



PARKING SECURITY REQUIREMENTS



Parking Security Requirements

PSR 2023

TAPA EMEA Standard

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1. Introduction

Purpose of this PSR Document

This Parking Security Requirements (PSR) document is the official TAPA Standard for road transport secure parking services. This revision is only applicable to the TAPA EMEA region but may be accepted and promoted in APAC and AMR regions when approved by the appropriate TAPA Regional Management. PSR is a Standard that can be referenced in agreements between Buyers, Logistics Service Providers, Parking Place Operators (PPO), and/or other Applicants seeking a TAPA Partnership, or Certification based on TAPA PSR.

In the development of this Standard, TAPA recognizes the multiple differences in how Parking Security services are provided and that the PSR may apply to all or part of the services provided by a PPO

Scope

The PSR may apply to the following:

- PPO-owned or operated facilities

Audience

Typical users of the TAPA Standards include:

- Buyers of logistic services
- Logistic Service Providers and associated suppliers
- Law Enforcement or other government organizations
- Professional Supply Chain Organizations

Resources to Implement the TAPA PSR

The resources to meet the requirements of the PSR shall be the responsibility of the PPO and at the PPO's own expense, unless as negotiated or otherwise agreed upon by a third party organization and the PPO.

Protecting PPO Policies and Procedures

Copies of security policies and procedures documents will only be submitted to third parties in accordance with PPO's disclosure agreement policy and shall be handled as confidential information.

2. About TAPA

TAPA's Purpose

Cargo crime is one of the biggest supply chain challenges for manufacturers of valuable, high-risk products and their logistics service providers.

The threat is no longer only from opportunist criminals. Today, organized crime rings are operating globally and using increasingly sophisticated attacks on vehicles, premises, and personnel to achieve their aims.

TAPA is a unique forum that unites global manufacturers, logistics providers, freight carriers, law enforcement agencies, and other stakeholders with the common aim of reducing losses from international supply chains. TAPA's primary focus is theft prevention through the use of real-time intelligence and the latest preventative measures.

TAPA's Mission

TAPA's mission is to help protect members' assets by minimizing cargo losses from the supply chain. TAPA achieves this through the development and application of global security standards, recognized industry practices, technology, education, benchmarking, regulatory collaboration, and the proactive identification of crime trends and supply chain security threats.

TAPA Contact Information

TAPA consists of three regions (Americas, Asia Pacific, and EMEA) to provide service to all its global members. For more information, please go to:

- TAPA Global:
www.tapa-international.org
- Americas:
www.tapaonline.org
- Asia Pacific:
www.tapa-apac.org
- EMEA
www.tapaemea.org

3. TAPA Standards

TAPA Security Standards

The following TAPA Security Standards have been created to ensure secure transportation and storage of high-value theft-targeted cargo:

Global:

- The Facility Security Requirements (FSR) represent minimum standards specifically for *secure warehousing, or in-transit storage*, within a supply chain.
- The Trucking Security Requirements (TSR) focuses exclusively on transport by truck (rigid vans/ fixed body trucks with dedicated cargo compartment/ sea container) and represents minimum standards specifically for *transporting products via road* within a supply chain.

EMEA:

- The Parking Security Requirements (PSR) represent minimum standards specifically for secure parking places used by vehicles intended for the movement of goods by road.

TAPA Security Standards are reviewed and revised as needed every three years.

This document addresses the PSR Standard only.

4. Legal Guidance

Scope

The PSR is a scalable Security Standard for parking places used by the road transport sector. To achieve and maintain conformance all applicable sections of the Standard are mandatory unless an exception is granted through the official waiver process. (See Section 9. Waivers)

Translation

In geographical areas where English is not the first language, and where the translation is necessary and applicable, it is the responsibility of the PPO and its agents to ensure that any translation of the PSR, or any of its parts, accurately reflects the intentions of TAPA in the development and publication of these Standards.

The “TAPA” Brand

“TAPA” is a registered trademark of the Transported Asset Protection Association and may not be used without the express written permission of TAPA through its officially-recognized regions. TAPA Standards and associated material are published through, and by TAPA, and may not be revised, edited, or changed by any party without the express written permission of TAPA. Misuse of the TAPA brand may result in the removal of certification or legal action.

Limits of Liability

By publication of these Standards, TAPA provides no guarantee or assurance that any cargo theft events will be prevented, whether or not the Standards are fully deployed and properly implemented. Any liability that may result from theft of cargo in transit, or any other loss of cargo in transit under the FSR Standards will be for the account of the PPO and/or their client in accordance with the terms and conditions in their contract with each other and any laws or statutes which may apply within the subject jurisdiction.

PPO Eligibility to Participate in TAPA PSR

To be eligible to participate in PSR and be recognized by TAPA EMEA as an approved PPO, the PPO must be registered as a legitimate business in the country where they are located.

5. Contracts

Contracts

PSR is a scheme that provides multiple options for PPOs to participate for their own and their Clients' benefit. Having PSR specified as a requirement in contracts between a PPO and a PPO Client is supported by TAPA EMEA but is not mandatory. Where the PSR is referenced or included in the contract between the PPO and a PPO Client:

- PPO shall provide PPO Clients with evidence of PSR Partnership, or Certification and, where appropriate, evidence that PSR requirements have been met.
- Further, any alleged failure by the PPO to implement the PSR requirements shall be resolved according to the terms of the agreement negotiated between the PPO Client and the PPO.

Major Changes and Options of the PSR 2023 Standard

The revision of the PSR 2023 offers for the first time the possibility of linking the two parking security programs PSR2023 and the SSTPA of the European Commission. For this purpose, the PSR 2023 has been adapted to the requirements of the SSTPA or expanded to include additional, selectable/configurable requirements.

All SSTPA terms/requirements have been adjusted for consistent compliance in the PSR2023. All SSTPA requirements that could not be represented uniformly within the PSR2023 minimum requirements were made available transparently as optional enhancements.

In this way, the PSR 2023 allows the PPO/Applicant to choose and at the same time comply as well as the direct comparison and certification of both parking place security programs by the same qualified IAB.

For this purpose, the comparable requirements of the SSTPA were also visually compared and tabulated within the PSR 2023.

Both parking security programs (TAPA EMEA PSR2023 & EC SSTPA) remain self-sufficient, independent of each other, and individually certifiable.

To coordinate the individual possibilities, please contact also our qualified and trained IABs.

