

The Expediting Co., Inc. clearly understands the importance of security in the air cargo industry. Pursuant to the new TSA Security Regulations, we have adopted the following security procedures:

### Pick Ups

- Drivers will inspect cargo at the time of acceptance for visual signs of tampering, exposed wires, or leaks that may render it unsafe for transport. Shipment will be refused if any of the above is discovered.
- Cargo will be transported in locked and/or monitored vehicles.
- Whenever an IAC dispatches us to accept a shipment for air transport, a shipper's security endorsement is collected & proper identification information is examined and recorded by the driver.
- We will ensure that all Shipping papers include a specific description of the commodity(s) being shipped.
- We will ensure all information on the shipping papers match information on the items being shipped.  
i.e. Shipper address, consignee address, specific commodity, contact name(s)
- Shipments containing multiple pieces that are tendered already shrink wrapped or banded will not be broken down.

### Screening

- When consolidating multiple shipments for tender to an airline, we will screen a minimum of 10% of the consolidation
- We will screen 100% of all shipments when: The shipper paid by cash or personal check, the shipment contains personal effects or household goods, the shipper was a residence, the shipper has been a known shipper for less than 30 days. **NOTE: Screening is defined as a thorough physical inspection of the exterior of each item being shipped unless otherwise instructed in writing by our customer to open items and inspect the contents.**
- When consolidating multiple shipments for tender to an airline, we will monitor the consolidation process either by surveillance cameras or by direct supervision of the consolidation process.
- Employees will be notified they are being monitored.
- Documentation will be kept on file for 30 days.
- When tendering a shipment to a passenger-carrying airline, a Security Certification will be completed and given to the air carrier. Copies will be kept on file for 30 days.

### General

- Emergency phone numbers are posted in all facilities.
  - No one other than authorized personnel is permitted in or around our facilities. Unknown entities will be challenged and escorted to a manager's office.
  - Unknown shippers and shipments for tender to a passenger airline will be staged in separate areas.
- Sensitive security information is only shared on a need to know basis