Facility Name: M/s Archies Limited

Country:	**India**	Assessment Stage:	**Annual**
Date of Verification:	**29-Dec-2022**	Report Number:	**A5055001**
Last Verification Date:	**22-May-2021 (84%)**	Site ID:	**F_IAR_69824**
Auditor Primary:	**Mr. Jitendra Sharma**	Service Provider:	**Intertek**
Auditor Secondary:	**NA**	Audit Location:	**Onsite**

OVERALL FACILITY SCORE	83%	

PERFORMANCE INDEX BAR

High Risk Priority (0-75%)	Medium Risk Priority (76-85%)	Low Risk Priority (86-100%)

This Facility 83%

Average Country 85%

Average Global 83%

Industry Average 82%

Participating Facilities: 5499

The C-TPAT Security Criteria and Guidelines indicate that "Must" is a requirement of the program participation. "Should" means that the procedure is considered to be an industry "best practice."

PERFORMANCE SUMMARY

Section Name	Score	Must - High	Must - Low	Should - High	Should - Low
Corporate Security	**98%**	**0**	**0**	**0**	**1**
Security Vision and Responsibility	98%	0	0	0	1
Risk Assessment	100%	0	0	0	0
Business Partners	100%	0	0	0	0
Cyber Security	100%	0	0	0	0
Transportation Security	**98%**	**0**	**0**	**0**	**1**
Conveyance and Instruments of International Traffic Security	98%	0	0	0	1
Seal Security	100%	0	0	0	0
Procedural Security	100%	0	0	0	0
Agricultural Security	NA	-	-	-	-
People and Physical Security	**71%**	**0**	**2**	**5**	**0**
Physical Security	73%	0	2	4	0
Physical Access Controls	100%	0	0	0	0
Personnel Security	100%	0	0	0	0
Education, Training and Awareness	93%	0	0	1	0
Overall	**83%**	**0**	**2**	**5**	**2**

Intertek's GSV integrates multiple global supply-chain security initiatives, including C-TPAT (Customs Trade Partnership Against Terrorism), PIP (Partners in Protection) and AEO (Authorized Economic Operators).

A. FACILITY PROFILE

A1. FACILITY INFORMATION

Facility Name:	**M/s Archies Limited**	Contact Name:	**Mr. Amerjeet Singh**
Facility Legal Name:	**M/S Archies Limited**	Contact Title:	**Hr Head & Admin**
Audit Location:	**191F, Sector – 4, IMT Manesar, Gurugram, Haryana, India.**	Email:	**amerjeet@archiesonline.com**
City:	**Gurugram**	Country:	**India**

A2. EMPLOYEE INFORMATION

NUMBER OF EMPLOYEES

Range	Actual Total	Permanent	Temporary	Foreign	Migrant
101-300	180(100%)	108(60%)	0(0%)	0(0%)	120(67%)

List of Nationalities: **NA**

A3. BUSINESS OVERVIEW

Industry:	**Paper products**	Warehouse customs bonded:	**No**
Key/Main Product:	**Manufacturing and Export of Greeting Cards and Stationery Products**	Free trade zone:	**No**
Facility land size (in Sqm):	**15000**	Total facility floor size (in Sqm):	**50000**

Total Nr of Buildings	Distribution	Production	Warehouse	Container Yards	Others
1	0	1	0	0	0

A4. EXPORT LOGISTICS

PERCENTAGE OF GOODS EXPORTED TO US

By Air	By Sea	By Rail	By Truck
2	98	0	0

FACILITY RESPONSIBLE FOR THE RELATIONSHIP WITH THE FOLLOWING TYPE OF LOGISTICS

Air:	**Sometimes**	Consolidators:	**Never**
Sea:	**Always**	Freight Forwarders:	**Never**
Rail:	**Never**	NVOCC:	**Never**
Land Carriers:	**Never**	Other 3rd party logistics providers:	**Always**
The companies used vary routes:	**No**	The companies used Global Positioning Satellite (GPS):	**No**

The companies used employ security guards:	**No**	The companies used truck convoys:	**No**
The companies used provide vehicle escort:	**No**		

