



# Trucking Security Requirements

## TSR 2023

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**Appendix B**  
Soft Sided Truck

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**Vehicle Category** : For Trucks with flexible and collapsible sides

**Vehicle Description** : A soft-sided truck, also known as tarpaulin truck or canvas-sided truck is typically enclosed with a tarpaulin or canvas covering that can be rolled up or removed for loading and unloading purposes. The tarpaulin or canvas material is usually supported by a framework made of metal or other sturdy materials to maintain the structural integrity of the truck.

**Audit Levels** : Level 3

**Auditor Type** : IAB or AA

**Requirements**

Section	Management Support and Responsibilities Protocols	Audit Levels		
		1	2	3
9.1.	<b>Security Management</b>			
9.1.1	<p>Management must have formally appointed a person (AA) for security on site who is responsible for maintaining TAPA TSR, SCARS closure, risk assessment, management report and company supply chain security requirements. Another person (can be the same) will also be responsible for monitoring the TSR program. This includes scheduling compliance checks, communications with AAs, recertification, changes to the TSR Standard, etc.</p> <p>Note: These persons can be an employee or outsourced person under contract to perform this role.</p>	N/A	N/A	✓
9.2.	<b>Policy and Procedures</b>			
9.2.1	The LSP must have a written corporate supply chain security policy (Security Policy) in place and adopted by management.	N/A	N/A	✓
9.2.2	Specific procedures for the handling of high value theft targeted (HVTT) cargo must be in place, and in alignment with TSR procedures.	N/A	N/A	✓
9.2.3	The specific HVTT and TSR procedures are also applicable to the LSP/ Applicant subcontractors and must be reflected in a formal agreement between all parties.	N/A	N/A	✓

9.3.	Investigations and LEA Contacts			
9.3.1	<p>The LSP/ Applicant must document a written and implemented policy, which is shared with Buyers, to ensure that all freight losses are investigated. This shall include, but not be limited to:                      Notifying the Buyer of suspected or known thefts within 24 hours                      An investigation process will be initiated by the LSP/ Applicant in routine loss investigations. (a flow chart is a best practice)                      Detailing the type of information that can and cannot be shared with a Buyer</p> <p>4. The LSP should, as a best practice notify Law Enforcement immediately of any incidents of loss, injury/ assault, or malicious damage by submitting an official report.</p> <p><i>Note: All of the above shall be applicable regardless of the loss incident being while the freight was under control of the LSP/ Applicant or their service partners, sub-contractors or intermodal providers. Furthermore, a real or anonymous report to the TAPA incident database would be highly appreciated.</i></p>	N/A	N/A	✓
9.3.2	<p>The LSP/ Applicant must maintain a list of critical law enforcement agencies (LEA) contacts within its routes and must document a procedure, for both its main office and for drivers, on how to contact and coordinate with law enforcement when a theft event occurs.</p>	N/A	N/A	✓
9.4	Collection and Delivery Records			
9.4.1	<p>The LSP/ Applicant must maintain records of all collections and proof of deliveries, for a period of not less than two years that can be accessed when investigation of loss is necessary.</p>	N/A	N/A	✓
9.5	Risk Analyses and Secure Parking			
9.5.1	<p>The LSP/ Applicant must risk assess routes and stops at least annually to ensure that the safest routes are chosen to minimize passage through, or stops in, high-risk areas. This information must be provided to the Buyer if requested. As a minimum the assessment shall include:</p> <ol style="list-style-type: none"> <li>1. Procedures in place to prevent delays by mitigating avoidable traffic congestion.</li> <li>2. Procedures in place to minimize risks from unavoidable delays on route and when deadlines to arrive at destinations or approved parking locations may be at risk.</li> <li>3. Avoidance of crime hotspots are considered by analyzing incident data, LEA advice and industry networking data sharing as appropriate.</li> </ol>	N/A	N/A	✓

