

## Seal Discrepancies Policy

**1. Purpose:** The purpose of this policy is to ensure the secure transit of shipments handled by [Company Name], focusing on the confidentiality of seal retention and implementing robust procedures for inspection, investigation, and corrective actions in cases of seal discrepancies.

**2. Scope:** This policy applies to all outbound shipments managed by [Company Name], encompassing seal retention, inspection, investigation, and reporting procedures during transit via Inland Container Depot (ICD) and sea ports.

### 3. Procedures:

#### 3.1 Retention of Altered or Tampered Seals:

- **Documentation:** The facility maintains detailed records of all seal placements and changes. Altered or tampered seals are retained securely to aid in investigations.
- **Storage:** Retained seals are stored in a designated secure area with controlled access.

#### 3.2 Seal Discrepancy Inspection:

- **Identification:** Upon discovery of a seal discrepancy (e.g., broken or altered seals), designated personnel promptly conduct a thorough inspection of the shipment.
- **Documentation:** Detailed documentation of the discrepancy, including photographs if possible, is recorded and preserved for investigative purposes.
- **Chain of Custody:** A clear chain of custody is maintained for all examined seals and related evidence.

#### 3.3 Investigation and Corrective Actions:

- **Immediate Response:** The facility initiates an immediate investigation into the cause of the seal discrepancy.
- **Root Cause Analysis:** A root cause analysis is conducted to determine how and when the discrepancy occurred.
- **Corrective Measures:** Based on investigation findings, corrective actions are implemented to prevent future seal discrepancies.
- **Notification:** Internal stakeholders and relevant external parties are informed promptly about the discrepancy and the steps taken to address it.

#### 3.4 Reporting to CBP and Foreign Governments:

- **Protocol:** If a seal discrepancy suggests potential tampering or security breach, the facility reports the incident to U.S. Customs and Border Protection (CBP) and the appropriate foreign government authorities.
- **Collaboration:** The facility cooperates fully with investigating authorities, providing necessary documentation and support as required.

#### **4. Responsibilities:**

- **Management:** Senior management oversees the implementation of this policy and ensures compliance with international shipping standards and regulatory requirements.
- **Training:** Regular training sessions are conducted for personnel involved in handling and monitoring shipments to reinforce seal integrity protocols and procedures.

#### **5. Compliance and Review:**

- **Monitoring:** Compliance with this policy is monitored through regular audits and assessments.
- **Review:** This policy is reviewed annually or as necessary to incorporate any changes in shipping regulations or operational procedures.