A5. GENERAL INFORMATION

Brief description of the facility:

Audited facility "M/S Archies Limited" is located at 191 F, Sector-4, IMT Manesar, Gurugram-122050, Haryana, India since 01-Jan-2010 and 180 employees are working at site. Facility is involved in Manufacturing and Export of Greeting Cards and Stationery Products. Main production process carried out at audited site are Paper receiving, Cutting, Printing, Folding, Die cutting, Pasting, Finishing, Packing and Dispatch. Facility is supplying to the US and UK Market. All production processes are carried out in one concrete building as per following details: Basement: Packing, Die Cutting, Printing and Finished goods warehouseGround floor- Office area, Printing, Cutting, Fabrication, Bag making and Card makingFirst floor- Gift storeSecond Floor- CanteenPeriphery- Security guard room, Loading area, Parking area, Generator area, Fire pump station, ETP and Waste Storage area. The land area occupied by the facility is about 15000 square meters and floor area is about 50000 square meters. Facility has implemented documented security policy and procedure.

Brief description of loading process for shipment:

Facility involves in 70% FCL and 30% LCL shipments which are stuffed in container (for FCL shipments) and in closed body trucks (for LCL shipments) after 7 point inspection in presence of Security Supervisor and Packing Supervisor.

Brief description of sealing process:

All FCL shipments are secured through bolt seal and LCL shipments through padlocks by Security Supervisor in presence of Packing Supervisor.

Brief description of direct shipments to port process:

All FCL and LCL shipments are sent to client nominated consolidator / forwarder place which thereupon goes to the port.

In-country transport services detail:

World Line Cargo Movers

Required transit time between audited facility to the port / the next supply chain:

Required transit time from facility to ICD Tughlakabad - 1.5 to 2 hours, IGI Airport- 1 to 1.5 hours, Mundra port - 3 days and Nhava Sheva port, Mumbai- 3 to 4 days inclusive of break intervals.

CCTV details:

Facility has installed 32 cameras throughout the facility in the areas such as Main gate, Parking area, Packing section, Loading area, Office block etc.

Security guard force details:

Facility has employed 08 security guards (all male) through and agency in the name of Paramount Secutors Pvt. Ltd. . Working in the facility 24X7

Global Security Verification Report, M/s Archies Limited

B. RESULT DETAILS

The following section includes all findings noted during the on-site audit.

Security Vision and Responsibility					98% ■
RATING	Must - High	Must - Low	Should - High	Should - Low	Total
NEW NON-COMPLIANCES	0	0	0	1	1

New Non- Compliances

ID # O0002	Finding The Statement of Support is not part of the facility's security awareness training.	Rating Should - Low
% of occurrence at other facilities None	Past occurrences at this facility None	
Auditor Comments Facility provides security awareness training at regular intervals however the Statement of Support is not included as a part of training.		
Minimum Security Criteria In promoting a culture of security, CTPAT Members should demonstrate their commitment to supply chain security and the CTPAT Program through a statement of support. The statement should be signed by a senior company official and displayed in appropriate company locations.		

Conveyance and Instruments of International Traffic Security					98% ■
RATING	Must - High	Must - Low	Should - High	Should - Low	Total
NEW NON-COMPLIANCES	0	0	0	1	1

New Non- Compliances

ID # O0241	Finding The random searches are not conducted in various locations.	Rating Should - Low
% of occurrence at other facilities 11%	Past occurrences at this facility None	
Auditor Comments Facility management personnel has not conducted random searches of conveyances in various locations.		
Minimum Security Criteria Based on risk, management personnel should conduct random searches of conveyances after the transportation staff have conducted conveyance/Instruments of International Traffic inspections.The searches of the conveyance should be done periodically, with a higher frequency based on risk. The searches should be conducted at random without warning, so they will not become predictable. The inspections should be conducted at various locations where the conveyance is susceptible: the carrier yard, after the truck has been loaded, and en route to the United States border.		

