



Authorized Economic Operator Screening of Suppliers

1. AEO: background and motivation

After the attacks on the WTC towers in New York (9/11), Custom Authorities have issued stricter rules for the international movements of goods.

The companies' import and export are submitted to more frequent and stricter checks, bringing along considerable time loss as well as additional costs. These new regulations do not match with the need of companies to move goods faster and with less administrative costs. Moreover, with the number of international movements of goods increasing, the risk is real that Customs cannot handle the workload any longer.

Therefore, the EU has launched a program, under which companies can obtain a so-called "AEO certificate". AEO stands for "Authorized Economic Operator".

international standards where internal quality assurance standards are being adhered to by companies, in this case the business-partners of AGFA. Our business-partners are responsible for having quality assured procedures at their premises for Customs matters, as well as security matters. Internal policies and/or instructions must be documented

2. What does this mean for AGFA and its business-partners?

Because AGFA has obtained AEO-certification, it is under the obligation to require its business-partners to commit to also secure their part of the supply chain relative to their business with AGFA.

Business-partners of AGFA can meet such requirement by obtaining their own AEO certificate or a similar program (e.g. CT-PAT), by indicating that their certification is pending, or by means of a screening done by AGFA.

For such screening but depending on the type of businesspartner AGFA will use a list of questions to be answered by the business partners. This questionnaire, which is to be considered as a self-assessment, reflects the standards of AEO. It does not however tackle creditworthiness or solvability issues, since these are already covered otherwise.

With this self-assessment the business-partners confirm their willingness to comply (or not) with the AEO

TOPICS & QUESTIONS	
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1. Personnel	
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1.1	Are prospective applicants screened on workhistory,background,references ?
1.2	Do internal labourregulations (as part of labourcontract) include a code of conduct regarding security ?
1.3	Does staff receive appropriate and regular training with regard to security and safetyrequirements (such as security protocols, detection of intrusion/tampering,reporting of incidents and the risks associated with international supply chains) ?
1.4	Are records made and maintained about all training activities ?
1.5	Are there procedures in place (and followed) to remove identification, facility and systemsaccess,.. Upon termination of the labourcontract ?

2. ITC security	
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2.1	Please list which software you use to manage your supply chain ?
2.2	Are passwords used to access software ?
2.3	Is it required to change passwords regularly ?
2.4	Is usage of ITC (rules of conduct,..) in place and published ?
2.5	Does employer monitor the access to systems ?
2.6	Is there a segregation of duties between users ,developers,analysts ?
2.7	Do you have a description of the measures regarding protection of hardware and software (firewalls,antivirus,disaster recovery,...) ?
2.8	Did you describe backuproutines ,serverroomprotection,... ?

3. Physical Security and access control	
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3.1	Do you prevent unauthorised access to your site(s) (avoiding intrusion,unlawful entry) ?
3.2	Do you have a visitor's policy in place including identification and registration of visitors ?
3.3	Do you regularly assess the physical security of your sites(s)?
3.4	Do you have an employee identification including accescontrol in place ?
3.5	Do you control and record visitors/staff/contractors/vehicles attending your premises ?

4. Secured (un)loading of trucks/trailers/containers (ttc)	
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4.1	Do you prevent unauthorised access to shipping areas,loading docks,warehouses, etc ?
4.2	Do you inspect upon (un)loading the t.t.c. ? (for ex. 7 point inspection : bottom,top ,4 outsides and inside)
4.3	Are full/empty t.t.c's stored in a secure place to avoid unauthorised access
4.4	Are all goods that need to be stored and/or shipped properly labeled and identified and kept track of ?

5. Usage of seals	
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5.1	Are the seals kept in a secure place with limited access only ?
5.2	Do you have a log capturing t.t.c-number,sealnumber,staffmember who did the sealing ?
5.3	In case of unloading a sealed t.t.c ,do you verify the integrity ?

6. Compliance record	
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6.1	Did you, during the last 3 years , seriously infringe customs rules ? However the record of compliance may be considered as acceptable if the infringements are of minor or negligible importance in relation to the number /size of customs related operations/activities . In any case there should not be any fraudulent intent or negligence and remedial actions are to be taken in order to prevent or minimize future orders .
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Yes	No	Comment/ answer/ description	Critical
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Yes	No		
Yes	No		
Yes	No		
Yes	No		
Yes	No		

Yes	No		
Yes	No		
Yes	No		
Yes	No		
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Yes	No		
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Yes	No		
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Yes	No		
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Yes	No		

Yes	No		