



2000 Fairwood Avenue, Columbus, Ohio 43207-1607, USA
TOLL FREE: 866-614-7633 ~ Ph: 614-443-7633 ~ Fax: 614-443-4875
info@unitedsecurityseals.com

Receiving Instructions & Seal Inspection

Seal Receiving Instructions:

- It's always important to thoroughly inspect your seals upon receiving. Confirm that your custom engravings and numberings are correct, as this is crucial to your seals' completeness
- Verify that the quantity, color, type, and engravings are accurate
- If any errors or discrepancies are observed, report the flaws to your vendor, or our facility

Seal Inspection:

- Thoroughly inspect all seals at locking point, and at destination before cutting
- Inspection should consist of both visual examination and physical tests (such as pulling or twisting the seal to insure it is intact and locked properly)
- Plan periodic inspections according to your seal use (for example, if you are transferring custody or ownership of secured seals to another company)
- Verify that the seal was securely locked and intact when it leaves your control
- Schedule regular inspections – at least annually – for seals that will be in longterm use (such as utility meters, valves, etc)
- Don't forget to report any abnormalities, such as unlocked or damaged seals. If necessary, be sure to replace defective seals
- If seals show signs of tampering or defectiveness in any way that cannot be explained by normal or expected conditions, return them to your supplier

Please feel free to contact us for any advice or assistance on seal procedures or inspection.