Physical Security					73% ■
RATING	Must - High	Must - Low	Should - High	Should - Low	Total
NEW NON-COMPLIANCES	0	2	4	0	6

New Non- Compliances

ID # O0381	Finding The company does not have an automatic intrusion detection or alarm system installed in sensitive/controlled access areas.	Rating Should - High

% of occurrence at other facilities 95%	Past occurrences at this facility 1 time(s): 22-May-2021

Auditor Comments
Facility does not have an automatic intrusion detection or alarm system installed in sensitive/controlled access areas.

Minimum Security Criteria
Security technology should be utilized to monitor premises and prevent unauthorized access to sensitive areas.

New Non- Compliances

ID # O0405	Finding CCTV alarms are not used to alert a company to unauthorized access into sensitive areas.	Rating Should - High

% of occurrence at other facilities 58%	Past occurrences at this facility 1 time(s): 22-May-2021

Auditor Comments
CCTV alarms are not used to alert a company to unauthorized access into sensitive areas.

Minimum Security Criteria
If camera systems are deployed, cameras should monitor a facility's premises and sensitive areas to deter unauthorized access. Alarms should be used to alert a company to unauthorized access into sensitive areas.

New Non- Compliances

ID # O0409	Finding Recording is not high-resolution and/or are not maintained 24/7.	Rating Must - Low

% of occurrence at other facilities 14%	Past occurrences at this facility None

Auditor Comments
Facility has kept recordings for 3 days (27-Dec-2022 to 29-Dec-2022). However, the recording footage of Loading area is not maintained in high-resolution.

Minimum Security Criteria
If camera systems are deployed, cameras must be positioned to cover key areas of facilities that pertain to the import/export process. Cameras should be programmed to record at the highest picture quality setting reasonably available, and be set to record on a 24/7 basis.

New Non- Compliances

ID # O0414	Finding CCTV does not have an alarm/notification feature, which would signal a "failure to operate/record" condition.	Rating Should - High

% of occurrence at other facilities 42%	Past occurrences at this facility 1 time(s): 22-May-2021

Auditor Comments
CCTV does not have an alarm/notification feature, which would signal a "failure to operate/record" condition.

Minimum Security Criteria
If camera systems are deployed, cameras should have an alarm/notification feature, which would signal a "failure to operate/record" condition.

New Non- Compliances

Global Security Verification Report, M/s Archies Limited

ID # O0419	Finding If CCTV are installed, periodic and/or random reviews of the camera footage are not conducted (by management, security, or other designated personnel) to verify that cargo security procedures are being properly followed in accordance with law.	Rating Must - Low

% of occurrence at other facilities 8%	Past occurrences at this facility None	

Auditor Comments
Periodic and/or random reviews of the camera footage are not conducted (by management, security, or other designated personnel) to verify that cargo security procedures are being properly followed in accordance with law.

Minimum Security Criteria
If camera systems are deployed, periodic, random reviews of the camera footage must be conducted (by management, security, or other designated personnel) to verify that cargo security procedures are being properly followed in accordance with law. Results of the reviews must be summarized in writing to include any corrective actions taken. The results must be maintained for a sufficient time for audit purposes.

New Non- Compliances

ID # O0422	Finding Recordings (e.g., tapes or electronic files) are not kept for a minimum of 30 days or according to client specific requirement, whichever is longer.	Rating Should - High

% of occurrence at other facilities 69%	Past occurrences at this facility 1 time(s): 22-May-2021	

Auditor Comments
Facility does not keep recordings (e.g., tapes or electronic files) for a minimum of 30 days or according to client specific requirement, whichever is longer. At present facility has kept recording for 3 days (27-Dec-2022 to 29-Dec-2022).

Minimum Security Criteria
If cameras are being used, recordings of footage covering key import/export processes should be maintained for a sufficient time for a monitored shipment to allow an investigation to be completed.

Education, Training and Awareness					93% ■
RATING	Must - High	Must - Low	Should - High	Should - Low	Total
NEW NON-COMPLIANCES	0	0	1	0	1

New Non- Compliances

ID # O0486	Finding Security awareness assessment is not given annually to employees to gauge their understanding of the company's general security policy.	Rating Should - High

% of occurrence at other facilities 24%	Past occurrences at this facility None	

Auditor Comments
Security awareness assessment is not given annually to employees to gauge their understanding of the company's general security policy.