<https://tapaemea.org/standards-trainings/tapa-independant-audit-bodies/>

6. TAPA PSR Recognition Options

Overview of TAPA PSR Recognition

TAPA EMEA's aim is to ensure a wide choice of credible secure parking place options are available to its members and associates. A number of options and security levels to participate in PSR are available to PPOs.

When any of the PSR recognition options are awarded to the PPO it is on condition that the recognition status is for the site layout and controls in place at the time of the award. To maintain recognition status the PPO must note any structural changes in use at the site in the annual risk assessment and annual self-audit. Any risks must be addressed in line with PSR requirements. Failure to note changes and address risks may result in exclusion from the PSR scheme.

TAPA PSR Classification Levels

Four classification levels are specified in the PSR:

- PSR Level 1 = highest security protection with a formal certification
- PSR Level 2 = mid-level security protection with a formal certification
- PSR Level 3 = lowest security protection with a formal certification

PSR Partnership Declaration = Minimum entry level not requiring a formal certification

TAPA PSR Partnership Declaration

PSR Partnership Declaration (PPD) is the minimum entry level for PPOs to participate in TAPA PSR.

The PPO will sign an annual declaration (PSR Partnership Declaration – Appendix B) to meet or exceed the minimum security criteria.

TAPA will post the location and service information of the Recognized PPD Partner on its TAPA EMEA Secure Parking Online Tool.

For PPD sites, independent assessments are not required by TAPA as the site does not qualify as a certified site. However, requests to schedule site visits by TAPA-appointed officials or their agents are to be supported by the PPO. The primary purpose of these visits is to validate PPO's adherence to the Partnership Declaration's content. TAPA may also offer advice and encouragement to the PPO to enhance their operation and visibility to attract interest from TAPA members to consider using the site.

7. TAPA PSR Certification Options

Overview of TAPA PSR Certification Options

PPOs may initially achieve certification at Level 3, and then progress up to Level 2 or 1, as improvements are made. Parking places in high-risk locations may require Level 1, while other locations are lower risk and therefore classified at Level 2 or 3. In all cases, it is the responsibility of the PPO to specify the Classification Level that will be required. It is for the user of the parking place to determine if the PSR level available meets their needs.

To provide additional flexibility and encourage TAPA certifications, TAPA has developed 2 options to support certification.

Table 1

Option		Description	Level	Auditor Type*
1.	IAB Certified	PPO is certified by use of TAPA Authorized Independent Audit Body	1, 2, or 3	TAPA IAB AA*
2.	Self-Certified	PPO is self-certified.	3	PPO AA*

* See Glossary Definitions: Authorized Auditor (AA)

Option 1: IAB Certification (Levels 1, 2, and 3)

TAPA PSR certifications are site-specific and cannot cover multiple locations. If the TAPA PSR audit requirements are met, the PPO shall be deemed to have passed the audit and will be certified for that specific facility location.

- The PSR Certificate is valid for 3 years from the date of the audit by the Authorized Auditor. The level of certification (Level 1, 2, or 3) will be defined on the certificate.
- Costs for TAPA certification are the responsibility of the PPO unless otherwise negotiated with third parties
- There are two stages to obtaining IAB PSR Certifications

Stage 1. IAB Selection and scheduling

The PPO shall ensure

- A TAPA-approved IAB is appointed
- A PSR Authorized Auditor (trained by TAPA) who works for the IAB is engaged
- The PPO must inform the IAB of which PSR Level they are seeking.
- A schedule for obtaining PSR Certification is agreed upon between the PPO and the IAB.

7. TAPA PSR Certification Options

Stage 2. PSR Formal Certification

- IAB and PPO will schedule a mutually agreed date for the IAB to visit and audit the site.
- An informal summary of the findings/results should be shared with the PPO during the audit closing conference.
- The AA shall inform the PPO of audit results within ten (10) business days following the completion of the audit. Any delays in issuing the audit results must be promptly communicated to the PPO and negotiated between the IAB and PPO.
- The IAB will advise TAPA of the audit scope and results. If the audit is completed successfully, the IAB issues a certificate indicating the PPO is now TAPA PSR Certified.

Option 2: Self-Certification (Level 3 Only)

Level 3 Self-Certifications must be performed by an Authorized Auditor (AA). An AA can be an internal employee/associate, trained and authorized by TAPA as a PSR AA. Regardless of which type of auditor is used to conduct the Self-Certification, the completed audit form must be submitted to TAPA to receive the PSR Level 3 certification.

- PPO contacts TAPA EMEA and submits a request, via the online request form, for inclusion in the PSR Self-Certification program.
- If the criteria for PPO inclusion in the PSR scheme are valid, TAPA will approve participation and provide an Audit Template along with TAPA Tracking Number for submitting the PSR Self-Certification audit.
- PPO's Authorized Auditor will complete the PSR Self-Certification and submit the Audit report to TAPA EMEA authorized person.
- TAPA PSR Self-Certifications are site/facility specific. If the TAPA PSR audit requirements are all met, the PPO shall be deemed to have passed the audit and will be certified for that specific facility location.
- A Self-Certificate is valid for 3 years from the date the audit was conducted.
- The level of certification (Level 3) will be defined on the certificate.
- Costs for TAPA certification are the responsibility of the PPO unless otherwise negotiated with third parties.

PSR Re-Certification

The TAPA PSR certificate shall be valid for a period of three (3) years with no extension permitted. To prevent any lapse in certification, a re-certification audit must be performed prior to the expiration date of the current certificate.

7. TAPA PSR Certification Options

Option 1: IAB Re-Certification (Levels 1, 2, and 3)

- To assure adequate planning and preparation, it is recommended that the PPO schedule the re-certification audit three (3) months before the current certificate expiration date.
- Completion of any SCARs must also occur within the original 60-day allotted period and prior to the current certificate's expiration date (see Corrective Action / SCAR in Section 8).
- If the TAPA PSR certificate is issued within the aforementioned three-month period, the date of the new certificate will be the expiration date of the current certification.
- If corrective actions are not closed prior to the expiration date, and there is no waiver granted, the certification will expire.

Option 2: Re-Certification, Self-Certification (Level 3 Only)

- To assure adequate planning and preparation, it is recommended that the PPO schedule the re-certification audit three (3) months before the current certificate expiration date.
- Completion of any SCARs must also occur within the original 60-day allotted period and prior to the current certificate's expiration date (see Corrective Action / SCAR in Section 8).
- TAPA EMEA will issue a reminder notice to the PPO that a PSR Re-Certification is due. The notice will also include details on how to access and submit the audit via the online tool.
- From this point, the steps detailed in the original certification are to be followed (Option 2: Self-Certification (Level 3 Only))
- If the TAPA PSR certificate is issued within the aforementioned three-month period, the date of the new certificate will be the expiration date of the current certification.
- If corrective actions are not closed prior to the expiration date, and there is no waiver granted, the certification will expire.

