

Seal Integrity Policy for Transit/Seal broken policy

1. Purpose: This policy aims to ensure the secure transit of shipments from [Company Name] 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 [Company Name] 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 approved by [Company Name] and 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.