



MEGA FORTRIS

A User Manual Developed for all users of Tamper Evident Security Seal Products

WHY USE SEALS?

Security seals are applied to provide evidence of entry. Many types and grades of security seals exist, but they serve little purpose if they are not used as an integral part of existing procedures and systems established by users to apply and monitor security seals. This document is intended to provide help to seal users, assisting them in setting up the proper procedures and control systems, in order to use security seals to prevent pilferage and theft.

HOW TO ORDER AND INVENTORY SECURITY SEALS

Ordering:

1. Ordering security seals, should always be the responsibility of one designated person in a company.
2. All orders for security seals should come from one centralized location in the company.
3. Seal manufacturers should ship security seals to one specific location in the company.
4. Security seals should be laser marked with a marking and number series unique to the company that uses the seals.
5. Utilizing color coding or location coding is an ideal method to identify different distribution centers or terminals of companies.

Security seal inventory:

Security seals should always be kept in a secure area where only authorized personnel will have access. This will prevent fraudulent use of security seals. A log book of "seal release" must be kept.

OUTBOUND SECURITY SEAL LOG BOOK

Maintain one log book for outbound seal recording and a separate log book for inbound seal recording.

- A. The outbound security seal log book should contain the following information:
 1. Date and time of seal application.
 2. Trailer or container number.
 3. Shipment destination.
 4. Name of the employee applying the seal.
 5. Driver identity .
- B. If the driver is not an employee of the shipper, the application of the seal should be monitored by a representative of the shipper. The driver will print the seal marking and numbering in the bill of lading, and the shipper's representative will sign off on the shipping document.

APPLICATION OF THE SEAL

- A. All seals must be applied according to the instruction of the manufacturer, and a designated employee must check the seal application.
- B. Select the most suitable security seal for the shipment, based on value, destination and other logistic factors.
- C. The following procedures for application should be used:
 1. Seal all door openings on the trailer or container.
 2. Insert the seal strap through the locking hasp.
 3. Listen for the "click" when locking the seal .
 4. In order to insure a correct seal application, always check the seal application by pulling the part of the seal that was inserted into the locking mechanism.

ENTRY PROCEDURES

- A. All drivers will surrender their entry permit to the guard.
- B. The Guard will verify the permit, as presented by the driver.
- C. A guard should record the following information:
 - 1. Tractor number, company and license plate number.
 - 2. Trailer or container number.
 - 3. The seal's number, color and coding.
 - 4. The driver's identity (license number).
 - 5. Date and time.
- D. In order to prevent shipping patterns from developing, random domestic or low value shipments should also be sealed with a high security seal.
- E. The entry location should inventory differently marked or numbered seals, to be used for random shipment checking.
- F. Random shipment checks should always be done by, or monitored by, designated security personnel.

UNINTENDED BREAKAGE OF SECURITY SEALS

- A. Should it be necessary to break a seal before its arrival at the final destination, the following information should be recorded:
 - 1. The name of the person breaking the seal.
 - 2. The reason for breaking the seal.
 - 3. The time and date the seal was broken.
 - 4. The serial number of the broken seal.
 - 5. The serial number of the replacement seal.
 - 6. The names of the witnesses to the breaking of the seal.
- B. The broken seal report must be filed with the terminal and/or the responsible personnel at the outbound terminal, time of day and distance from the departure point should not prevent this from being done.

REMOVAL OF SEAL AND MAINTAINING INBOUND LOG BOOK

- A. To insure the integrity of a security seal prior to its removal, be sure to check the seal for signs of tampering, and pull the seal to verify that it is still locked.
- B. Follow the below check list:
 - 1. Only designated employees should remove seals.
 - 2. Record the seal marking, color- and numbering in the inbound security seal log. Always verify that the seal corresponds with the seal information of the shipping document.
 - 3. Before removing the seal, look for signs of tampering!
 - 4. Pull the seal to insure that the seal is properly locked, and THEN remove it.
 - 5. Any suspicion of tampering should immediately be reported to the company's security manager. Also be sure to provide a full description of the issue in the inbound security seal log. Do not throw the seal away, as it may be needed for further investigation.
 - 6. All shipments received with a compromised seal must be registered in the inbound security seal log. It may be required to replace compromised seals with new seals.
 - 7. If pilferage or theft has taken place, an investigation must immediately begin.



ADDITIONAL PROCEDURES

- A. In addition to monitoring the seals and their application, other steps may be taken to increase the effectiveness of a company's security seal program:
 - 1. Insure that the company is shipping its products in trailers or ocean containers that are equipped with tamper proof doors, so that access to the shipment can only take place by removing the security seal.
 - 2. Make use of different colors and markings on security seals, and also use different types of seals to indicate different locations, types of products, import/export etc.
 - 3. Make use of different colors of seals to indicate full versus empty loads in trailer yards. This will prevent unauthorized access to and use of trailers and containers.
 - 4. Once every year, change the colors and markings of your seals, and dispose of previous types and colors of seals. This will prevent fraudulent use of old seals.

HIGH SECURITY SEALS (C-TPAT COMPLIANT)

- A. Indicative security seals, either the flat metal type or plastic seals, do not always offer enough security on shipments.
- B. For shipments of high value, or where a higher level of security is needed, consider using HIGH security bolt- or cable seals. Heavy duty barrier seals also find great use on this type of shipments.
- C. The use of high security seals are recommended for the following areas:
 - 1. International shipments
 - 2. Shipments that require C-TPAT compliant seals.
 - 3. Border crossing shipments.
 - 4. Intermodal, Rail, ocean or Air shipments.
 - 5. Anywhere where shipments need an additional level of entry protection.