8. Audit Follow Up

Corrective Action/ SCAR

If PSR requirements are not met, as discovered during the audit, the AA submits a Security Corrective Action Requirement (SCAR) to the relevant PPO. The PPO shall respond to the AA within ten (10) business days, documenting the action to be taken and the date the action will be completed. SCAR completion dates may be negotiated between the AA and the PPO. However, unless the Regional TAPA Waiver Committee approves a waiver, corrective action implementation shall not exceed sixty (60) days from notification to the PPO.

In all cases, the PPO shall submit progress updates/reports on all outstanding SCARs to the AA. Any SCAR not completed before its due date shall be escalated by the PPO's Security Representative or to the PPO's Management. The reason(s) for noncompliance shall be documented and communicated to the AA. PPO's failure to address a SCAR may result in the withholding of the TAPA certification. The PPO has the right to appeal directly to TAPA if the certification is withheld. TAPA shall arbitrate the dispute between the PPO and the AA and retains the right to issue a binding resolution to the dispute.

Note: It is not necessary for the AA to re-audit the company in order to close a SCAR. Evidence of SCAR closure (i.e., achieving compliance) may be presented to the AA in the form of written correspondence, web meetings or conference calls, photographs, etc.

Compliance Monitoring

Self-Audits

The PPO will ensure they have an internal process in place in order to monitor compliance, in years two and three, between formal audits conducted by an AA.

- For TAPA PSR certifications issued by an IAB: The interim Self-Audit must be documented on the TAPA audit form and submitted to the IAB within 30 days of the anniversary date of the original IAB certification.
- For Self-Certifications: The interim Self-Audit must be documented and submitted to TAPA within 30 days of the anniversary date of the original Self-Certification.

Failure to comply will result in the suspension of the original certification until the interim Self-Audit is properly completed. Gaps identified must be documented, assigned a due date for completion of corrective action(s), and tracked to closure within 60 days.

8. Audit Follow Up

Table 2: Audit & Compliance Monitoring Schedule

Action	Frequency	1	2	3
Certification Audit (IAB/AA Certification Audit)	Every three (3) years	✓	✓	✓
PPO Self-Certification Audit	Every three (3) years			✓
Self-Audits (interim compliance checks)	Annually at 1 st and 2 nd Anniversary	✓	✓	✓

TAPA EMEA Representative Visits to PPO

As part of the ongoing validation of the PSR program, TAPA EMEA and the PPO shall recognize the need for working in partnership to reduce risk within the supply chain. Where visits are deemed necessary, both parties agree to schedule visits with reasonable notice; e.g., 10 business days, with scope and parameters mutually agreed upon in advance.

TAPA Complaint Investigation and Resolution

If TAPA EMEA receives a formal complaint concerning the performance of a certified PPO, TAPA EMEA (subject to validation) may require that the PPO contract for a re-audit at the PPO expense. If the PPO fails the audit or refuses to comply with this process, their certificate may be withdrawn.

9. Waivers

Waivers Overview

A waiver is a written approval granted to either exempt a company from a specific TAPA requirement or to accept an alternative compliance solution. A waiver may be requested if a PPO cannot meet a specific requirement in the PSR and can justify alternative measures. Waivers are valid for the period of the certification.

All waiver requests for a specific security requirement (either in part or whole) must be submitted via a TAPA Waiver Request form to the Independent Audit Body (IAB)/Authorized Auditor (AA) by the PPO (see Appendix B: TAPA Waiver Request form). The requesting PPO takes full responsibility for the accuracy of the information provided in the waiver request.

Each waiver request must then be submitted through the IAB/AA to the TAPA Regional Waiver Committee for approval. It is the responsibility of the IAB/AA to decide if the request is complete and justifies processing by TAPA; this includes verification of mitigating factor(s) and/or alternative security controls.

Should TAPA officials and/or Buyers challenge that waiver conditions have changed, TAPA will complete a formal investigation and PPO understands that the waiver may be revoked by TAPA.

Waiver Business Process

If a PPO cannot meet a specific requirement in the PSR, the waiver process below is to be implemented.

Table 3: Responsibilities: Waiver Application / Evaluation

Step	Responsibility	Action
1.	PPO	Establishes and verifies mitigation measures.
2.	PPO	Completes TAPA Waiver Request form and submits to the IAB / AA. (See Appendix F.)
3.	IAB/AA	Reviews and verifies the integrity of the information contained in the TAPA Waiver Request form.
4.	IAB/AA	Submits TAPA Waiver Request form to the TAPA Regional Waiver Committee.
5.	TAPA Regional Waiver Committee	Reviews request and either grants or denies the waiver.

9. Waivers

If Waiver Is Denied

If the TAPA Regional Waiver Committee does not approve the waiver request, the PPO is required to implement the full security requirements of the PSR.

If Waiver Is Granted

If the TAPA Regional Waiver Committee approves the waiver request, the following actions will be taken:

Table 4: Waiver Approval

Step	Responsibility	Action
1.	TAPA Regional Waiver Committee	Documents and signs the waiver specifics.
2.	TAPA Regional Waiver Committee	Specifies the waiver lifespan (up to a maximum of three years) and sends a copy to the AA.
3.	AA	Notifies the PPO of the outcome of the Waiver Request.
4.	PPO	Complies with the waiver requirements. Failure to do so shall void the waiver approval.