	<i>Note: All of the above shall be applicable during the custody of the freight by the LSP/ Applicant or their service partners, subcontractors or intermodal providers. Separate risk assessments may be necessary to be completed by the LSP/ Applicant to identify and address risks of their third-party operators.</i>			
Section	Training Protocols	Audit Levels		
		1	2	3
9.6	Response Protocols			
9.6.1	Response protocols for alerts must be reviewed at least annually ensuring they are up to date; incidents are managed effectively, and contact details are kept current.	N/A	N/A	✓
9.6.2	As a minimum response protocol must include specific responses for: 1. Communications with law enforcement 2. Advice for driver 3. Allocations of resources to the site of the event as needed 4. Protection of any cargo that remains and is vulnerable. 5. Responding to tracking system failure	N/A	N/A	✓
Section	Tracking and Training Protocols	Audit Levels		
		1	2	3
9.7	AMC Staff Training			
9.7.1	The LSP/ Applicant must have a program in place for staff to include training, appropriate use of tracking devices and other security equipment, and alarm protocols as mentioned in 9.6 Response Protocols OR have a contract in place with a recognized service provider requiring same.	N/A	N/A	✓
Section	On Route Protocols	Audit Levels		
		1	2	3
9.8	HVTT Response Protocols			
9.8.1	The LSP/ Applicant must have documented procedures in place to: 1. Protect HVTT cargo in case of security incidents (high alert) 2. Respond to suspicious acts (low alert) 3. Driver illness 4. Vehicle breakdown	N/A	N/A	✓

	<p>5. Strikes 6. Detours 7. Accidents 8. Bad weather 9. Refusal to accept delivery or delivery location is not accessible.</p> <p><i>Note: All of the above shall be applicable during the custody of the freight by the LSP/ Applicant or their service partners, subcontractors or intermodal providers.</i></p>			
Section	Workforce Integrity	Audit Levels		
		1	2	3
9.9	Screening/Vetting/Background Checks/Termination (as allowed by local law)			
9.9.1	The LSP/ Applicant must have a screening/ vetting process that includes, past employment and criminal history checks. Screening / vetting applies to all applicants, including employees and contractors. The LSP/ Applicant will also require an equivalent process be applied at contracting companies supplying TAS workers.	N/A	N/A	✓
9.9.2	TAS worker is required to sign declaration that they have no current criminal convictions and will comply with LSP/ Applicant security procedures.	N/A	N/A	✓
9.9.3	LSP/ Applicant will have agreements in place to have required information supplied by the agency and/or subcontractor providing TAS workers or shall conduct such screening themselves. Screening must include criminal history check and employment checks.	N/A	N/A	✓
9.9.4	Procedure for dealing with LSP/ Applicant/ workforce’s false declaration pre & post hiring.	N/A	N/A	✓
9.9.5	Procedures for recovering physical assets and delete/ change passwords from terminated workforce to include as a minimum: <ol style="list-style-type: none"> <li>1. Company IDs</li> <li>2. Access badges</li> <li>3. Keys</li> <li>4. Equipment and clothing</li> <li>5. Sensitive information</li> </ol>	N/A	N/A	✓
9.9.6	Protect Buyer’s data: Terminate access to physical or electronic systems that contain Buyer’s data (inventory or schedules). Documented procedure required.	N/A	N/A	✓

9.9.7	Current workforce (LSPs, subcontracted) listing available for LSP’s validation against Workforce Integrity procedures.	N/A	N/A	✓
9.9.8	Re-hiring: Procedures are in place to prevent LSP/ Applicant from re-hiring workforce if denial/ termination criteria are still valid. Note: Records are reviewed prior to re-hiring (Ex: background of previously terminated personnel or – rejected applicants (previously denied employment).	N/A	N/A	✓
9.9.9	LSP will maintain an up to date list of all own and sub- contracted drivers qualified/ trained to drive vehicles listed in the vehicle register.	N/A	N/A	✓
<b>Section</b>	<b>Physical Security</b>	<b>Audit Levels</b>		
		<b>1</b>	<b>2</b>	<b>3</b>
9.10	<b>Tractor unit/van security</b>			
9.10.1	Driver procedures require that vehicle driver’s cab doors are locked, and all windows closed during transit <b>unless needed to be opened for operational procedures.</b>	N/A	N/A	✓
9.10.2	Vehicle keys restricted to driver and LSP/ Applicant management.	N/A	N/A	✓
9.11	<b>Cargo Compartment</b>			
9.11.4	Doors secured in line with LSP’s/ Applicant’s own internal policy.	N/A	N/A	✓
9.11.5	Tamper evident seals are used on all direct, non-stop shipments. Seals shall be certified to ISO 17712 (I, S or H classification). The LSP/ Applicant shall have a documented procedure in place to ensure the seals are controlled and who (Buyer, Warehouse operator or LSP etc.) is responsible for applying and removing the seals.	N/A	N/A	✓
9.11.6	TIR cable, classification 1 used for FTL direct transports.	N/A	N/A	✓
9.11.7	Trailer or sea container chassis immobilization device in place when loaded trailer dropped (kingpin, landing gear lock or brake line lock).  <i>Note: Dropping/unhooking/uncoupling a loaded trailer/container is not allowed under TSR 1.</i>	N/A	N/A	✓



