Detailed Seal Issues Audit Checklist

No.	Question	Yes	No	N/A	Notes
1. Seal Inventory Management					
1.1	Is there a documented procedure for managing seal inventory?	[ ]	[ ]	[ ]	
1.2	Are seals stored in a secure, access-controlled location?	[ ]	[ ]	[ ]	
1.3	Are seals categorized by type and kept in an organized manner?	[ ]	[ ]	[ ]	
1.4	Are seals issued based on a documented request and approval process?	[ ]	[ ]	[ ]	
1.5	Is a register maintained for all seals issued, applied, and returned?	[ ]	[ ]	[ ]	
1.6	Is the seal inventory regularly audited (e.g., monthly, quarterly) to check for discrepancies?	[ ]	[ ]	[ ]	
1.7	Are unused seals periodically checked for integrity and expiration?	[ ]	[ ]	[ ]	
1.8	Are damaged or compromised seals reported and recorded immediately?	[ ]	[ ]	[ ]	
2. Seal Application					
2.1	Are seals applied by authorized and trained personnel only?	[ ]	[ ]	[ ]	
2.2	Is the application of seals recorded with date, time, and personnel details?	[ ]	[ ]	[ ]	
2.3	Are seals applied to all outgoing shipments as per company policy?	[ ]	[ ]	[ ]	
2.4	Are seals checked for integrity and proper functioning before application?	[ ]	[ ]	[ ]	
2.5	Is the unique seal identification number recorded and matched with the shipment?	[ ]	[ ]	[ ]	
2.6	Are photographs taken of the seal after application for record-keeping?	[ ]	[ ]	[ ]	
2.7	Are seals applied in a manner that ensures they cannot be removed without breaking?	[ ]	[ ]	[ ]	
3. Seal Removal					
3.1	Are seals removed only by authorized personnel at the destination?	[ ]	[ ]	[ ]	
3.2	Is the removal of seals documented with date, time, and personnel details?	[ ]	[ ]	[ ]	

No.	Question	Yes	No	N/A	Notes
3.3	Are seals checked for tampering or damage before removal?	[ ]	[ ]	[ ]	
3.4	Is the reason for seal removal recorded in the shipment documentation?	[ ]	[ ]	[ ]	
3.5	Are removed seals disposed of securely to prevent reuse or fraud?	[ ]	[ ]	[ ]	
3.6	Is there a process for immediate reporting of any discrepancies or tampering detected?	[ ]	[ ]	[ ]	

4. Seal Integrity and Security

No.	Question	Yes	No	N/A	Notes
4.1	Are seals regularly inspected for signs of tampering, damage, or wear?	[ ]	[ ]	[ ]	
4.2	Are there measures in place to ensure seals are tamper-evident and comply with industry standards?	[ ]	[ ]	[ ]	
4.3	Is there a procedure for handling and reporting compromised or suspicious seals?	[ ]	[ ]	[ ]	
4.4	Are staff trained on the importance of seal integrity and security procedures?	[ ]	[ ]	[ ]	
4.5	Are records of seal usage, integrity checks, and incidents maintained and reviewed regularly?	[ ]	[ ]	[ ]	
4.6	Are all records of seal application and removal stored securely and easily retrievable?	[ ]	[ ]	[ ]	
4.7	Are seals compliant with relevant regulatory and industry standards for security seals?	[ ]	[ ]	[ ]	