

Security Checklist for the Shipper of Hazmat



U.S. Department of Transportation
 Research and Special Programs
 Administration

Question	Response	Recommendation
Hazmat Storage and Handling		
1. How are hazardous materials secured?		
2. Does your company protect hazardous materials using alarms and/or other security systems?		
3. How are unauthorized personnel restricted from area?		
4. How are untrained personnel restricted from the area?		
5. What records are maintained to inventory hazmat?		
6. How often is the inventory audited?		
7. What is the reporting procedure if material is missing from the inventory?		
8. Do your employees have a checklist for packaging and transferring hazmat?		
9. Do they use the checklists effectively?		
10. Does your company implement routine security inspections?		

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Training and Personnel		
11. How are shipping personnel trained?		
12. How are training records kept?		
13. Are handlers of hazardous materials trained in the recognition and disposal of suspect packages?		
14. Are all personnel trained in recognizing and dealing with aberrant behavior?		
15. Are employee background checks being conducted?		
16. Are background checks periodically reviewed and/or updated? How often?		
17. Does your company hold regular employee/ management meetings to discuss security measures and awareness?		
Carrier Safety		
18. How is the carrier's identification matched to shipping records?		
19. What program do you have to audit your carrier's security procedures?		
20. What procedure do you have to verify if the carrier is authorized to carry your hazmat?		
21. How is the carrier's equipment checked for safety?		

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Loading and Securing Shipments		
22. What procedures do you have to verify that your hazmat has been securely loaded and properly labeled?		
23. How do you track the shipment after it has left your facility?		
24. When is the receiver notified that the shipment is en route?		
25. What information is provided to the receiver?		
26. Is this information adequate?		
27. What procedure do you have to follow up on the safe arrival of hazmat?		