

Seal Security Guidelines for Distributors & Resellers of Security Seals



It is the policy of Security Labels International to ensure business management systems are established and affectively implemented to eradicate so far as is reasonably practicable the potential for security breaches with regards its security seal range of products.

To fulfil and to ensure that this policy is upheld and implemented, this document has been established to plan, assist with education and to provide clear communication to distributors & resellers of Security Labels International "security seal products" of agreed best practice.

By placing a security seal order with Security Labels International all Distributers / Resellers agree to the following:

- Distributors / resellers shall permit Security Labels International to review its security procedures as required.
- Security Labels International , if becoming aware of or identifying a gap in distributor / reseller security practices, shall identify that gap and recommend required changes that will provide seals and related devices with the necessary oversight and accountability.
- Distributors / resellers shall not sell seals or related devices without the manufacturer's identity marked on the devices.
- Distributors / resellers shall record all aspects of a seal shipment, including source, seal numbers and identifiers, description and the name and address of the individual placing the order, and the consignee for the order. Distributor/reseller shall retain such records for a period of at least 7 years. Upon request from a government regulatory agency, the distributor/reseller shall make the necessary records available to assist the agency in the investigation of a cargo shipment incident.
- Distributors / resellers shall conduct an initial security risk assessment of its facilities and implement countermeasures and/or policies to overcome potential vulnerabilities or threats.
- Distributor / reseller shall control access to storage areas and loading docks, and store seals and related devices in secure areas.
- Distributor / reseller shall lock all loaded trailers or containers on the premises.
- Distributor / reseller shall "inspect what it expects" by verifying driver identification, if applicable and verifying the load and count of inbound seal components.
- Distributor / reseller shall implement a policy for off-hour deliveries to ensure prior notice of these deliveries. The policy will require the presence of an authorized individual to receive these shipments. Advance notification, by telephone, facsimile transmission, or e-mail, should be required from all vendors/suppliers for incoming deliveries.

Security Labels International reserves the right to cease supply where breaches of the above become evident.

Authorised by Dr Adrian Steele. Managing Director. 11th April 2014.