



Good Shipping Practices

It is now mandatory that all drivers perform a SECURITY CHECK on their tractor-trailer/container; a checklist SHOULD BE provided for drivers for every trip to ensure your compliance with C-TPAT AND TDS standards. It is required of all drivers to perform this function and indicate on their daily log that the security check has been completed. If customs or DOT breaks the seals the driver must inform the supervisor; who opened it, the place where it happened, and the number of the new seal that was placed in the container.

Local procedures and practices must be in place to inspect every container to:

- 1) Verify the physical integrity of the container prior to stuffing.
- 2) Ensure that there is no un-manifested material present.
- 3) Ensure that it is weather tight; and,
- 4) Verify that the container locking mechanisms are reliable and in good working order.

An authorized individual must visually inspect the top, bottom, and four sides of the container to verify that there are no false walls or external compartments where un-manifested material may be present; that the walls are in good condition with no holes or leaks and that the locking mechanisms are working properly. The inspector must look for signs of tampering such as new paint, welds, dents, or altered locking mechanisms. After stuffing, the inspector must be aware if the normal and expected amount of freight does not fit into the container. In the event that a container/trailer is found not to be suitable, suppliers MUST arrange for a new container and the return of the unsuitable one. If actual un-manifested material or a high-risk situation is found, the facility management must notify the authorities.

Seal Accountability

Written procedures are required to stipulate how seals are controlled and affixed to containers.

Seal accountability requires that:

1. Seals be kept under lock and accessible only by authorized supervisor;
2. Seals be issued in small quantities to shipping personnel;
3. A log of all outbound seals be maintained that includes Purchase Order number (or shipment manifest number), container number, and seal number.
4. The log of seals affixed to shipments must be reconciled periodically (at least monthly) to the inventory of seals to ensure no seals have been stolen.

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