIDANCE/ AMENDMENT
15	B1	The procedure must identify the person / resources responsible for conducting the vetting / screening process, which includes, but is not limited to, criminal history and employment checks and verification of information provided by the applicant.	<i>Vetting period of 5 years is a minimum (as allowed by local law)</i>

SECTION B - Vetting And Termination Protocols - Screening/vetting (TAS) Temporary Agency Staff

Page	Req	Area for concern	GUIDANCE/ AMENDMENT
15	B2	The LSP will have agreements in place to have the required vetting/ screening information supplied by the agency and/or subcontractor providing TAS workers, or shall conduct such screening themselves. The vetting/ screening must cover criminal history and employment checks of each TAS worker.	<i>Vetting period of 5 years is a minimum (as allowed by local law)</i>
15	B2	TAS worker required to sign declaration that they have no current criminal convictions or pending cases and will comply with the LSP's security procedures.	TAS (Temp Agency or Subcontracted worker) is required to sign declaration that they have no criminal convictions (current/ or previous) and will comply with LSP's security procedures.

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SECTION B - Vetting And Termination Protocols - Termination of Workforce

Page	Req	Area for concern	GUIDANCE/ AMENDMENT
15	B3	The LSP has robust documented procedures in place for termination of workforce. Termination procedures for workforce to include return of ID's, access cards, keys and other sensitive information and/or equipment	Section on Termination of workforce applies to separation of the workforce - both voluntary and involuntary - terminated and resigned workforce.

SECTION B - Vetting And Termination Protocols - B.5 – Procedures for re-hiring of Workforce

Page	Req	Area for concern	GUIDANCE/ AMENDMENT
15	B5	Procedures are in place to prevent LSP from re-hiring any person if denial/ termination criteria are still valid.	Records are in place to consider before re-hiring; <ul style="list-style-type: none"> - background of previously terminated personnel or - rejected applicants (that were denied employment) previously

Section 1 – Physical Security - 1.1. Truck Security

Page	Req	Area for concern	GUIDANCE/ AMENDMENT
17	1.1.3	Auditory alarm if unauthorized entry to tractor cab occurs	The alarm to be audible and auditable at the control center

2.2. Tracking and Tracing Systems

Page	Req	Area for concern	GUIDANCE/ AMENDMENT
18	2.2.4/ 2.2.5	A tracking device must be installed in a covert location in the tractor and, where available , must be capable of utilizing at least two methods of signalling such as 3G, or SMS/GPRS using GSM or CDMA and must be equipped with at least one covert antenna.	where available – refers to either mode of transmission or type of equipment. Mode of transmission – availability of network in the country. Type of equipment – availability of equipment in the country,. i.e. if banned.

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2.3. Satellite Navigation Systems (route planner)

Page	Req	Area for concern	GUIDANCE/ AMENDMENT
19	2.3.1	Satellite navigation system installed (route planner) recognizing detours, traffic jams, etc. to avoid unnecessary stops or delays. Carrier's dispatch must confirm all route changes	Tom Tom, Garmin, etc. installed in the Truck. The installed navigation system should provide information in regard to route deviations, traffic jams / obstructions, and other events.

Section 6 – Freight handover Process - 6.4. Pre-alert in place

Page	Req	Area for concern	GUIDANCE/ AMENDMENT
22	6.4.1. -	Unless on Buyers exemption; pre-alert details must be agreed to by Buyer and LSP.	The capability needs to be in place for pre-alerts, and if required or requested by buyer, the LSP needs to have the pre-alerts. When requested by buyer, the pre-alerts details to be agreed with buyer, otherwise the pre-alert capability to incorporate the suggested details.

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SP Self-Assessment (7.1) Self-Assessment of vehicle before being added to the TSR Vehicle Log

Page	Req	Area for concern	GUIDANCE/ AMENDMENT
23	7.1.1	The LSP must have documented evidence that all vehicles (trucks & trailers) in the TSR Vehicle LOG have been assessed and are meeting the requirements of the TAPA TSR 2014 (Section 7 - Specifications for TSR Certification or Recognition (Practice).	The LSP must have documented evidence that all vehicles (trucks & trailers) in the TSR Vehicle LOG have been assessed and are meeting the requirements of the TAPA TSR 2014 practice section, especially related to the physical aspect of the vehicles (Section 1 to 2)

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SECTION 4 (page 21) – EMPLOYMENT CRITERIA – Screening Vetting for Carrier

SECTION 4	EMPLOYMENT CRITERIA	Level 1	Level 2	Level 3
4.1. Screening/ vetting	4.1.1. - Section B of POLICY AND PROTOCOL, Vetting and Separation Protocols, must be applied.	✓	✓	✓

The entire Section B applies to the carrier/ transporter, and needs to be done, i.e., the section B should be repeated under section 4.1 so this gap can be closed.

TAPA TSR 2014 POLICY AND PROTOCOLS required for all 3 levels				
SECTION B	VETTING AND TERMINATION PROTOCOLS	Level 1	Level 2	Level 3
B.1 - Screening/ vetting own employees	Applicants required to disclose previous employment history, gaps in employment, criminal convictions, job terminations in similar/ same industry, job related qualifications. (within constraints of local law).	✓	✓	✓
	Procedure for dealing with applicant/employee's false declaration pre & post hiring.	✓	✓	✓
	The procedure must identify the person / resources responsible for conducting the vetting / screening process, which includes, but is not limited to, criminal history and employment checks and verification of information provided by the applicant.	✓	✓	✓
	Denial criteria must be documented. Procedures shall be within constraints of local law.	✓	✓	✓
B.2 - Screening/ vetting (TAS) Temporary Agency Staff	The LSP will have agreements in place to have the required vetting/ screening information supplied by the agency and/or subcontractor providing TAS workers, or shall conduct such screening themselves. The vetting/ screening must cover criminal history and employment checks of each TAS worker.	✓	✓	✓
	TAS worker required to sign declaration that they have no current criminal convictions or pending cases and will comply with the LSP's security procedures.	✓	✓	✓
	Procedure for dealing with TAS worker's false declaration.	✓	✓	✓
B.3 - Termination of Workforce	TAS worker denial criteria documented. Procedures shall be within constraints of local law.	✓	✓	✓
	The LSP has robust documented procedures in place for termination of workforce. Termination procedures for workforce to include return of ID's, access cards, keys and other sensitive information and/or equipment.	✓	✓	✓
B.4 - Protection of Buyer's data and records	Procedures are in place to prevent terminated workforce from having access to Buyer's data and records.	✓	✓	✓
B.5 - Procedures for re-hiring of Workforce	Procedures are in place to prevent LSP from re-hiring any person if denial/termination criteria are still valid.	✓	✓	✓
B.6 Timing of Protocols	Hiring and termination procedures are audited, at least annually, and gaps addressed.	✓	✓	✓