Minimum Security Criteria
CTPAT Members should have measures in place to verify that the training provided met all training objectives.

C. BEST PRACTICES AND RECOMMENDED BEST PRACTICES

CBP describes Best Practices as innovative security measures that exceeds the CTPAT criteria and industry standards. For C-TPAT purposes, a best practice must meet all five of the following requirements, all of which are subject to verification: (1. Senior management support; 2. Innovative technology, process or procedures; 3. Documented process; 4. Verifiable evidence; and, 5. A regular system of checks, balances and accountability.)

Existing Best Practices:

1. Business Partners

- The facility provides periodic security awareness training to all of the contractors.

2. Cyber Security

- Not applicable

3. Conveyance and Instruments of International Traffic Security

- For conveyance entries/exits, logs are maintained with name of the guard.
- Photos of authorized employees are publicized to access the restricted areas posted in the work area to detect any unauthorized entry/access.

4. Seal Security

- Use multiple ISO/PAS 17712 certified high security seals on all shipments bound to the U.S.

5. Procedural Security

- Loaded containers/trailers' final inspection is conducted.

6. Agricultural Security

- Not applicable

7. Physical Security

- Vehicles are prohibited/prevented from parking near perimeter fencing.

8. Physical Access Controls

- Security guards receive specific training in C-TPAT.

9. Personnel Security

- Conduct exit interviews as a routine part of the employee termination process, with a counselor on hand to evaluate the likelihood that a terminated employee could pose a retaliation threat.

10. Education, Training and Awareness

- Not applicable

Recommended Best Practices:

1. Business Partners

- The facility should conduct periodic table-top exercises to address security breaches within the supply chain and, if one doesn't already exist, create a "quick response team" to investigate suspicious activities discovered during cargo transportation.
- The facility should perform periodic audits of business partners accompanied by a third-party security firm (these audits may be performed without advance notice). The firm should provide a written assessment of business partners' adherence to C-TPAT minimum security criteria. If non-compliance is discovered, it could be sufficient grounds for terminating the business relationship.

2. Cyber Security

- The facility should equip computers with biometric retina scanners for authentication and identification purposes.
- The facility should install software on employees' laptops that allows management to delete information from hard drives from a remote location.

- The facility should require computer users to sign an agreement of liability for the use of the company's information systems, and renew these agreements each time a password change is initiated.

3. Conveyance and Instruments of International Traffic Security

- The facility should use a dock locking arm to anchor the container chassis to the loading dock.

- The facility should use tamper-indicative security labels bearing an actual photo of the seal and a serial number, attached to the hinges and between the two doors of the vehicles.

4. Seal Security

- In addition to using a bolt seal, attach a cast iron J-bar device to the locking bar that requires a specialized tool for removal.

5. Procedural Security

- The facility should schedule all deliveries at distribution centers in advance using an online automated tool, and ensure that upon arrival, drivers provide security guards with shipment-linked delivery numbers for verification.

- The facility should use tamper-evident tape with serial numbers to seal cartons, and verify the serial numbers against the packing list when loading and at the final destination.

6. Agricultural Security

- Not applicable

7. Physical Security

- The facility should install a double-layered perimeter fence, creating a secure zone between the two fence lines. Ensure that both fences are equipped with electronic monitoring capabilities, and that the outer fence incorporates underground concrete to deter tunneling.

- The facility should maintain multiple alarm systems that include door contacts, heat and vibration sensors, and seismic movement detectors.

- The facility should position security guard that view towers at each corner of the facility perimeter with sightlines that permit views of activity inside and outside the facility. Make sure the towers are manned at all times.

8. Physical Access Controls

- The facility should ensure that as employees enter the facility, their photos are displayed on an electronic access system monitor so that the security guard in the area can verify that the individual entering matches the photo displayed on the monitor.

- The facility should ensure that the exterior doors of buildings are equipped with two- person key systems that require a company manager and security guard to unlock the facility.