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3	EC - SSTPA Reference			
1	Perimeter & Entry/ Exit Points				Platinum	Gold	Silver	Bronze
1.1	Physical Security – Perimeter & Entry/Exit Points							
1.1.1	A continuous visual separation of the parking place perimeter and adjacent properties must be in place e.g. signage, lines, or ditch to determine that only freight vehicles and authorised vehicles are allowed in the parking area.			✓				✓
1.1.2	Physical barriers to prevent any vehicle (car/truck) from entering or leaving the site unless through an authorized access point. <i>Note: The physical barriers must be designed to deter and prevent unauthorized access by vehicles to the truck parking area. The barriers can be concrete blocks, large rocks, a strong fence, etc. It should not be possible to pass with a vehicle through any of the barriers or to move/open a barrier using tools or equipment found on the site.</i>		✓				✓	
1.1.3	1.8-meter high physical barrier enclosing the entire parking area. <i>Note: The physical barrier must be designed to deter unauthorized access by pedestrians or vehicles, and must be a height of 6 feet/ 1.8 meters along its entire length, including areas where ground level changes; i.e., is lower.</i>	✓	✓		✓	✓		
1.1.4	Physical deterrents are installed that ensure poles, posts, trees, gates, and any other structures cannot be used to aid climbing over, through, or under the physical barrier enclosing the parking area.	✓			✓			
1.1.5	The physical barrier has an intruder detection system installed along its entire length. <i>Note: Examples of suitable intruder detection devices include but are not limited to: motion detection on the perimeter barriers, vibration detection that can detect attempts to breach or climb the barrier, beam detection, and CCTV image-zoned alarm monitoring.</i>	✓						
1.1.6	An internal clear zone (no temporary structures, parking, storage, or equipment) of not less than 1 meter must be kept between the perimeter and the parking area	✓			✓	✓		
1.1.7	Bushes, trees, and other visual obstructions on or adjacent to the parking place perimeter are to be controlled ensuring unobstructed visibility of the perimeter and people at all times.	✓	✓	✓	✓	✓	✓	✓
1.1.8	Vehicle entry to and exit from the parking area must be controlled by physical gates.	✓						
1.1.9	Vehicle entry to and exit from the parking area must be controlled by physical barriers and/or gates.		✓					
1.1.10	Measures are in place to prevent unauthorized vehicle access to the parking area by tailgating or sabotage of the access controls.	✓	✓					
1.1.11	Vehicle entry to and exit from the parking area must be controlled by measures forcing vehicles to stop for validation checks before entry/exit permitted.	✓	✓					
1.1.12	Perimeter vehicle gates are closed at all times unless for authorized truck movements. Controls ensure that only one truck enters or departs each time they are opened.	✓						
1.1.13	Pedestrian access through all perimeter gates is controlled. No tailgating by persons through pedestrian gates or sharing of access card/pass controls is possible.	✓			✓	✓		

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3	EC - SSTPA Reference			
1.2	CCTV – Perimeter & Entry/Exit Points							
1.2.1	Colour or “day/night” camera system in place covering 100% of the perimeter fence line. <i>Note: CCTV must record continuously and not by motion activation.</i>	✓			✓	✓		
1.2.2	Colour or “day/night” camera system in place covering the perimeter where adjacent to external roads and pathways. <i>Note: CCTV must record continuously and not by motion activation.</i>		✓				✓	
1.2.3	CCTV system to cover all inbound and outbound traffic at all entrances/exits. Ensuring all vehicles, drivers and pedestrians are identifiable by use of CCTV.	✓	✓	✓	✓	✓	✓	✓
1.2.4	CCTV automated vehicle license plate recognition system installed and in use at all times. License plates of both truck and trailer must be captured. Records of license plates must be searchable and stored for at least 90 days or in accordance with the applicable local legislation.	✓				✓		
1.3	Lighting – Perimeter & Entry/Exit Points							
1.3.1	The perimeter is clearly illuminated at all times.	✓	✓	✓	✓	✓	✓	✓
1.3.2	Entrance/exit point(s) to the site are illuminated to support adequate CCTV recording at all times.	✓	✓	✓	✓	✓	✓	✓
1.3.3	Entrance/exit point(s) shall be equipped with a voice intercom system and ticketing system.	✓	✓				✓	
1.3.4	Entrance/exit point(s) shall be secured by barriers with under-climbing and over-climbing protection and traffic lights.	✓				✓		
1.4	Documented Procedures – Perimeter & Entry/Exit Points							
1.4.1	Procedures documented and implemented for ensuring entrances/exit point(s) to the secure parking area on the site are defined and controlled. Unauthorized vehicle access must be detectable.	✓	✓	✓				
1.4.2	Vehicle license plates are recorded manually or automatically for all vehicles entering and exiting the site. Records are stored for a period of not less than 90 days. <i>Note: If automatic registration is executed by a license plate recognition camera (ANPR) 90 days is applicable, if CCTV records are used then local legislation applies.</i>		✓	✓				

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3	EC - SSTPA Reference			
2	Internal Parking Areas				Platinum	Gold	Silver	Bronze
2.1	Physical Security – Internal Parking Areas							
2.1.1	Individual parking bays allocated to trucks prior to or on arrival at the site	✓						
2.1.2	Parking bays marked and numbered	✓						
2.1.3	Vehicles must use the parking bays allocated to them and procedures to enforce this must be in place	✓						
2.1.4	Vehicle and pedestrian lanes are clearly marked	✓	✓	✓		✓		
2.1.5	Signs are displayed indicating a controlled parking place and unauthorized entry is forbidden (only freight vehicles and authorised vehicles are allowed). <i>Note: Signs should be posted at entrances and in administration/reception areas used by drivers. Signs must be in the local language and also the languages of driver nationalities who frequently visit the site (alternatively in English).</i>	✓	✓	✓	✓	✓	✓	✓
2.1.6	Bushes, trees, and other visual obstructions on the parking place's internal area are to be controlled ensuring unobstructed visibility of the internal area, vehicles, and people at all times.	✓	✓	✓	✓	✓	✓	✓
2.1.7	24/7 Emergency/support contacts shall be displayed at the parking facility at least in the national official language and in English. They shall be supported by easily understandable pictograms.	✓	✓	✓	✓	✓	✓	✓
2.2	Lighting – Internal Parking Areas							
2.2.1	Parking bays illuminated at all times	✓						
2.2.2	Vehicle and pedestrian lanes (roads and pathways) are clearly illuminated throughout the site at all times.	✓	✓	✓	✓	✓	✓	✓
2.3	Documented Procedures – Internal Parking Areas							
2.3.1	Procedures in place to ensure parking area is inspected at least every 2 hours to identify security risks.	✓	✓	✓		✓	✓	✓
2.3.2	Procedures are in place to challenge/identify and remove any unauthorized vehicles and/or personnel that pose a potential risk to parked vehicles on site. That procedure shall be clearly displayed in the parking area.	✓	✓	✓	✓	✓	✓	✓

