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## Seal Handling & Management

### Seal Inventory:

- Always store seals in a secure location
- Appoint an individual or department to be responsible for seal inventory control
- Restrict access to only responsible persons
- Keep record of all seals being released
- Establish an estimation of when stock depletion will occur, and schedule a date for re-order several weeks in advance

### Seal Handling & Use:

- Be familiar with sealing/locking procedures
- Know the design and features of the seal
- Allow only authorized persons to handle seals; be sure to train anyone who may handle or inspect the seals in regards to your policies and operation procedures
- Keep record of all seals taken from storage
- Follow instructions for specific seal model and apply seals accordingly and securely
- During seal application, take note of any cosmetic damage or other unusual problems (bent hasps, worn holes, etc)
- **Always destroy seals entirely after use – DO NOT** simply throw them out, leave parts, or cut seals intact
- It is always a good practice to return seals to a principal facility for disposal by authorized inspectors

### Maintaining Records & a Control Log:

- Maintain an inventory record log of all seals on paper and/or a computer
- A productive system should consider the three following sets of data:
  - 1) *Inventory and issue information*
    - Include a seal number, issue date and time, name of seal issuer, where the seal was assigned (person, container number, meter number/location), and all information on the seal's use in accordance to your organization
  - 2) *Use and application information*
    - This data may vary according to your purpose but should include a seal number, name of person applying the seal, date and time and location of locking procedure
    - This data may be the same as your inventory and issue data, or may also be a secondary assignment (for example, 25 seals issued to an inspector from inventory for use in several different locations would call for the inspector to take note of the assigned application for each at time of sealing)
  - 3) *Destination or removed-from-service data*
    - This data should include all information documented when the seal is either turned over to another group/person's authority, cut/removed at transport destination, cut/removed during a necessary unscheduled entry, or when the use-time has expired
    - In transport, it may be the customer at arrival or the transfer of ownership to another agent
    - In utilities & other areas, it may be a change of service, authorized opening of a secure area, etc