CTPAT Job Aid
Overage/Shortage/Discrepancy (OSD) Log Sample

Last Updated: October 19, 2021

OSD Log

ABC Company

All shortages, overages, and other significant discrepancies or anomalies must be investigated and resolved, as appropriate.

CTPAT Members should use a log to ensure overages, shortages and discrepancies are accounted for and resolved to meet CTPAT requirements.

Description of OSD	Date OSD Discovered	Shipment Marking (e.g., Bill of Lading, Entry Number)	Manufacturer/ Shipper	Commodity	Quantity	Seal Number, N/A	Container/ Trailer Number, N/A	Corrective Actions Y/N	Employee who investigated discrepancy	If warranted, was discrepancy reported to appropriate authorities Y/N

Reminders:

Arriving cargo should be reconciled against information on the cargo manifest. Departing cargo should be verified against purchase or delivery orders.

SAMPLE

CTPAT Program

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