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3	EC - SSTPA Reference			
3	PPO Security Management, Staffing, Training and Security Practice				Platinum	Gold	Silver	Bronze
3.1	Management Commitment.							
3.1.1	<p>The PPO must have formally appointed person(s) for security responsible for maintaining overall TAPA PSR and company security requirements. The role shall include scheduling PSR annual compliance checks, communications with AAs, PSR re-certification, managing changes to the PSR Standard, etc.</p> <p>TAPA requires that a PPO has a TAPA-trained person from their organisation in place before PSR 2023 certification audits can be performed.</p> <p><i>Note: This person can be an employee or an outsourced person under contract to perform this role.</i></p> <p><i>If the PPO cannot appoint a person from their own staff they may appoint a non-employee from an agency/consultancy under a specific agreement to perform this role for them.</i></p> <p><i>This must not be an agency/consultancy that offers a PPO AA service to multiple PPO clients as this conflicts with the services already provided by the TAPA Approved Independent Audit Bodies and fails to meet the intent of the PPO AA role.</i></p> <p><i>They cannot then perform a PPO AA role for any other PPOs.</i></p>	✓	✓	✓				
3.1.2	In a non-certification year, the PPO Management shall ensure a self-audit of the parking place is completed annually by an Authorized Auditor and submitted to TAPA/ IAB. The self-assessment should use the approved TAPA PSR audit format.	✓	✓	✓				
3.1.3	The PPO Management shall conduct a local risk assessment annually. This should include, an evaluation of local cargo crime incidents, security risk analyses of the site, surrounding locality, access roads, other nearby parking locations, industry trends and incidents relevant to the site, types of users, and traffic safety conditions. The assessment should also look into predictable vulnerabilities such as unreliable power supplies that may impact the performance of the security systems and put mitigation measures in place where unacceptable risks are present. No specific format is required for the report but a summary of threats to be considered and any actions taken to mitigate such threats should be recorded. The risk assessment should be made available to TAPA/ IAB-appointed auditors if requested.	✓	✓	✓	✓	✓	✓	✓
3.1.4	Based on an annual risk assessment and without prejudice to national legislation establishing additional requirements, a business continuity plan shall be in place. It shall include detailed measures on how to respond to disruptive incidents and maintain the delivery of critical activities during an incident. The management of the PPO shall be able to demonstrate the implementation of those measures.	✓			✓	✓		
3.2	On-Site Security Staffing							
3.2.1	<p>An internal guard or external security company must be present on-site at all times. Duties will include site surveillance and/or perimeter patrols.</p> <p><i>Note: where external this service must be carried out by a professional organization with a license from the relevant local authority.</i></p>	✓						

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3	EC - SSTPA Reference			
3.2.2	An internal guard or external security company must be present or remotely monitor the site at all times. Duties will include site surveillance and/or perimeter patrols by physical patrols and/or CCTV surveillance. <i>Note: where external this service must be carried out by a professional organization with a license from the relevant National authority.</i>		✓					
3.2.3	The PPO must have a local person responsible for the site for monitoring and maintaining PSR conformance. This person will be responsible for staff procedures in case of incidents. The staff must have access to a full list of local law enforcement at all times. <i>Note: This person can be an employee or an outsourced person under contract to perform this role.</i> <i>If the PPO cannot appoint a person from their own staff they may appoint a non-employee from an agency under a specific agreement to perform this role for them.</i> <i>This must not be an agency that offers a PPO AA service to multiple PPO clients as this conflicts with the services already provided by the TAPA Approved Independent Audit Bodies and fails to meet the intent of the PPO AA role.</i> <i>They cannot then perform a PPO AA role for any other PPOs.</i>	✓	✓	✓	✓	✓	✓	✓
3.3	Training							
3.3.1	Records available that on-site and remote (if applicable) staff have received appropriate training covering: Threat awareness, robbery response, entry/exit controls, vehicle/visitor registration procedures, security patrol protocols, alarm/fault response, communication with law enforcement agencies and management. <i>Note: New staff shall take that training within the six months following their entry into service.</i>	✓	✓	✓	✓	✓	✓	✓
3.3.2	For an off-site security monitoring centre , used to monitor alarm systems and/or CCTV operation, site management must have a program in place to ensure onsite members of staff are trained and familiar with security equipment and the alarm protocols when dealing with the off-site monitoring centre. OR For onsite monitoring , site management must have a program in place to ensure staff are familiar with security equipment, alarm protocols, and escalation.	✓	✓	✓				
3.4	Security Practice - Documented Procedures							
3.4.1	Response procedures for security incidents onsite must be reviewed at least annually and escalation contact details kept current.	✓	✓	✓	✓			
3.4.2	Records (electronic and/or documented) of incidents and responses shall be stored for at least 90 days.	✓	✓	✓				
3.4.3	The site must maintain a listing of critical local law enforcement (LEA) contacts. These contacts are to be kept current.	✓	✓	✓				
3.4.4	The site should provide clear publicly displayed security incident guidance to staff, visitors, and site users. Guidance must explain the requirement/process to report any incident/crime in the truck parking area to site staff and the local law enforcement.	✓	✓	✓	✓	✓	✓	✓

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3	EC - SSTPA Reference			
3.4.5	Daily checks of CCTV to ensure it is fully functional and provides quality images that allow for clear visibility of which a record must be kept for one week. <i>Note: Checks could be done manually and/or automatically / system driven.</i>	✓	✓	✓	✓	✓	✓	✓
3.4.6	Preventative maintenance program in place for all security systems. The minimum requirement is an annual inspection which has to be in accordance with the manufacturer's specifications. <i>Note: The PPO shall have a CCTV warranty, and service level agreement in place or demonstrate its maintenance capabilities. The CCTV systems in the parking area shall always be operated by qualified technicians/personnel.</i>	✓	✓	✓	✓	✓	✓	✓
3.4.7	Records of CCTV images shall be stored for at least 30 days (unless the applicable local legislation requires a shorter retention period. In that case, the longest retention period permitted by law shall apply).	✓	✓	✓	✓	✓	✓	✓
3.4.8	The CCTV system shall have a minimum digital continuous recording (8 frames per second) or be based on motion detection with pre- and post-recording and true day and night. <i>Note: HD resolution cameras with 720 pixels are required.</i>	✓	✓	✓	✓	✓	✓	✓
3.4.9	Security systems alarm functionality is tested at least every 90 days. Records are kept for 90 days.	✓	✓	✓				
3.4.10	Secure pre-booking shall be available via phone, contact forms, email, apps, or booking platforms. If pre-booking is offered via apps or similar booking systems, data transmission must happen in real time.	✓			✓			
3.4.11	A technical user manual shall be used.	✓			✓			
3.5	Workforce Integrity - Hiring, Screening & Termination of Employees and Contractors/ TAS workers (as allowed by local law)							
3.5.1	Procedure in place and evidence of compliance that all applicants are required to disclose previous employment history, gaps in employment, criminal convictions, job terminations in similar/same industry, and job-related qualifications. (Within constraints of local law). If not possible under local law, a false declaration process must be in place. The PPO/Applicant will also require an equivalent process to be applied at contracting companies supplying TAS workers.	✓	✓	✓				
3.5.2	Site management must have a robust documented procedure in place for the termination of the workforce/ TAS workers. Termination procedures for the workforce/ TAS workers include the return of IDs, access cards, keys, and other sensitive information and/or equipment.	✓	✓	✓				
3.5.3	Procedures are in place to prevent the terminated workforce/ TAS workers from having access to security systems or site records.	✓	✓	✓				