- The facility should Issue all visitors thermal-activated visitor ID badges featuring expiration marking/coloring that appears after eight hours.

9. Personnel Security

- Drug screening checks should be conducted.

10. Education, Training and Awareness

- A security awareness assessment should be given annually to a random sample of employees to gauge their understanding of the company's general security policy.

- The facility should conduct a semi-annual security awareness training seminar for all U.S. based suppliers, customers, and other business partners.

- The facility should provide online training portal.

- The facility should require new employees to complete a multiple-module security training program. Web-based training should emphasize recognition of internal conspiracies, maintaining cargo security, facility access control, and mail handling procedures. Publish security updates via an intranet.

D. PERFORMANCE TREND ANALYSIS

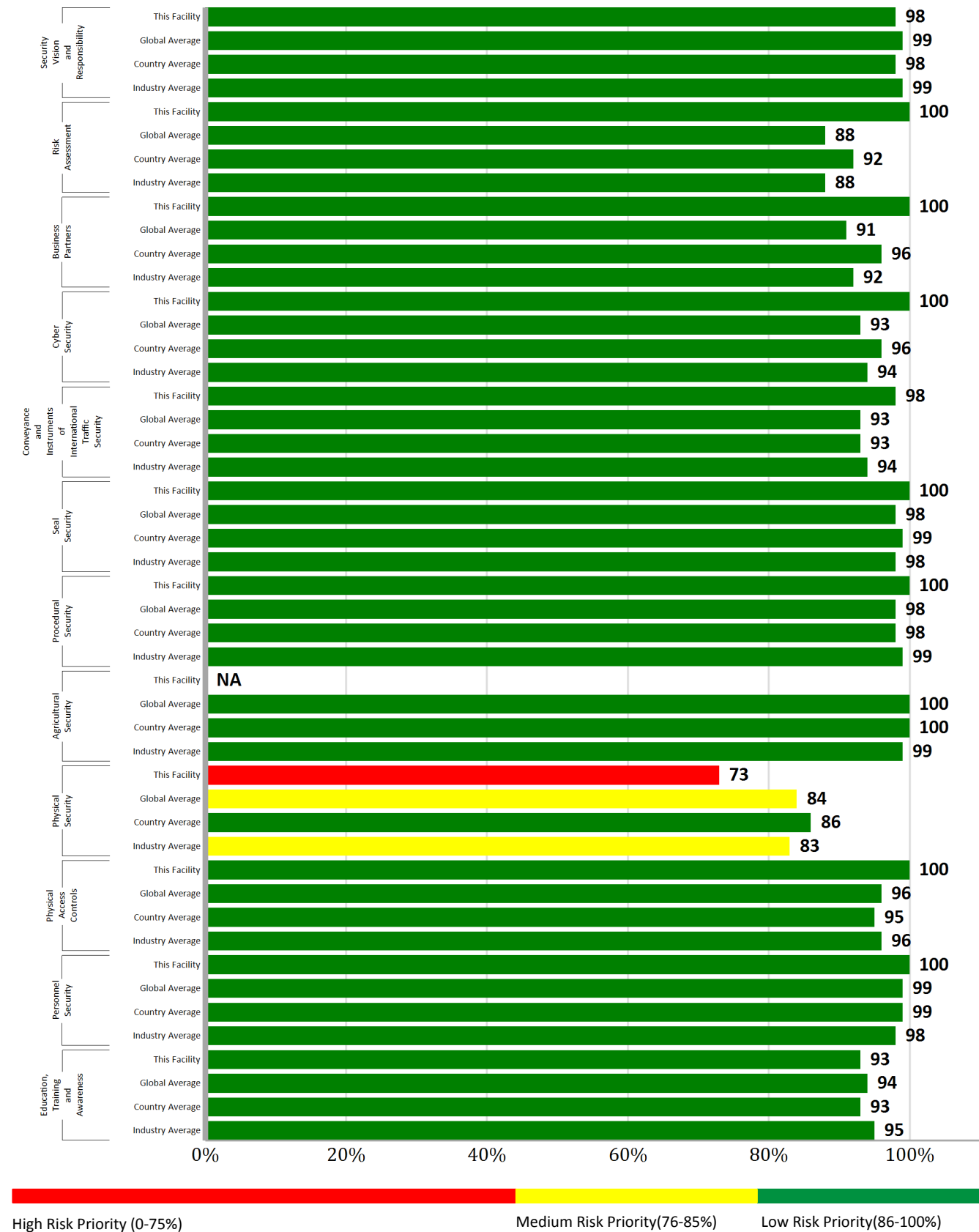| Section Name	Current 29-Dec-2022	Last NA	First 22-May-2021	Change (Current-Last)	Change (Current-First)
Security Vision and Responsibility	98	NA	100	NA	2% ▼
Risk Assessment	100	NA	93	NA	8% ▲
Business Partners	100	NA	100	NA	0% ▬
Cyber Security	100	NA	82	NA	22% ▲
Conveyance and Instruments of International Traffic Security	98	NA	93	NA	5% ▲
Seal Security	100	NA	100	NA	0% ▬
Procedural Security	100	NA	100	NA	0% ▬
Agricultural Security	NA	NA	NA	NA	NA
Physical Security	73	NA	86	NA	15% ▼
Physical Access Controls	100	NA	93	NA	8% ▲
Personnel Security	100	NA	100	NA	0% ▬
Education, Training and Awareness	93	NA	93	NA	0% ▬
Overall Score	83	NA	84	NA	1% ▼

