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|  **R & R Trucking Inc****AATCO NEI Transport** |
| Document No: SC-1006 Rev: NCDepartment: Safety and ComplianceTitle: C-TPAT High Security Seal ManagementPage : 1 of 3 | Author: Karlene ShullApproval: Date: 09/08/2015Effective Date: 10/26/2015 |

**I. PURPOSE / SCOPE**

Per C-TPAT requirements, all conveyances entering or exiting the US, must be secured with a high security seal.

This procedure outlines the distribution and control of C-TPAT seals to ensure accountability and protect against improper handling and use.

**II. ASSOCIATED DOCUMENTS/FORMS/LOGS, ETC**

DOC #SC-1004 - C-TPAT EQUIPMENT/CARGO SECURITY PROCEDURE

DOC #SC-1005 FORM - C-TPAT TRACTOR, TRAILER/CONTAINER CHECKLIST

DOC #SC-1007A FORM - C-TPAT HIGH SECURITY SEAL CHAIN OF CUSTODY (CABLE & BOLT)

DOC #SC-1007B FORM - SEAL REPLACEMENT FORM

**III. RESPONSIBILITIES**

C-TPAT Coordinator

Drivers participating in trans-border commerce

Dispatch Managers

Terminal Managers

Safety Personnel

**IV. DEFINITIONS**

Certificate of Conformance (C of C) - A document certified by a competent authority that the supplied good or service meets the required specifications. Also known as a Certificate of Compliance.

Customs-Trade Partnership Against Terrorism (C-TPAT) - A voluntary government-business initiative to build cooperative relationships that strengthen and improve overall international supply chain and US border security.

**V. DOCUMENT DETAIL**

1.0 Purchasing Requirements

1.1 The C-TPAT Security Officer will oversee the procurement of the high-security seals to ensure they meet requirements. A certificate of conformance (C of C) is to be requested from the supplier upon placement of order and be provided with shipment of seals. The C of C will be retained by the C-TPAT Security Officer.

2.0 Storage

2.1 All C-TPAT high security seals will be stored in a controlled area. It will be the responsibility of the C-TPAT Security Officer to oversee distribution of all seals.

3.0 Inventory Accountability

3.1 Each seal to be used for cross-border commerce will be logged on DOC #SC-1007A FORM by the discrete number stamped on the seal. This document will manage the chain of custody to ensure integrity and traceability of inventory.

4.0 Terminal Manager Issuance and Accountability

4.1 The C-TPAT Security Officer will distribute and log C-TPAT seals to terminal managers for further distribution to trucks/drivers, as required. Immediately upon receipt by the terminal manager, each seal will be logged on DOC #SC-1007A FORM by the discrete number stamped on the seal. Each facility will ensure any seals in their possession are stored in a controlled area and under the responsibility of the terminal manager.

5.0 Driver Issuance and Accountability

 5.1 All drivers participating in trans-border commerce will be issued high security seals by the C-TPAT Security Officer or terminal manager, as required. Seals in their possession will be stored out of sight in the tractor cab. The cab will be locked at all times. Immediately upon receipt by the driver(s), each seal will be logged on DOC #SC-1007A FORM by the discrete number stamped on the seal. When a driver uses a seal to secure a trailer/container at origin, the seal number will be noted on DOC #SC-1005, C-TPAT Tractor, Trailer/Container Checklist per C-TPAT Equipment/Cargo Security Procedure, DOC #SC-1004. In the event a seal is removed at any time prior to arrival at destination, document the change on **SEAL REPLACEMENT FORM** per directions noted on the form.

**NOTE: EACH PERSON IN THE CHAIN OF CUSTODY IS RESPONSIBLE FOR THE SEALS ISSUED TO THEM UNTIL EITHER CHANGE OF POSSESSION OR INSTALLATION IS RECORDED.**

**VI. REFERENCES**

DOC #SC-1001 - C-TPAT POLICY/STANDARD OPERATING PROCEDURE

PAS ISO 17712 STANDARD FOR HIGH SECURITY SEALS

<http://www.cbp.gov/border-security/ports-entry/cargo-security/c-tpat-customs-trade-partnership-against-terrorism>

**VII. RECORD OF REVISION**

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| Revision: | Description of Change: | Author: | Date: |
| NC | New | K. Shull |  9/8/2015 |
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