Section	MINIMUM SECURITY STANDARDS PSR SITES	1	2	3	EC - SSTPA Reference			
4	Driver Comfort Services and Facilities				Platinum	Gold	Silver	Bronze
4.1	Services and Facilities							
4.1.1	Separate male and female toilets are available for 24-hour use. <i>Note: The toilets must be suitable for use, cleaned/checked daily at regular intervals, and provide hand washing facilities. The cleaning schedule shall be displayed.</i>	✓	✓	✓	✓	✓	✓	✓
4.1.2	Clean water is available from taps, providing warm water. Hand soap shall be provided free of charge.	✓	✓	✓	✓	✓	✓	✓
4.1.3	Sufficient waste bins available that are emptied regularly to avoid overflowing <i>Note: The bins must be cleaned/checked daily at regular intervals. The cleaning schedule shall be displayed.</i>	✓	✓	✓	✓	✓	✓	✓
4.1.4	Onsite catering or vending machines provide availability of snacks, drinks, and toiletries 24 hours per day.	✓	✓	✓	✓	✓	✓	✓
4.1.5	Separate male and female showers are available for 24-hour use, providing warm water. <i>Note: The showers must be suitable for use, and cleaned/checked daily at regular intervals. The cleaning schedule shall be displayed.</i>	✓	✓	✓	✓	✓	✓	✓
4.1.6	Internet connection shall be available free of charge. Where mobile/ cell phone connectivity to the internet is not available or reliable, a robust option to enable drivers to connect their personal devices to the internet is to be provided.	✓	✓	✓	✓	✓	✓	✓

Additional Information on the Enhanced Options

The PSR includes optional enhancements that are deemed a higher level of protection and can be used in addition to the modules. This optional enhancement is intended to be selected by the PPO/Applicant and/or the Industry as additional requirements for their operational security needs.

If necessary, additional enhanced options can/must be selected to obtain the different levels of the SSTPA certification program of the European Commission (EC) in order to obtain the qualification and proof/additional certificate from the IAB at the same time.

Certification agreements on the type, scope, and planning of the individual audit are to be agreed upon exclusively between the PPO/Applicant and IAB. The corresponding qualifications (Authorised Auditor/ AA) of both parties involved are the basis, needs to be checked mutually, and are deemed to be agreed upon.

When these optional enhancements are selected in the pre-certification assessment to be part of the certification audit, all requirements become mandatory.

Section	ENHANCED OPTION PSR SITES				EC - SSTPA Reference			
	A	1	2	3	Platinum	Gold	Silver	Bronze
A.1	Physical Security – Perimeter & Entry/Exit Points							
A.1.1	Measures to prevent intentional and unintentional damage to barriers shall be put in place	✓	✓	n/a	✓	✓	n/a	n/a
A.1.2	The CCTV and access events shall be synchronised through a common noting software	✓	✓	n/a	✓	✓	n/a	n/a
A.1.3	In case of a network outage, all CCTV and access events shall be locally stored and uploaded once the connections are re-established to the central registration equipment	✓	✓	n/a	✓	✓	n/a	n/a
A.1.4	Security CCTV events on the parking shall be reviewed by personnel using web-based clients. <i>Note: The requirement foresees to have details on the web-based clients available.</i>	✓	n/a	n/a	✓	n/a	n/a	n/a
A.1.5	CCTV images shall be remotely controlled (24/7) by an external monitoring and alarm receiving center unless security staff is on-site.	✓	n/a	n/a	✓	n/a	n/a	n/a
A.1.6	The CCTV system shall provide intrusion as well as over-climbing alarms, and raise alarms by audio or light signaling in the parking as well as in monitoring and alarm receiving centers.	✓	n/a	n/a	✓	n/a	n/a	n/a
A.2	CCTV – Perimeter & Entry/Exit Points							
A.2.1	The entry and exit points of the safe and secure parking area shall be equipped with license plate recognition technology. When exiting the safe and secure parking area, the security staff shall verify if the license plate matches the entry and exit verification system identifier, e.g. tickets, RFID readers, or QR codes. Records of vehicles entering and exiting the safe and secure parking area shall be saved in accordance with the applicable national or Union legislation.	✓	n/a	n/a	✓	n/a	n/a	n/a
A.2.2	The entry and exit points of the safe and secure parking area shall be secured via a two-step verification system comprising the checks of the license plate and an additional relevant method chosen by the safe and secure parking area which would allow identification and verification of the driver, any person accompanying a driver and any other authorised person entering the parking.	✓	n/a	n/a	✓	n/a	n/a	n/a
A.2.3	Any potential gatehouse shall be able to withstand an external attack, including a closing mechanism for the doors of the guardhouse.	✓	n/a	n/a	✓	n/a	n/a	n/a
A.2.4	The PPO must have a Power Interruption Mitigation plan (e.g. alternative power supply or backup generator), that ensures power is routed to critical security systems (identified in the local risk assessment) for a minimum of 48 hours.	✓	n/a	n/a	n/a	n/a	n/a	n/a
A.3	Lighting – Perimeter & Entry/Exit Points							
A.3.1	Entry and exit points of the safe and secure parking area shall be lit at 25 Lux and be secured by gates with under-climbing and over-climbing protection or by barriers with over and under-climbing protection supplemented by bollards.	✓	n/a	n/a	✓	n/a	n/a	n/a

Section	ENHANCED OPTION PSR SITES	EC - SSTPA Reference			
B	Internal Parking Areas	1	2	3	
B.1	Physical Security – Internal Parking Areas				
B.1.1	The site shall be manned or video-controlled 24/7.	✓	n/a	n/a	
					Platinum Gold Silver Bronze

Section	ENHANCED OPTION PSR SITES	EC - SSTPA Reference			
C	PPO Security Management, Staffing, Training, and Security Practice	1	2	3	
C.1	Security Practice – Documented Procedures				
C.1.1	The parking area management system shall be prepared for DATEX II data transfer. <i>Note: Supporting interoperable communication protocols.</i>	✓	n/a	n/a	
					Platinum Gold Silver Bronze

