

CTPAT Job Aid

Master Seal Inventory & Audit Sample

Last Updated: October 19, 2021



Master Seal Inventory & Audit

ABC Company

Company management or a security supervisor must conduct a seal audit that includes periodic inventory of stored seals and reconciliation against seal inventory logs and shipping documents. All audits must be documented.

CTPAT Members should use a seal inventory log to ensure seals are accounted for and disposed of in a proper manner to meet CTPAT requirements.

Seal Inventory (List all Seals):

Seal Number	Date of Inventory	Inventory Taker	Evidence of Compliance for High Security Seals/ISO 17712 (Y/N)	Disposition of Seal (On-Hand, Issued, Destroyed)	Seal Issued by:	Seal Issued to:	Date of Issuance

Seal Audit:

Seal Number/Batch	Date of Audit	Auditor	Discrepancies Discovered	Corrective Actions	Comments

Reminders:

CTPAT members (that maintain seal inventories) must be able to document that the high-security seals they use meet or exceed the most current ISO 17712 standard.

Seals must be compliant with ISO 17712 standards.

Management of seals must be restricted to authorized personnel.

Dock Supervisors and/or warehouse managers must periodically verify seal numbers used on conveyances and Instruments of International Traffic (IIT).

CTPAT Program

CBP.GOV/CTPAT

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