

## Security Shipping Seals

The purpose of a seal is to reveal evidence of entry. The best made seal or any other security device is only as good as the procedures and systems used for their applications. The following report is designed to aid a seal user in developing the correct systems and procedures in order to halt pilferage and theft.

### Ordering & Storage

#### A. Ordering

1. The responsibility of buying protective seals should belong to only one person
2. All seal orders should originate from the home office or a pre-determined ordering location
3. The seal manufacturer should be instructed to ship the seals to a specific person's attention at either the home office or another designated location
4. In addition to consecutive numbering, the company name or initials should be imprinted onto each seal
5. Each terminal or transfer facility should be coded by letter, numeral or colour.

#### B. Storage

All seals and security devices should be kept in a controlled area in order to prevent unauthorized people from obtaining them for illegal use

### Outbound Recording

**A.** Maintain one log book for outbound seal recording and a separate log book for inbound seal recording.

**B.** Use hardcover books, do not use loose-leaf books.

**C.** The Outbound Log should contain the following information:

1. The date and time the seal is applied
2. The number of the trailer
3. The load destination
4. The name of the person applying the seal
5. The name of the driver

**D.** If the driver is not part of the shippers' organization, the goods inventory count and the seal application should be made in the presence of the shippers' representative. The driver will note on the bill of lading or on the shipping order the seal number applied at the shippers' dock.

### Application

**A.** In order to maintain control over your sealing system, all seals must be properly applied and checked by a security person.

**B.** Select a proper seal based on destination, value and susceptibility to theft.

**C.** The following procedures for application should be used:

1. Seal the side as well as the rear doors
2. Run the seal strap through the hasp, once. Seals wrapped through the hasp more than once become illegible
3. Listen for the "click" when inserting the point of the seal into the locking sheath
4. In order to insure a positive seal, pull the seal strap and twist the section of the seal that was inserted

into the locking mechanism

### Broken Seals

**A.** Should it be necessary to break a seal before its arrival at the final destination, the following information should be recorded, especially at highway weigh stations:

1. The name of the person breaking the seal
2. The reason for breaking the seal
3. The time and date the seal was broken
4. The serial number of the broken seal
5. The serial number of the replacement seal
6. The names of witnesses to the breaking of the seal

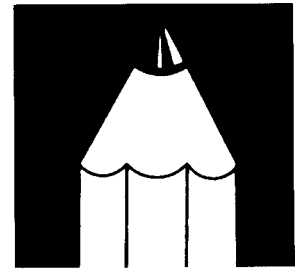
**B.** The broken seal report must be filed with the terminal manager and/or the security officer at the outbound terminal, regardless of how far the driver is from the point of origin

### Seal Removal And Inbound Recording

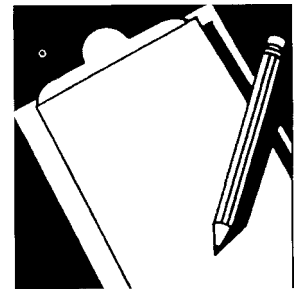
**A.** In order to insure the integrity of a seal before its removal, a physical check must be made

**B.** The following procedures for seal removal are recommended:

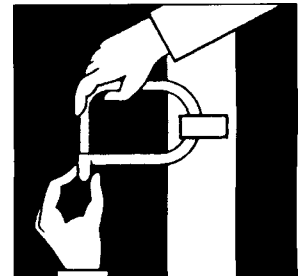
1. Only authorized security personnel should remove seals
2. Enter in the in-bound seal log the name, serial number and all coding information appearing on the seal. Be sure to verify that it is the original from the manifests
3. Compare the name, serial number and all coding information appearing on the seal with the corresponding shipping papers
4. Prior to removing the seal, insure that it has not been shortened or falsely sealed. Check for strange marks and tampering
5. Pull and twist the seal to the left and right to insure that the seal head has not been violated
6. Any discrepancy should be reported to the person(s) assigned to accept such statements, as well as recorded in the in-bound seal log
7. All shipments received with a violated seal must be reported as noted in the previous section and resealed if reported as noted in the previous section and resealed if additional transportation is required
8. Any evidence of theft should be reported to the security department and investigation begun, regardless of the hour



**Ordering and Storage**



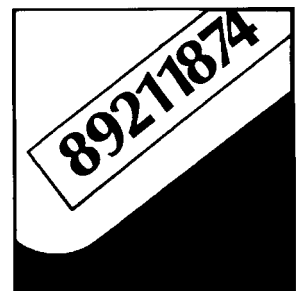
**Outbound Recording**



**Application**



**Broken Seals**



**Seal Removal and Inbound Recording**