Section	ENHANCED OPTION PSR SITES	EC - SSTPA Reference			
D	Driver Comfort Services and Facilities	1	2	3	
D.1	Services and facilities			* Only applicable/ certifiable via an external IAB.	
D.1.1	A dining area for drivers shall be available.	✓	✓	n/a	
D.1.2	Electrical sockets shall be available for personal use.	✓	✓	n/a	
D.1.3	By 31 December 2026, electric power facilities for refrigerated road transport vehicles shall be available on-site.	✓	✓	n/a	
D.1.4	Clear signs shall be provided in order to ensure safe traffic movement at the parking facility.	✓	✓	n/a	
D.1.5	Safe and secure parking areas shall display on-site the information for users on how to submit a complaint to the relevant certification body.	✓	✓	n/a	
					Platinum Gold Silver Bronze

* Note: All enhanced options are only certifiable through an external Independent Audit Body (IAB) and must be chosen in advance of the PSR audit appointment.

TAPA PSR Partnership Declaration (PPD)

Parking Security Requirements - Partnership Declaration

Part 1 Applicant Details

Parking place name	
Parking Place Operator (PPO/Company) Name	
Primary Contact Name	
Street Address 1	
Street Address 2	
City/Town	
Post/Zip Code	
Country	
Applicant Phone number	
Parking Place/Site Phone number	
email	
PPO Website	
Number of truck parking places	
Nearest motorway of reference	
GPS Location	
Business Registration Number	
Date	
TAPA Ref Number (TAPA use only)	

Secondary Contact Name	
Contact Phone number	
email	

Part 2 Acceptance Criteria

1. Site security features
 - a. Fenced enclosure? Yes No
 - b. Controlled gates? Yes No
 - c. Other barriers that control truck movement (e.g. ditches, trees, signage)? Yes No
 - d. Lighting in the parking area and around the perimeter? Yes No
 - e. CCTV in use Yes No
 - f. Site supervised 24 hours Yes No

2. Site comfort features

a. Toilets available	Yes	No
b. Food available	Yes	No
c. Wi-Fi available	Yes	No
d. Phone available	Yes	No

3. Describe below security and other relevant features of the site that TAPA will communicate to its members

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4. Overview

The Partnership Declaration (the scheme) is the minimum entry level for PPOs to participate in TAPA EMEA's Parking Security Requirements (PSR) for TAPA EMEA.

5. Conditions for PPO Participation in “The Scheme”.

The PPO shall ensure that all the controls listed below are in place. If requested by TAPA EMEA the PPO shall provide supporting evidence of conformance to TAPA EMEA

- a. THE PPO shall only use TAPA-branded material as approved by TAPA EMEA. Any PPO’s own publicity material referencing TAPA must conform with TAPA EMEA’s policies
- b. PPO must have a current valid approval from TAPA EMEA to promote their inclusion and participation in the PSR scheme.
- c. PPO must cooperate with TAPA for any parking place inspections that may be required by TAPA officials or its appointed agents.
- d. The PPO must have a formally appointed person responsible for the security of the site.
- e. The PPO must have a vetting/screening process for its employees and sub-contractors.
- f. Emergency procedures must include instructions for PPO employees/sub-contractors to deal with security incidents that include but are not restricted to: - Theft/robbery attempts, suspicious behavior, escalating incident to management and local law enforcement.
- g. Where installed, all security systems must be in good working order e.g. CCTV, lighting, access control, intrusion detection.
- h. Procedures and/or signage in place to ensure only freight vehicles and authorized vehicles are allowed to enter the secure parking area.
- i. The perimeter/boundary of the parking place must be clearly defined e.g. a fence, a ditch, posts, signage.

6. Benefits of PPO Participation in “The Scheme”

- a. PPO location, and security capabilities included in the online TAPA EMEA Secure Parking Online Tool (SPOT).
- b. SPOT will be used by members and associates for sourcing secure parking places and routes.
- c. Permitted use of TAPA branded products (subject to terms and conditions) to identify PPO location and encourage the use of the parking place by the transportation industry.
- d. Subject to mutual agreement PPO’s Company is listed and referenced in TAPA EMEA publications and members’ information.
- e. Networking opportunities with other PPOs and the transportation industry.

7. Disclaimer TAPA EMEA

- a. TAPA EMEA’s intention is to provide information on a wide range of secure parking locations to its membership base.
- b. PPO accepts TAPA EMEA cannot be held liable for any non-conformances.
- c. No commercial relationship shall exist between the PPO and TAPA EMEA other than what is permitted within the TAPA EMEA constitution.

PPO Declaration

I can confirm that we will meet or exceed and maintain the criteria required in this document.

Parking Place Operator (PPO):

Company:

Name:

Position:

Signature:

Date:

TAPA Approval

This declaration is valid for 1 year from the date entered below by the TAPA EMEA signatory. Renewal shall be by mutual agreement between the PPO and TAPA EMEA. TAPA reserves the right to withdraw this declaration at any time.

On behalf of TAPA EMEA, I hereby confirm your inclusion in the scheme

PPO/Company:

TAPA Name:

TAPA Position:

Signature:

Approval Date:

TAPA PSR Partnership Declaration Form

- 1 Tell us about your parking place and contact details 2 Acceptance criteria 3 Overview

Parking Place / Organisation Data

Please present your parking place name in exactly the way you wish it to appear on the TAPA EMEA PPO listing.

Parking place name *(Required)*

Parking Place Operator (PPO/Company) Name *(Required)*

Primary Contact Name *(Required)*

First name

Surname

Address *(Required)*

Street address

City

Zip/Postal code

Select country

Applicant Phone number *(Required)*

+1234567890

Parking Place/Site Phone number

+1234567890

Website

Email *(Required)*

name@email.com

Nr of truck parking places

Nearest motorway

Geo coordinates

Chamber of commerce

TAPA Tracking Nr (TAPA internal use)

Please use the below-mentioned hyperlink for the online PSR Partnership application:
<https://tapaemea.org/tapa-psr-partnership-declaration-form/>