▲ Advancers   ▬ Constant   ▼ Decliner

E. KEY STRENGTHS AND CHALLENGES

Criteria	Facility Strengths: Facility performance ranks in the top percentile of the population and/or has implemented a best practice process	Global Freq. of Compliance %
Compliant	Where the company makes allowance for the use of personal devices to conduct company work, provisions for the company's cybersecurity policies and procedures are installed and regularly updated in order to engage with the Company Network.	90%
Compliant	The company conducts audits of seals that includes periodic inventory of stored seals and reconciliation against seal inventory logs and shipping documents and all audits are documented.	90%
Compliant	Seal numbers are electronically printed on the bill of lading or other shipping documents.	91%
Compliant	Risk assessments are reviewed annually, or more frequently as needed.	91%
Compliant	Business partner's security assessment is reviewed periodically.	92%
Compliant	Cargo conveyances and Instruments of International Traffic (IIT) are stored in a secure area to prevent unauthorized access.	92%
Compliant	The company (that maintain seal inventories) uses high security seals and maintain document to demonstrate that they use either meet or exceed the most current ISO 17712 standard.	92%
Compliant	The company has established and maintained a written security awareness program covering awareness of current terrorist threat(s), smuggling trends, and seizures in place to ensure employees understand the threat posed by terrorist at each point of the supply chain.	93%
Compliant	All cargo handling and storage facilities, including trailer yards and offices have physical barriers and/or deterrents that prevent unauthorized access.	93%
Compliant	The company network IT Infrastructure is regularly tested. Where vulnerabilities are found, corrective actions are implemented as soon as feasible.	93%

Criteria	Facility Challenges: Facility performance ranks in the bottom percentile of the population	Global Freq. of Compliance %
Should - High	The company does not have an automatic intrusion detection or alarm system installed in sensitive/controlled access areas.	97%
Should - High	Recordings (e.g., tapes or electronic files) are not kept for a minimum of 30 days or according to client specific requirement, whichever is longer.	70%
Should - High	CCTV alarms are not used to alert a company to unauthorized access into sensitive areas.	60%
Should - High	CCTV does not have an alarm/notification feature, which would signal a "failure to operate/record" condition.	44%
Should - High	Security awareness assessment is not given annually to employees to gauge their understanding of the company's general security policy.	25%
Must - Low	If CCTV are installed, periodic and/or random reviews of the camera footage are not conducted (by management, security, or other designated personnel) to verify that cargo security procedures are being properly followed in accordance with law.	9%
Should - Low	The random searches are not conducted in various locations.	9%

