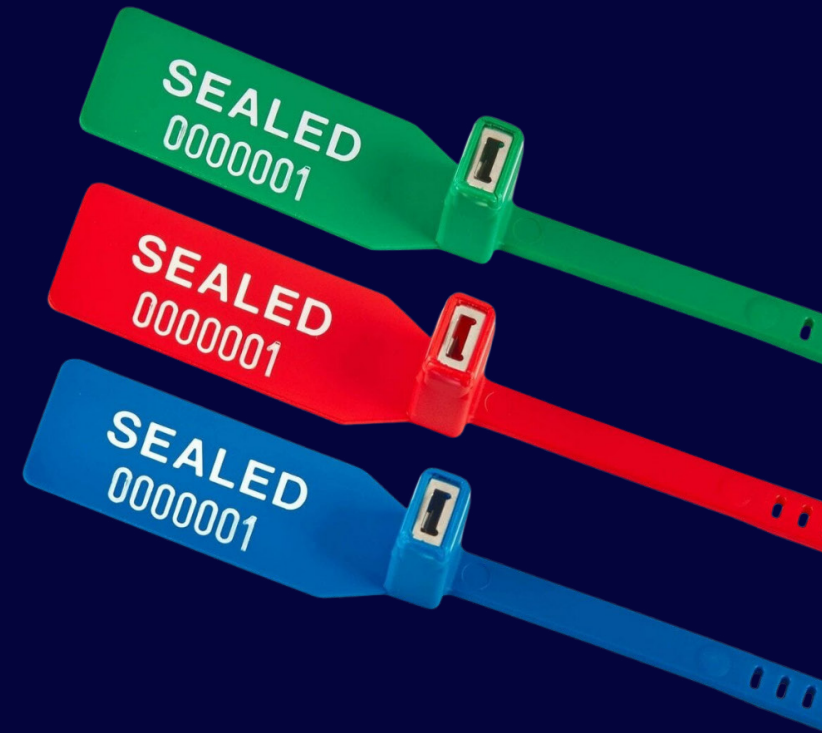


TRACKING AND CONTROLLING SEALS

Forms and templates for record keeping and tracking
tamper-evident and security seals

- Seal issuance log sheets
- Chain-of-custody tracking forms
- Inventory control templates



FORMS FOR TRACKING AND CONTROLLING SEALS

We provide here a selection of forms.

There are both blank and filled-in examples with a fictitious company. Also, we provide instructions and explanations of how this organization uses the forms. These forms focus on tracking seals in shipping and transport systems, but have broad applicability.

We offer simple tables in MSWord format. This format allows you to copy alter or convert the tables to other formats for your own customized use. They are basic and simple guides made as examples. The content is free to the user and can be reproduced or modified in any way you choose.

We make no assurance or guarantee of the suitability of the forms [as written] for your individual needs.

We cannot control the use of the forms and therefore cannot promise they will fulfill your unique requirements.

It is up to you, the user, to adapt or implement these in a way that will help you maintain a record of the seal's history and know who is accountable for each one.



AUTOMATED TRACKING

If there is an existing inventory system using one of the following, this guide is still potentially useful in adapting your seal tracking requirements to your current system:

- Barcodes
- QR Codes
- RFID
- Or other Automated Controls

Understanding the physical steps and purpose for each layer of seal tracking will inform the programming of the automated system.

Some users may choose to employ combined manual and automated data input. This overlapping approach could be more robust with both human inspection and electronic reading systems monitoring each other.



