

# Importer Container & Seal Guidelines

As an importer, it is critical that you and your suppliers have written container and seal procedures in place to ensure supply chain integrity. The following guidelines have been created for you to incorporate and share with your foreign suppliers.

## Container & Trailer Security Checklist

- Check physical condition of container for holes, gaps in seams, excessive rust and corrosion, oil stains, excessive patches, inward dents, and door integrity.
- Use documented 7-point inspection process for empty containers.
- Use documented 17-point inspection process for all trailers/tractors.
- Containers bound for the U.S. must use high security seals that meet or exceed the current PAS ISO 17712:13 standards.
- Verify that seal number on container is correct.
- Discrepancies, including compromised seals, must be reported to U.S. Customs (CBP) or to the appropriate foreign authority and also to the broker.
- Any affected merchandise needs to be retained on the trailer or placed in a location separate and distinct from other import cargo awaiting advice and potential inspection from CBP, customs broker and or the appropriate foreign authority.

## Container Seal Procedures

### FOR OUTBOUND SHIPMENTS

- All container seals are to be stored in a locked cabinet with limited access.
- Written procedures for affixing seal.
- Seals must meet or exceed PAS ISO 17712:13 standards.
- Require company issuing container seal to provide container seal test results ensuring they meet or exceed PAS ISO 17712:13 standards.
- Seals must be affixed to the right door on the hasp. (Hasp should have welded rivet).
- Authorized employee should affix seal immediately after completion of container stuffing.
- Authorized employee should pull down on seal and twist and turn it to ensure it is locked and secure.
- Procedures for documenting seal number (log).
- Seal number must be verified and recorded on all corresponding documents pertaining to the shipment in the container.
- Contact the appropriate authorities if container seal has been compromised.

### FOR INBOUND SHIPMENTS

- Record container seal numbers on all corresponding documents.
- Examine contents of container if a broken seal has been found – document the exam and note and report shortages and overages.
- Document container numbers on shipments when broken seals or cargo hold locks are found.
- Cut seal should be kept with the corresponding documents for two months.
- Seal should be disposed of in a secure refuse container to prevent access for future manipulation and reuse.
- Contact the appropriate authorities if container seal has been compromised.