F. COMPARISON BENCHMARK

Category	Benchmark	Value
Security Vision and Responsibility	This Facility	98
	Global Average	99
	Country Average	98
	Industry Average	99
Risk Assessment	This Facility	100
	Global Average	88
	Country Average	92
	Industry Average	88
Business Partners	This Facility	100
	Global Average	91
	Country Average	96
	Industry Average	92
Cyber Security	This Facility	100
	Global Average	93
	Country Average	96
	Industry Average	94
Conveyance and Instruments of International Traffic Security	This Facility	98
	Global Average	93
	Country Average	93
	Industry Average	94
Seal Security	This Facility	100
	Global Average	98
	Country Average	99
	Industry Average	98
Procedural Security	This Facility	100
	Global Average	98
	Country Average	98
	Industry Average	99
Agricultural Security	This Facility	NA
	Global Average	100
	Country Average	100
	Industry Average	99
Physical Security	This Facility	73
	Global Average	84
	Country Average	86
	Industry Average	83
Physical Access Controls	This Facility	100
	Global Average	96
	Country Average	95
	Industry Average	96
Personnel Security	This Facility	100
	Global Average	99
	Country Average	99
	Industry Average	98
Education, Training and Awareness	This Facility	93
	Global Average	94
	Country Average	93
	Industry Average	95

Legend:
- High Risk Priority (0-75%)
- Medium Risk Priority(76-85%)
- Low Risk Priority(86-100%)