FOR CLOSED SYSTEMS & INTERNAL CONTROLS

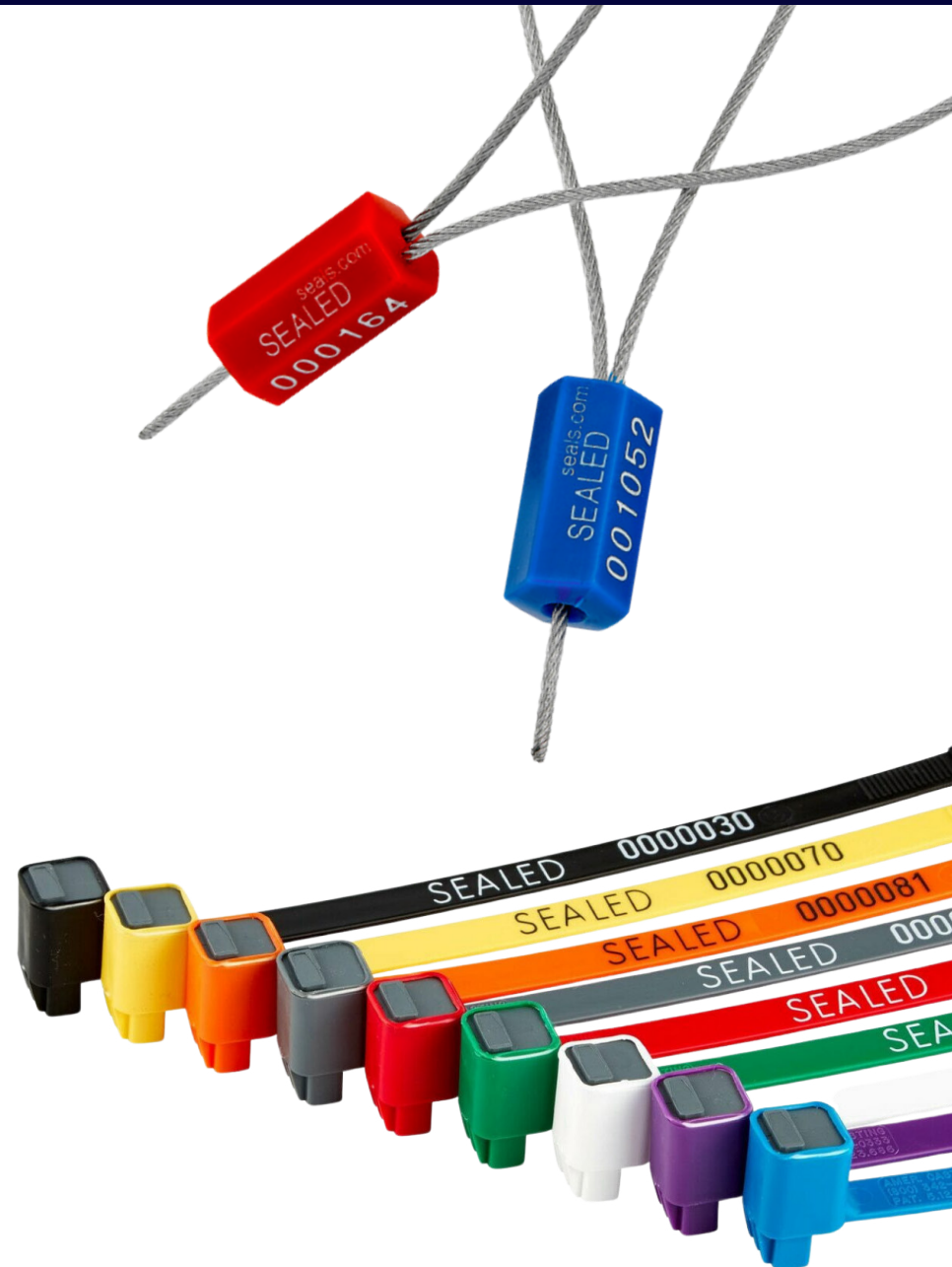
[Election/Ballot Systems, Process controls, Utility Metering, Calibrated Gauges Lockouts, Etc.]

Controlling seals used in closed systems differs from transport seals in that the seal may be attached to multiple devices or closures in one or more locations, owned or managed by the same user. They may still be handled by multiple people, but possession and control stay with the original owner/user.

Forms provided here would still be applicable. However, the “Intended Application” and “Installation Description” will likely apply to a specific machine, container, door, cover, valve, switch, control box, or other device.

Fixed applications are typically longer term and often require periodic inspections before end of use. For this instance, an additional inspection form may be used.

See below pages for details.



SAI OVERVIEW:

A damaged, open or missing seal should be treated with priority as it may indicate tampering or foul play.

This form could be time-sensitive in many instances and should be a priority. The type of form used in this case is less important than the need to gather complete information and report to the seal custodian promptly.

Similar forms are provided in the following pages with written information to be used as examples of how they might be completed:

01. SEAL ISSUE FORM [IN 1]
02. INSTALLATION FORM [IF 1]
03. INTERMEDIATE INSPECTION FORM [INTIN 1]
04. REMOVAL FORM [RF 1]

This will guide you in understanding more of the intent of each form and should suggest ways you might modify the form to your specific needs.

Seal Anomaly Or Seal Missing
ABC Company
 REPORTED AT: ABC Chicago

Seal Description: (If multiple types, note differences in notes)						
Type/Model/Color: <u>Plastic band seals</u>						
Manufacturer/Source: <u>American Casting</u>						
Other details: <u>red with white letters</u>						

FORM: SAI

COMPLETE AND RETURN THIS FORM TO SEAL CUSTODIAN AT ORIGIN
 If seal is missing note that in the Description and report date time and place discovered.

Seal Number And Marks (If known)	Name or ID No. of Person Reporting	Location Where Exception was Discovered	Date	Time	SEAL ORIGIN If Known shipment B/L, Lot number	PHOTO ADDED Y/N
<u>Seal Stamped ACMC 205003</u>	<u>Bill Anderson</u>	<u>Our dock Chicago</u>	<u>12-15-25</u>	<u>16:30</u>	<u>DENVER Warehouse</u>	<u>Yes</u>
Describe Seal Anomaly or Issue						
<u>Seal is distorted and shows some damage. Possible tampering but could be incidental damage..</u>						
Other Comments						
<u>Seal was intact and tested for secure hold. Left on trailer and noted on dock receipt.</u>						

Signature of Person Reporting: Bill Anderson

Signature of Seal Custodian and date time received _____

Seal Anomaly Or Seal Missing ABC Company

REPORTED AT: ABC Chicago

FORM: SAI

Seal Description: (If multiple types, note differences in notes)
Type/Model/Color: <i>Plastic band seals</i>
Manufacturer/Source: <i>American Casting</i>
Other details: <i>red with white letters</i>

COMPLETE AND RETURN THIS FORM TO SEAL CUSTODIAN AT ORIGIN

If seal is **missing** note that in the Description and report date time and place discovered.