Section	Tracking Technology and Alarms	Audit Levels		
		1	2	3
9.12	Two-Way Communication Systems			
9.12.2	At least one system available 24/7 for two-way, real time voice communication (e.g. mobile phone/two-way radio) with LSP's/ Applicant's office or 3rd party AMC.	N/A	N/A	✓
9.14	Tracking and Tracing Devices			
9.14.4	A tracking device must be installed in a covert location in the truck/van tractor.	N/A	N/A	✓
9.14.5	Standard "reporting interval" for tracking unit in the truck/van tractor must be not less than one report every sixty (60) minutes.	N/A	N/A	✓
9.18	Satellite Navigation Systems			
9.18.1	Satellite navigation system installed (route planner) recognizing detours, traffic jams, etc. to avoid unnecessary stops or delays.	N/A	N/A	✓
9.18.2	The navigation system must have the latest available software version installed and in use.	N/A	N/A	✓
9.18.3	Procedure in place to ensure LSP's/ Applicant's dispatch and AMC where utilized, must confirm all route changes due to navigation system guidance.	N/A	N/A	✓
Section	Security Procedures	Audit Levels		
		1	2	3
9.19	Scheduled Routing			
9.19.1	The LSP/ Applicant has planned routes.	N/A	N/A	✓
9.20	Vehicle Maintenance Program			
9.20.1	The LSP/ Applicant must document vehicle maintenance programs in accordance with manufacturer's specifications.	N/A	N/A	✓
9.21	Unscheduled Stops			
9.21.3	A detailed and documented protocol must in place if the driver must leave truck and trailer. All doors must be locked and alarms (where fitted) must be activated.	N/A	N/A	✓

9.22	<b>Secure Parking</b>			
9.22.1	The driver’s manual/ instructions must list approved and prohibited parking facilities, stopping places.	N/A	N/A	✓
9.22.4	The LSP/ Applicant must have a policy in place to identify and implement the use of secure parking locations for loaded trucks. This shall include, but not be limited to: <ol style="list-style-type: none"> <li>1. Decision process for which parking locations to use.</li> <li>2. A current list of approved parking locations.</li> <li>3. Actions to take when an approved parking location is not available.</li> <li>4. A list of any prohibited parking options or actions.</li> </ol>	N/A	N/A	✓
9.23	<b>Unauthorized Persons</b>			
9.23.1	No unauthorized parties allowed in truck or trailer. The LSP/ Applicant must have policies and procedures in place to prevent unauthorized parties from being present in truck or trailer (i.e. hitchhikers, friends, non- driving relatives, children, etc.).	N/A	N/A	✓
9.24	<b>Management of Security Equipment</b>			
9.24.1	The LSP/ Applicant must have documented and implemented procedures in place that includes: <ol style="list-style-type: none"> <li>1. The management and control of trailer/container door seals</li> <li>2. The management and control of trailer/container door locks, pin locks, and other relevant door security equipment where utilized</li> </ol>	N/A	N/A	✓
9.25	<b>Key Management</b>			
9.25.1	The LSP/ Applicant must have documented and implemented procedures in place for the secure management of keys for trucks, padlocks, kingpin locks, etc.	N/A	N/A	✓
9.26	<b>Collection and Delivery Training</b>			
9.26.1	The LSP/ Applicant to provide training on collection and delivery procedures for the drivers/ co-drivers to prevent deception and fraud.	N/A	N/A	✓
9.27	<b>Pre-Departure Checks Driver</b>			
9.27.1	The LSP/ Applicants must document the pre-departure checks that ensure road worthiness of the vehicle in accordance with local regulations. A record of the checks being completed must be made by the driver. For LTL (multiple stops) routes, these checks	N/A	N/A	✓