Term	Acronym (if applicable)	Definition
Authorized Auditor	AA	An Auditor working for an IAB who has passed TAPA-administered training and is authorized to conduct audits and issue certifications with TAPA Standards at all levels (FSR A, B, C; TSR 1, 2, 3 and PSR 1, 2, 3) OR An Auditor working for an LSP/Applicant, PPO, or Buyer who has passed TAPA-administered training and is authorized to issue Self-Certifications for FSR Level C, TSR Level 3, and/or PSR Level 3 only.
Days		Unless otherwise defined in the requirement(s), “days” is defined as “calendar days” and include weekends and holidays.
Documented Procedure		A written description of a prescribed action or process. A single documented procedure may address multiple actions or processes. Conversely, actions or processes may be documented across one or more procedures.
	FSR	TAPA Standard describes the security requirements for warehouse operations.
False Declaration Process		The penalties and consequences for providing a false or misleading statement.
Finding(s)		Observation(s) of non-compliance with a TAPA Standard requirement. Note: All findings will be documented in a SCAR.
Independent Audit Body	IAB	An audit company approved by TAPA and contracted by the PPO or Buyer seeking TAPA Certification.
Logistics Service Provider	LSP	A forwarder, a carrier, a warehouse operator, or any other company that provides direct services handling freight within the supply chain.
Monitoring Centre		A facility that receives signals from electronic security systems and has personnel in attendance at all times to respond to these signals. Commercial monitoring centers are owned and operated by third parties. Proprietary monitoring centers are owned and/or operated by PPO or Buyer.
Not Applicable	N/A	A condition that in certain circumstances can be accepted by the Authorized Auditor when conducting TAPA certification audits. N/A can only be considered when the TAPA requirement response of “Yes or No” is truly not appropriate and/or the requirement is not capable of being applied. N/A cannot be used to avoid compliance due to cost or operational concerns. N/A(s) entered into the certification audit template, must contain, or refer to, documented supporting details that describe and justify the N/A decision. <i>Note: Use of N/A is not the same as a waiver. Waivers are considered when an applicable requirement cannot be complied with and risks are adequately mitigated with alternative technical or process controls.</i>
PSR Partnership Declaration	PPD	A document that is completed by a PPO, confirming their acceptance of TAPA PSR conditions for Partnership status in the PSR Scheme.
PPO	PPO	Parking Place Operator. The owner and/or operator of a site offering parking services for road transport vehicles
Security Corrective Action Requirement	SCAR	The documented observation of non-compliance with a TAPA Standard requirement.
Self-Audit		Interim self-audit for ongoing compliance verification conducted by the TAPA-certified entity using the applicable TAPA Audit form, as per the schedule specified in the FSR, TSR, or PSR standard.

Term	Acronym (if applicable)	Definition
Self-Certification		A process by which an entity certifies its own company to the TAPA FSR Level C, TSR Level 3, or PSR Level 3.
Secure Parking Online Tool	SPOT	The online platform for users to access approved parking sites and incident data.
TAPA Security Standards		Global/regional Standards developed by TAPA to secure cargo during storage (FSR), transport by road (TSR), and parking (PSR EMEA).
TAPA PSR Audit Forms		Standard audit templates for the measurement of conformance to PSR.
TAPA PSR Certified Company		Certification awarded to a PPO that has been found by an AA to have met the PSR requirements in full and/or obtained applicable approved waivers for non-conformances.
Temporary Agency Staff	TAS	Temporary workforce.
Parking Security Requirements	PSR	TAPA Standard describes the security requirements for owners and operators of a truck parking operation.
Waiver		Written approval to exempt a PPO from a TAPA requirement or accept an alternative compliance solution. Note: The TAPA Regional Waiver Committee reviews waiver requests, and then grants or denies all waivers.
Workforce		All employees, temporary agency staff, and subcontractors, unless individually identified.

Following the latest update to our audit templates, TAPA EMEA is only able to accept the updated template forms, which can be downloaded in the PSR Download section on the TAPA EMEA webpage.

<https://tapaemea.org/standards-trainings/parking-facility-security-requirements/>

In the Download section of the PSR folder, you will also find a User Guide that explains how to use the audit forms. Please read these instructions before proceeding with processing the forms. Also, the first tab of the audit forms' Excel file provides a detailed explanation of its usage.

Secured member downloads

Audit templates



FSR Audit Templates

archive – 5.77 MB



TSR Audit Templates

archive – 4.70 MB



PSR Audit Templates

archive – 1.20 MB



Company (Division/Legal Entity)		Satya		
Location		Munich Germany		
Audit Date (DD-MM-YYYY)		22.02.2022		
TAPA Tracking Number		0		
Name of the Auditor		0		
Email Address		0		
Audit Review Date		0		
Audit Status				
Number of Parking Places				
Audit Reviewed By				
PSR Standard Version		0		
Audit Category		Interim		
Scope of the Audit				
DASHBOARD				
Yes	No	NA	Waiver	Scar
0	0	0	0	0
<div> <div>1</div> <div>0.8</div> <div>0.6</div> <div>0.4</div> <div>0.2</div> <div>0</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> </div> <div> <div>■ Yes</div> <div>■ No</div> <div>■ NA</div> <div>■ Waiver</div> <div>■ Scar</div> </div>				
Section	General Requirements:	Requirements fully in place with no deficiencies?	Evidence/ Documentation	Verifier Conclusion/ Remarks
			Use keyboard shortcut (ALT+N+Z+J) create from file and check display as icon	

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TAPA Standards - Waiver Request Form

Instructions: Complete a separate Waiver Request form for each requirement to be considered for a Waiver. Sections 1-5 must be completed before submission to TAPA.

Please note that the Waiver request form is available as a separate document within the PSR 2023 Audit form.

1. PPO

Company Name:	
Address (where waiver applies):	
Date of Request:	
PPO Responsible Person	
Name:	
Phone:	
E-mail:	
Signature:	

2. Existing Requirement to be Considered for Waiver

TAPA Standard, Version, and Level:	
TAPA Requirement number and full text:	

3. Reasons and Impact of Non-Compliance

Reasons why the requirement cannot be complied with?	
Impact/risks if no mitigation controls were implemented:	

4. Mitigation

Mitigation measures and security controls that will be implemented:	
List of attachments and supporting documentation that supports this request (plans, images, procedures, official evidence, etc.):	

5. Authorised Auditor

Date:	
Company Name:	
Authorised Auditor	
Name:	
Phone:	
E-mail:	
AA Supporting PPOs Request Y/N?	
Reasons for Y/N Response:	
Signature:	

6. TAPA Approval/Denial (TAPA use only)

Date:	
Waiver Number:	
Approved/ Denied:	
Reason Approved/ Denied:	
Conditions to be followed by PPO if Approved:	
Waiver Approved From /To Dates:	
Authorized by/ On Behalf of TAPA: Name	
Authorised Signature:	

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