

## **View, Verify, Twist, and Tug (VVTT) of Sealing Policy**

**1. Purpose:** The purpose of this policy is to establish guidelines and procedures for the inspection and verification of seals on containers and vehicles to ensure integrity, security, and compliance with shipping and safety standards.

**2. Scope:** This policy applies to all containers, vehicles, covered an, and transport units carrying goods or materials on behalf of our company and specifies the VVTT procedure for seal inspection.

### **3. Procedures:**

#### **3.1 Seal Inspection Protocol:**

- **View:** Upon receipt or preparation for transport, designated personnel must visually inspect the seal for any signs of tampering or damage.
- **Verify:** Verify the seal number against the accompanying documentation to ensure consistency and accuracy.
- **Twist:** Check the seal for any unusual twists or alterations that may indicate tampering.
- **Tug:** Perform a physical tug or pull on the seal to ensure it is securely fastened and has not been compromised.

#### **3.2 Reporting and Documentation:**

- **Recording:** All seal inspections must be documented in a designated log, including the seal number, inspection results, and any anomalies observed.
- **Reporting:** Any discrepancies or signs of tampering identified during the VVTT procedure must be reported immediately to the appropriate personnel, including transport management and security officers or any other responsible persons.

#### **3.3 Corrective Actions:**

- **Response:** Upon discovery of a compromised seal, immediate corrective actions must be taken, including securing the area, conducting further inspections, and initiating an investigation into the incident.
- **Documentation:** Detailed incident reports, including photos and witness statements if available, must be compiled and submitted for review and follow-up actions.

### **4. Training and Awareness:**

- **Training Programs:** Personnel involved in seal inspections and transport operations must undergo training on the VVTT procedure, recognizing signs of tampering, and reporting protocols.
- **Awareness Campaigns:** Periodic awareness campaigns are conducted to reinforce the importance of seal integrity and security among employees and stakeholders.

## 5. Compliance and Review:

- **Audit and Review:** Compliance with this policy is subject to regular audits and reviews to ensure adherence to regulatory requirements and operational standards.
- **Policy Updates:** This policy is reviewed annually or as needed to incorporate changes in technology, regulatory requirements, or operational procedures related to seal integrity and security.

## 6. Data Security and Privacy:

- **Access Control:** Access to seal inspection records and related data is restricted to authorized personnel involved in transport management, security, and compliance.
- **Data Retention:** Seal inspection records are retained securely and in compliance with data protection laws and company policies regarding data retention.