

## **C-TPAT Seal Guidelines**

The following procedures, conforming to C-TPAT guidelines governing the control and affixing of seals, should be followed throughout the international supply chain:

1. Access to seals should be strictly controlled and seals stored in a locked container/cabinet at all times until the seal is used.
2. A log should be maintained with a record of when each seal was issued and used.
3. Seals should be assigned in a random manner, rather than in numerical sequence.
4. Seals must be a high security type as per ISO guidelines (ISO 17712).
5. Seals are to be affixed immediately after loading.
6. The seal should be affixed by a responsible person at the dock that is trained on the proper method of attaching seals to containers.
7. The placement of the seal should be witnessed by a second person, such as the driver or security guard. The name of the second person should be recorded on the shipping document or on a separate log maintained for this purpose; along with the date, seal number, and conveyance information. (If possible, a photo of the container with the seal attached should be taken and saved along with the shipping records for that shipment.)
8. A responsible company employee, such as the shipping and receiving supervisor, should ensure that shipping documents (e.g., truck manifest, bill of lading, invoice, etc.) include the applicable seal information.
9. The driver involved in the movement of the cargo/container/trailer must verify the seal's integrity. The seal number and location of the seal should be checked to make sure it is the same as stated by the shipper on the shipping documents. The driver must inspect the seal for any evidence of tampering before accepting the trailer/container.

10. Carriers are responsible for the security of the sealed trailer/container after picking up the shipment from the customer. As such, they should take every precaution to ensure that the movement of the sealed trailer/container is properly monitored. Monitoring should include establishing a designated route for the driver to follow and tracking the delivery time to ensure that the driver makes the delivery within an prescribed time period to ensure no unauthorized stops or diversion occur.
11. In those cases where more than one seal is given to the driver, the driver should sign for the seals assigned to him and record the seal number and time/date used on the shipping documents.
12. When a seal is removed, changed or added, the driver must immediately contact the dispatcher, and report the information, in addition to documenting the stop or incident. All interested parties should also be informed, such as the shipper, brokers, consignee and agent, and customs authorities as appropriate. A second seal must be placed on the container/trailer and a record made that the seal has been changed, reason for change, date, time and driver's name.