

## Recommended Best Practices For Security Sealing Programs

**Note:** For a security seal to be effective it is essential to have integrity at the beginning and end point of its use.

### RECEIVING YOUR SEALS

- Inspect your seals on receipt. Your unique marking and numbering are important to the integrity of the seal.
- Confirm you have correct quantity, type, color, markings and numbers.
- Note any errors or discrepancy and report it to your vendor, or to our office.

### KEEPING SEAL INVENTORY

- Keep seals in a secure place.
- Limit access to only responsible persons, and document the release of all seals.
- Assign an individual or department be responsible for seal inventory control.
- Determine rate of use and plan a re-order date at least six weeks prior to expected depletion of stock.

### HANDLING AND USE (also see specific instructions for this seal)

- Know the locking procedure, design and features of this seal.
- Give seals only to authorized persons
- Document all seals taken from storage.
- Apply seals securely according to instructions for this model. Note any problems or unusual visible damage like bent hasps, worn holes, unusual conditions or cosmetic damage to seals in applying.
- Destroy seals completely after use DO NOT SIMPLY TOSS THEM OUT OR LEAVE PARTS OR CUT SEALS INTACT; OR UNDER CONDITIONS WHERE THEY MAY BE COLLECTED BY OTHERS.** Ideally it is good practice to return them to a central facility for destruction by an authorized and trained inspector.
- Train all persons who will handle or inspect these seals, regarding your procedures and policies.

### SEAL INSPECTION (also see instructions for this seal)

- Inspect seals thoroughly at locking point, and at destination before cutting.
- Add inspections at points or times as required by your use. (Example: require inspection if you are handing over custody or control of a locked seal to another company or agency.)
- Confirm it was locked and intact when it leaves your control.
- For seals in long-time use: such as utility meters, valves and secure areas, schedule regular inspections at least annually.
- Inspection should include both visual examination and physically pulling or turning the seal to assure it is properly locked and intact. *Refer to directions and specifications supplied for the specific seal type you are using.*
- Report any irregularities, open or damaged seals. Replace if needed.
- Return any seals to your supplier or our factory if on inspection they are found not locked properly, appear defective, or show signs of tampering which cannot be explained by known conditions or normal handling and wear.

### KEEPING RECORDS

- Keep an inventory record of seals on a log sheet or inventory control sheet, whether in paper form or electronic. A thorough system would include 3 sets of data. 1) Inventory and issue information, 2) Use and application information, 3) Destination or removed-from-service data.
  - o **SEAL ISSUE** data should at least include: seal number, issue date/time, who issued the seal, where assigned (person, container number, meter number or location) and any use information specific to your organization such as departments, projects or client reference.
  - o **USE & APPLICATION** data will vary according to your purpose but should include: Seal number, person applying the seal, date/time of locking and where the seal is assigned. This may be same as issue data, or may also be a secondary assignment. (Example; 25 seals issued to an inspector from inventory for use in multiple locations would require the inspector to note the assigned application for each at time of sealing.)
  - o **DESTINATION OR REMOVED-FROM SERVICE** information is the information recorded when the seal is either: turned over to the authority of another party, cut and removed at transport destination, cut and removed when unscheduled entry is required, or when it's use time is expired. In transport it may be the customer at arrival or transfer of ownership to an agent. In utilities and other areas it may be a change of service, authorized opening of a secure area, etc.

**LET US HELP:** Examples of logs or record keeping forms are available from us for your specific application. For advice or assistance with any aspect of seal use, seal selection or security practices please feel free to contact us.

### American Casting & Manufacturing Corporation

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