Seal Number And Marks (If known)	Name or ID No. of Person Reporting	Location Where Exception was Discovered	Date	Time	SEAL ORIGIN If Known shipment B/L, Lot number	PHOTO ADDED Y/N
<i>Seal Stamped ACMC 205003</i>	<i>Bill Anderson</i>	<i>Our dock Chicago</i>	<i>12-15-25</i>	<i>16:30</i>	<i>DENVER Warehouse</i>	<i>Yes</i>
Describe Seal Anomaly or Issue	<i>Seal is distorted and shows some damage. Possible tampering but could be incidental damage..</i>					
Other Comments						
<i>Seal was intact and tested for secure hold. Left on trailer and noted on dock receipt.</i>						

Signature of Person Reporting: Bill Anderson

Signature of Seal Custodian and date time received _____

Seal Anomaly Or Seal Missing

ABC Company

Seal Description: (If multiple types, add to comments below.)
Type/Model/Color:
Manufacturer/Source:
Other details:

REPORTED AT _____

FORM SAI: [Report to Seal Custodian](#)

COMPLETE AND RETURN THIS FORM TO SEAL CUSTODIAN AT ORIGIN

If seal is **missing** note that in the Description and report date time and place discovered

Seal Number And Marks (If known)	Name or ID No. of Person Reporting	Location Where Exception was Discovered	Date	Time	SEAL ORIGIN If Known shipment B/L, Lot number	PHOTO ADDED Y/N
Describe Seal Anomaly or Issue						
Other Comments						

Signature of Person Reporting: _____

Signature of Seal Custodian and date time received _____

Seal Description: (If multiple types, note differences in LINE 3)

Type/Model/Color: *Plastic Strap Seal Model 4001 Red*

Manufacturer/Source: *American Casting*

Other details: *10-5-25 batch white letters and numbers*

SEAL ISSUE -- Inventory Control Form IN1
ABC Company, Denver Branch

LOG NUMBER: *D-15982*

Seal Number And Marks	Name or ID No. of Seal Recipient	Location Issued	Date	Time	Intended Application (Container B/L Trailer Number)	Initials of Recipient	*Initial if Voided
ACMC 205001	<i>Lawson, Rob</i>	<i>Denver whose</i>	<i>11-30-25</i>	<i>09:00</i>	<i>Trailer loading Dock 3</i>	<i>RL</i>	
ACMC 205002	"	"	"	"	"	<i>RL</i>	
ACMC 205003	"	"	"	"	"	<i>RL</i>	
ACMC 205004	"	"	"	"	"	<i>RL</i>	
ACMC 205005	"	"	"	"	"	<i>RL</i>	
ACMC 205006	<i>Johnson,, Dave</i>	<i>Denver Whse.</i>	<i>11-30-25</i>	<i>10:15</i>	<i>Trailer Loading Dock 1</i>	<i>DJ</i>	
ACMC 205007	"	"	"	"	"	<i>DJ</i>	
ACMC 205008	"	"	"	"	"	<i>DJ</i>	
ACMC 205009	"	"	"	"	"	<i>DJ</i>	<i>GW</i>
ACMC 205010	"	"	"	"	"	<i>DJ</i>	
ACMC 205011	"	"	"	"	"	<i>DJ</i>	
ACMC 205012	"	"	"	"	"	<i>DJ</i>	
ACMC 205013	"	"	"	"	"	<i>DJ</i>	
ACMC 205014	"	"	"	"	"	<i>DJ</i>	
ACMC 205015	<i>Erikson, Barb</i>	<i>Denver Whse,</i>	<i>11-30-25</i>	<i>13:30</i>	<i>Tanker Station</i>	<i>BE</i>	
ACMC 205016	"	"	"	"	"	<i>BE</i>	
ACMC 205017	"	"	"	"	"	<i>BE</i>	
ACMC 205018	"	"	"	"	"	<i>BE</i>	
ACMC 205019	"	"	"	"	"	<i>BE</i>	
ACMC 205020	"	"	"	"	"	<i>BE</i>	
ACMC 205021	"	"	"	"	"	<i>BE</i>	
ACMC 205022	"	"	"	"	"	<i>BE</i>	
ACMC 205023	"	"	"	"	"	<i>BE</i>	
ACMC 205024	"	"	"	"	"	<i>BE</i>	

Signature & ID Of Custodian or Auditor *Greg Wilson* Chief of Supply – Denver

VARIABLES? QUESTIONS?

ASK FOR ASSISTANCE

All of these forms may have more information
(or in some cases less information)
than your system requires.

Because there are an unlimited number of variables in any seal tracking program, we do not attempt to address them beyond these generic examples. We cannot know all the circumstances of a particular user's system.

However, please do not hesitate to contact us with questions or further discussion of your needs. We are glad to help our customers make the best use of their seals. Understanding more of the intent of each form and should suggest ways you might modify the form to your specific needs.

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