FACILITY PHOTOS

Facility Name

Facility Name and Address

Main Gate

Facility Main Gate

Loading Area

Loading Area

Packing Area
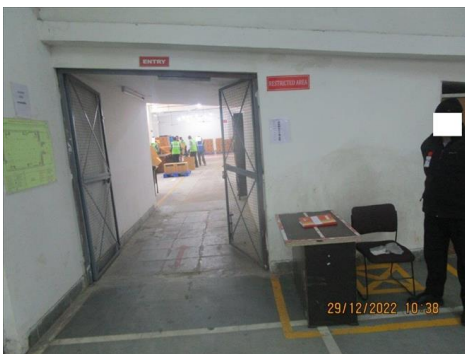

Packing Area

Packing Area

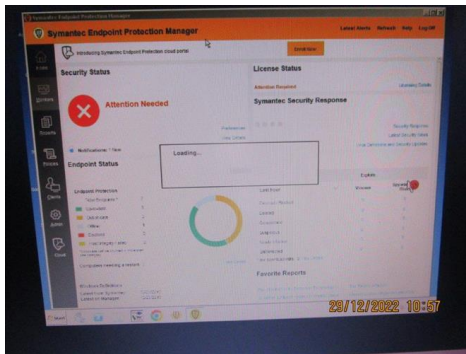Packing Entrance

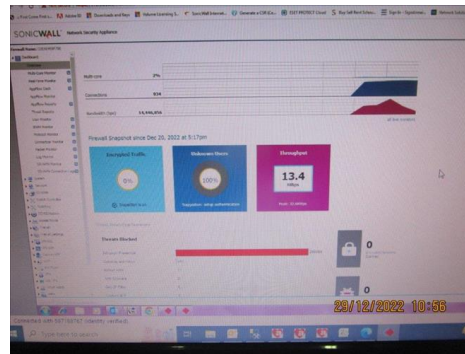## Perimeter Fencing

Perimeter Fencing

Perimeter Fencing

Finished Goods Warehouse

Finished Goods Warehouse

Container Inspection and Manifest Record

Container Inspection Record

Container Inspection Record

Container Inspection Photos/Records

Container Inspection Photo

Computer Security

Computer Security

Computer Security

Shipping Documents

Shipping Document

Shipping Document

Shipping Document

Shipping Document

Shipping Log

Shipping Log

Shipment Security Seal

Shipment Security Seal

Affixed Seal On Container

Affixed Seal on Container
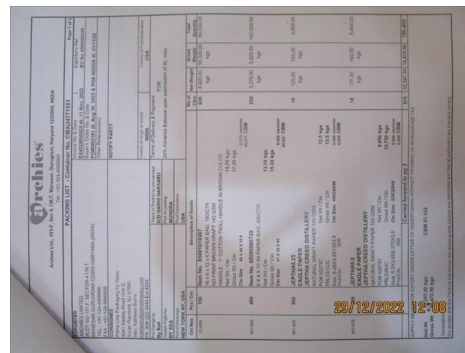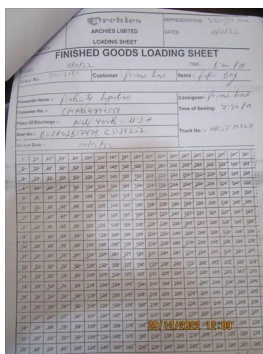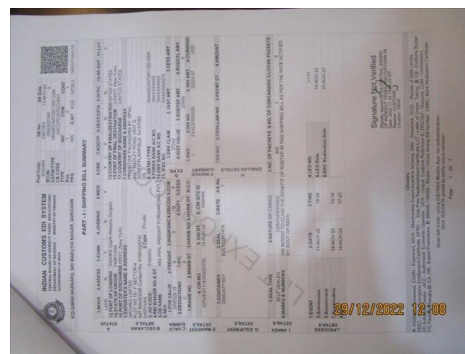
Oldest CCTV Recording

Oldest CCTV Recording

CCTV

CCTV

CCTV

CCTV

CCTV Monitoring

CCTV Monitoring

Security Room

Security Room
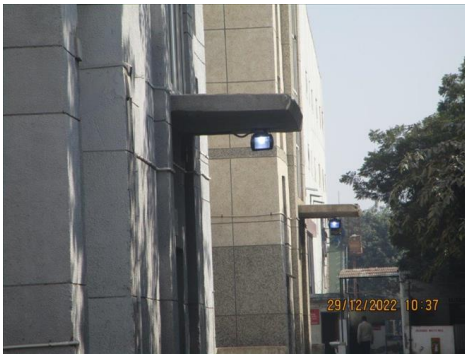
Vehicle Parking for Employees

Vehicle Parking for Employees

Vehicle Parking for Visitors

Vehicle Parking for Visitors

Outside Lighting

Outside Lighting

Outside Lighting

Communication Equipment

Communication Equipment

Security Guard with Uniform

Security Guard with Uniform

Employee with ID Badge

Employee ID Badge

Visitor's Card

Visitor's Card
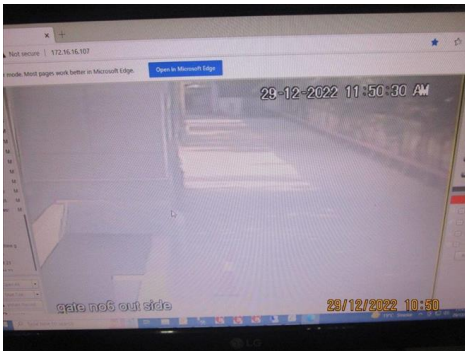
Overview

Facility Building View

Facility Building View

Non-conformity Photos

Camera not of high-resolution

Best Practices

List of Authorized Persons for Loading Area

Global Security Verification Report, M/s Archies Limited

DISCLAIMER

This report is for the exclusive use of the client of Intertek named in this report ("Client") and is provided pursuant to an agreement for services between Intertek and Client ("Client agreement"). No other person may rely on the terms of this report. This report provides a summary of the findings and other applicable information found/gathered during the audit conducted at the specified facilities on the specified date only. Therefore, this report does not cover, and Intertek accepts no responsibility for, other locations that may be used in the supply chain of the relevant product or service. Further, as the audit process used by Intertek is a sampling exercise only, Intertek accepts no responsibility for any non-compliant issues that may be revealed relating to the operations of the identified facility at any other date. Intertek's responsibility and liability are also limited in accordance to the terms and conditions of the Client Agreement. Intertek assumes no liability to any party, for any loss, expense or damage occasioned by the use of this information other than to the Client and in accordance with the Client Agreement and these disclaimers. In case there is any conflict between the disclaimers stated herein and the applicable terms and conditions of Intertek incorporated into the Client Agreement, then these disclaimers shall prevail.