	are required only at first departure of the day. <b>Note: For TSR-1 routes the pre-departure check must include also the integrity of the trailer, the locks and seals. Relative records have to be kept for one (1) month.</b>			
9.27.2	Exceptions noted during the pre-departure check must be reported to LSP/ Applicant home base and any delay or diversion resulting from the exceptions must be consistent with TSR Standards. Procedures must be part of driver’s manual/ written instructions.	N/A	N/A	✓
9.27.3	The LSP/ Applicant must document procedures to ensure provision of drivers and equipment capable of moving the load to its first scheduled stop without preventable interruption (e.g. fuel, meal stops, planned repairs, regulated driving times, etc.).	N/A	N/A	✓
9.28	<b>TSR Vehicle Registers</b>			
9.28.1	Vehicles to be utilized under the TSR must be listed in the LSP’s/ Applicant’s TSR Vehicle Register. There is no specific format for the Register, however, it must include at least the following information for any vehicles/ units to be covered in the certification scheme: <ol style="list-style-type: none"> <li>1. Tractor identification information</li> <li>2. Trailer/container chassis identification information</li> <li>3. TSR level</li> <li>4. Date(s) of audits, inspections and self- assessments</li> <li>5. A record of any non-conformances or other exceptions</li> <li>6. Date of non-conformance/ exception corrections</li> </ol>	N/A	N/A	✓
<b>Section</b>	<b>Management Support and Responsibilities Protocol</b>	<b>Audit Levels</b>		
		<b>1</b>	<b>2</b>	<b>3</b>
9.29.1	Security Threat Awareness training program conducted with drivers and documented in driver records. This training, as a minimum, shall include: <ol style="list-style-type: none"> <li>1. Threat awareness</li> <li>2. Robbery response</li> <li>3. Vehicle checking</li> <li>4. Recognition of developing threats</li> <li>5. Selection and use of secure parking</li> <li>6. Appropriate responses to threatening events</li> <li>7. Communication with police and management.</li> <li>8. <b>This training must be provided before driving a load of HVTT goods and thereafter every two (2) years</b></li> </ol>	N/A	N/A	✓

	<i>Note: All of the above shall be applicable during the custody of the freight by the LSP/ Applicant or their service partners, subcontractors or intermodal providers.</i>			
9.30	<b>Box and Pallet Integrity Verified Upon Receipt and Delivery</b>			
9.30.1	The LSP/ Applicant must have documented procedures verifying box and pallet counts before loading and after discharge. Documentation verifying these procedures must be retained for not less than two years.	N/A	N/A	✓
9.31	<b>Proof of Shipping and Receiving Records</b>			
9.31.1	All cargo must be verified against shipping documents and manifests to ensure proper marking, weights, counts, and specific handling instructions (as applicable).	N/A	N/A	✓
9.31.2	Shipping documents must be completed, accurate and legible and shall include as a minimum: <ol style="list-style-type: none"> <li>1. Time and date of collection/delivery</li> <li>2. Driver signature and printed name</li> <li>3. Signatures of shipping and receiving personnel</li> <li>4. Shipment details, and any special instructions.</li> </ol>	N/A	N/A	✓
9.31.3	The LSP/ Applicant must maintain records of all collections and proofs of delivery for a period of not less than two years that can be accessed if investigation of loss is required.	N/A	N/A	✓
9.31.4	Access to shipping documents and information on Buyer’s assets controlled, monitored and recorded, based on “need to know”.	N/A	N/A	✓
9.31.5	Shipping documents safeguarded until destruction.	N/A	N/A	✓
9.31.6	Information (shipping documentation) security awareness training provided to workforce having access to information.	N/A	N/A	✓
9.32	<b>Driver to Be Present for Loading and Unloading</b>			
9.32.1	Unless prohibited by shipper or receiver policies, the LSP/ Applicant policy must document that drivers must be present for loading and unloading to confirm piece count. If shipper or receiver policies prohibit this practice, those policies must be available for audit.	N/A	N/A	✓

Section	Drivers Security Training	Audit Levels		
		1	2	3
9.33	Pre-Alert in Place			
9.33.1	<p>Where Buyer requires, pre-alert process applied to inbound and/or outbound shipments. Pre-alert details must be agreed by Buyer and LSP/ Applicant.</p> <p>Suggested details include:</p> <ol style="list-style-type: none"> <li>1. Departure time</li> <li>2. Expected arrival time</li> <li>3. Trucking company name</li> <li>4. Driver name</li> <li>5. Vehicle license plate details</li> <li>6. Shipment information (piece count, weight, bill- of-lading number, etc.)</li> <li>7. Trailer/container seal numbers</li> </ol> <p><i>Note: All of the above shall be applicable during the custody of the freight by the LSP/ Applicant or their service partners, subcontractors or intermodal providers.</i></p>	N/A	N/A	✓
9.34	Self-Assessment of Vehicle Before Being Added to the TSR Vehicle Register			
9.34.1	The LSP/ Applicant must have documented evidence that all vehicles (trucks/vans & trailers/container chassis) in the TSR Vehicle Register have been assessed and are meeting the requirements of the TAPA TSR.	N/A	N/A	✓
9.35	Ongoing Assessment to Ensure Compliance to the TSR			
9.35.1	The LSP/ Applicant must have documented evidence that all subsequent self-assessments by the LSP/ Applicant (fixed or rolling program – covering all vehicles in the TSR Vehicle Register) are self-re- assessed at least once every 12 months by the LSP/ Applicant and associated records retained for audit purposes.	N/A	N/A	✓

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