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## Standard Guide for Establishing Security Seal Control and Accountability Procedures<sup>1</sup>

This standard is issued under the fixed designation F 946; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

### 1. Scope

1.1 This guide covers procedures for maintaining a continuous line of accountability for security seals from the time of manufacture to destruction of the seal subsequent to its use.

1.2 The procedures contained herein are applicable to usage of security seals that are coded or numbered in a manner to make each seal unique.

1.3 *This standard does not purport to address the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

### 2. Referenced Documents

2.1 *ASTM Standards:*

F 832 Classification for Security Seals<sup>2</sup>

### 3. Significance and Use

3.1 This guide is intended as general guidance in establishing procedures for internal control of the security seals. It is not meant to restrict the use of procedures that may be required for unique or unusual situations. Likewise, not all of the practices will necessarily apply to a particular situation.

### 4. Summary of Procedures

4.1 The intended use of a seal is defeated if strict accountability and disciplined application of seals are not maintained. The accountability starts with the manufacturer and is completed when the seal is destroyed subsequent to its use. This guide deals with the subject in two parts. The first part addresses the responsibilities of those involved in the program, and the second addresses basic procedures to consider in formulating the program.

### 5. Responsibilities

5.1 *Manufacturer Responsibilities*—The manufacturer should establish procedures to assure that no duplicate seals are

produced and that all seals produced are accounted for, from the production line to shipment to the customer.

5.1.1 All seals should be embossed with serial numbers.

5.1.2 All seals should be embossed with the user organization's name or appropriate abbreviation.

5.1.3 All application or crimping tools supplied with particular seals should be embossed with the user organization's name or appropriate abbreviation.

5.2 *Security Manager Responsibilities*—The security manager or other designated official responsible for the protection of assets program should do the following:

5.2.1 Approve all seals proposed for use in the organization.

5.2.2 Review and approve all forms and directives used for the accountability of seals.

5.2.3 Periodically review seal control procedures to ensure compliance with approved accountability directives.

5.3 *Designation of Authorized Seal Users*—Management should designate, by name, each person authorized to affix or remove seals and any restrictions, such as limitations to certain times of the day. These designations should clarify when, if ever, outside employees are authorized to affix or remove seals. Appointments should be kept to a minimum commensurate with operational requirements. At fixed locations, such as doors, it might be necessary to post this information.

5.4 *Seal Custodian Controls*—Each location of an organization that is authorized to receive seals should appoint a seal custodian and alternate(s) as necessary. Seal custodian duties should include the following:

5.4.1 Receipt for seals delivered.

5.4.2 Maintenance of an incoming seal record with entries to include, as a minimum:

5.4.2.1 Block of numbers received,

5.4.2.2 Type of seal received and its use(s),

5.4.2.3 Date received, and

5.4.2.4 Remarks.

5.4.3 Maintenance of a seal issuance register(s) to record distribution of seals to subordinate units or to individual users. Seal issuance registers should include, as a minimum, the following entries:

5.4.3.1 Seal number(s) issued,

5.4.3.2 Signature of recipient,

5.4.3.3 Date issued,

<sup>1</sup> This guide is under jurisdiction of ASTM Committee F-12 on Security Systems and Equipment and is the direct responsibility of Subcommittee F12.50 on Locking Devices.

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<sup>2</sup> *Annual Book of ASTM Standards*, Vol 15.07.