

## **Seal Integrity Policy for Transit/Seal broken policy**

**1. Purpose:** This policy aims to ensure the secure transit of shipments from our company to their destinations via Inland Container Depot (ICD) and Seaports, maintaining seal integrity and accountability throughout the shipping process.

**2. Scope:** This policy applies to all outbound shipments handled by our company and is applicable to all personnel involved in the transportation and monitoring of goods during transit.

### **3. Procedures:**

#### **3.1 Seal Inspection and Placement:**

- **Seal Standards:** All containers/packages must be sealed using high-security, tamper-evident seals compliant with international shipping regulations.
- **Seal Placement:** Seals should be affixed securely to designated points on containers/packages to prevent tampering.

#### **3.2 Transit Monitoring:**

- **Driver Responsibilities:** Drivers must ensure containers/packages are sealed properly before departure and remain intact throughout transit.
- **Monitoring Protocol:** Regular checks should be conducted during transit to detect any signs of tampering or seal breaches.

#### **3.3 Actions in Case of Broken Seals:**

- **Immediate Notification:** Upon discovering a broken seal during transit, the driver must:
  - Immediately notify dispatch to the factory and his employer where applicable.
  - Record details such as who broke the seal and provide the new seal number.
- **Notification Protocol:** The carrier is responsible for promptly informing the following parties about the seal breach and replacement:
  - The shipper.
  - The broker handling customs clearance.
  - The importer or consignee.
  - Notify them of the seal change and provide the replacement seal number.
- **Recording Replacement Seal:** The shipper must:
  - Document the replacement seal number in the designated seal log maintained for each shipment.
  - Ensure accuracy and completeness of the seal log entries for tracking and audit purposes.

### **4. Responsibilities:**

- **Drivers:** Responsible for immediate reporting and documentation of seal breaches.

- **Carriers:** Obligated to notify relevant parties promptly and accurately about seal changes.
- **Shippers:** Ensure thorough recording of replacement seal numbers in the seal log.

#### **5. Compliance:**

- Non-compliance with this policy may result in disciplinary action, including warnings, fines, or termination, depending on the severity and frequency of violations.

#### **6. Training and Awareness:**

- Regular training sessions will be conducted for drivers, carriers, and shipping personnel to reinforce the importance of seal integrity and compliance with this policy.

#### **7. Review and Updates:**

- This policy will be reviewed annually or as necessary to incorporate any changes in shipping regulations or company procedures.
- Feedback from personnel involved in shipping operations will be considered to improve the effectiveness of this policy.