

SYSTEM STANDARD

ELEMENT: PROCEDURES
 FUNCTION: IMPORT SECURITY
 TITLE: **C-TPAT Receiving Procedure**
 SCOPE: This standard applies to all Milliken US locations that handle import/export shipments
 PURPOSE: To define the receiving procedure to Milliken & Company facilities

1. Verify the identity of the driver, co-driver and any passengers. A valid form of photo identification is required. This can be either a Milliken-issued or government-issued identification. If the identity of the driver is in question, deny entry to the facility and notify location management immediately. It is the responsibility of location management to verify the identity of the driver, remove the driver from the premises, and/or notify appropriate law enforcement as the case warrants.

Acceptable forms of government identification include:

1. Driver's License
 2. Transportation Workers Identification Credential (TWIC)
 3. Passport
 4. United States Postal Service ID
2. Check the bill of lading or other documentation accompanying the load to insure that the load appears to be a legitimate shipment to that location. Inspect the receiving address, product description(s), and carrier to insure that it conforms to what would be expected at the receiving location. An example of a suspect shipment would be a load of fiber arriving at a finishing plant. Contact location management if the load appears suspect.
 3. Inspect the bill of lading for evidence of the load being sealed at origin. Verify the seal number against bill of lading. Look for evidence of tampering on the seal (abrasions, misalignment, shortened length, or mismatch between seal components). If evidence of tampering is found or if the seal is missing, or does not match the bill of lading, deny entry and notify location management and/or the corporate logistics department immediately. It is the responsibility of location management and/or corporate logistics department to investigate and notify U.S. Customs & Border Protection and/or appropriate local law enforcement as necessary.
 - a. A proper seal log should be maintained according to Federal regulations and procedures
 - b. Reference seal best practices here: http://www.supplier.milliken.com/en-us/Transportation_Shipping/Recommended+Seal+Procedures+Including+Best+Practices-1.pdf
 4. Inspect the container with a focus on the door locking mechanism for evidence of tampering. This includes but is not limited to cut and/or questionably repaired locking bars, damaged door hinges or any signs the container has been manipulated. If tampering is suspected, notify location management.

SYSTEM STANDARD

ELEMENT: PROCEDURES
FUNCTION: IMPORT SECURITY
TITLE: **C-TPAT Receiving Procedure**
SCOPE: This standard applies to all Milliken US locations that handle import/export shipments
PURPOSE: To define the receiving procedure to Milliken & Company facilities

5. If no evidence of tampering is found, break seal, open trailer and proceed with unloading operation. Reconcile contents against packing list or bill of lading for both count and description. If shortages, overages, or discrepancies are found, notify location management immediately. If illegal or suspicious materials or activities are found, notify U.S. Customs & Border Protection or appropriate law enforcement.
6. It is the responsibility of location management to investigate and/or escalate any anomalies found during the receiving process. The associates are available if escalation is warranted:
 - A) Vice President- Global Security
 - B) Director-Safety Director- US Operations
 - C) Director- Logistics & Trade Compliance
7. Documentation received with the imported shipment must be retained according to corporate recordkeeping SPI's.