Fastlock Security Protocols

"The proper procedures for using seals are known as protocols. Seals protocols are the official and unofficial procedures used for seal procurement, storage, checking out, record keeping, installation, inspection, removal, disposal, reporting, interpreting findings, and training" (The Los Alamos National Laboratory).
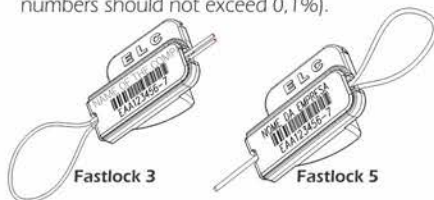
1. Security Seal Procurement Protocol

1.1 - Limit the purchasing to few individuals and manufacturers, identifying the models, their main characteristics and how to use them.

1.3 - Avoid purchasing seals with duplicated numbers (the maximum tolerance for duplicated numbers should not exceed 0,1%).

Fastlock 3   Fastlock 5

1.4 - Create clear specifications based on industry's standards to evaluate manufactures.

1.2 - Keep records of the purchased seals:
- Invoice Numbers
- Seals Manufacturer and model
- Numeric sequence
- Color and other identifying aspects of the seal

1.5 - Create a pre-qualification process for seal vendor and always look forward to the original manufacturer.

2. Security Seal Storage Protocol

2.1 - Store seals with security and with a strict protocol.

2.3 - The numeric range of the seals must be maintained confidential. In some cases, a codified sequence will help increase the security level.

WAREHOUSE

Authorized Personnel only

WAREHOUSE

DENIED ACCESS
Password

2.2 - Only authorized personnel will have access to the stored seals.

3. Security Seal Check Out / Distribution Protocols

3.1 - The stock of seals must be verified every time a change of responsible personnel takes place.

3.2 - In the stock-room, the seals must be registered according to their serial numbers. Once the seals are requested, they become full responsibility of the resquestor, who should carefully check the received seals, their quanty and their serial numbers and then sign the document.

WAREHOUSE

4. Security Seal Installation Protocol

ATTENTION ! Please, observe the following instructions before applying the seal. The responsibility for using a faulty seal falls on the person who applied it.

4.1 - Before closing the seal, carefully inspect it for possible flaws and imperfections. Compare it with another original seal and examine the identificacion marks such as logo, serial numbers, font used, spacing between numbers, depth of markings.

4.2 - The sealing application should always be done by two people so that they can check each other's work for accuracy.

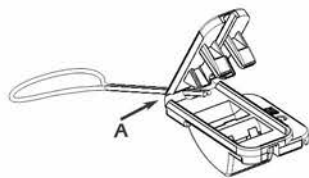4.3 - Verify if the seal "locking teeth" have no defect.

Locking teeth

4.4 - Do no allow wires to be amended.
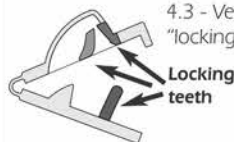
4.5 - If the locking hinge is broken, replace the seal, as it may hide tampering signs.

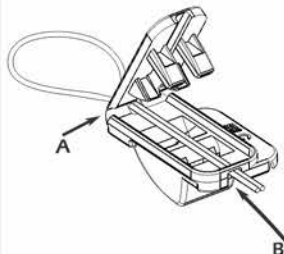**Hinge**

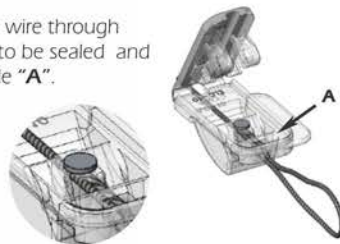4.6a - **Fastlock 3** (wire sold separately):

4.6a.1 - Loop the wire through the compartment to be sealed and insert both ends through the seal hole "A".
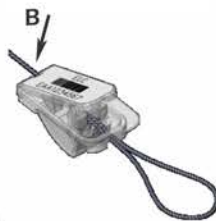
A

4.6a.2 - Go on with both wire ends through hole "B". Press the top of the seal down to close it. Make sure the wire is aligned to prevent false sealing.

A

B

The choice of the wire is most important, since the locking of the seal depends on a correct specification of the wire. Thus, we suggest sealing thread of 0.8 up to 1.0 mm in section, verifying its sealing performance to avoid sliding of the thread.

4.6.b - Fastlock 5 (The wire is attached to the seal by means of a metallic insert.):

4.6.b.1 - Loop the wire through the compartment to be sealed and pass it through hole "A".

A

B

4.6.b.2 - Go on with the wire end to hole "B". Make sure the wire is aligned so it allows the correct fit of the internal locking teeth. Press the top of the seal down to close it, as in the figure beside.

ATTENTION ! The wire must be pulled straight after going through the locking capsule in order to permit the correct fit of the internal locking teeth.
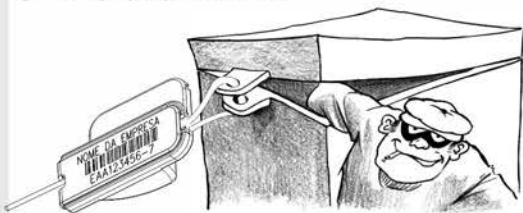
## For both Models

4.7 - Easy to close and ergonomic.

4.9 - You have to observe, after sealing, if the two internal teeth of the tab **(C** and **D)** fit the two E teeth of the capsule correctly.
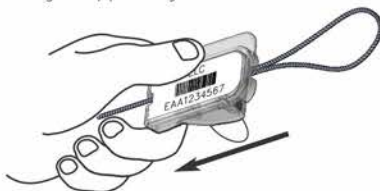
Correct fit

4.10 - Below, the internal teeth **C** and **D** do not fit the E teeth. In this case, it is recommended to replace the seal.

Incorrect fit

DON'T MAKE LOOSE SEALINGS!

4.8 - The thread must be bent and sealed at a point that gives a tightly adjusted closure.
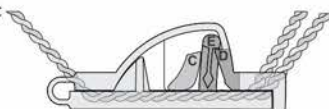
4.11 - Pull to test whether the seal is actually closed and not just apparently closed.

5. Security Seal Record Keeping Protocol

5.1 - Security Seal Tracking - The simple act of sealing is not enough, it is necessary to properly record the seal serial number to create the link among the seal, the compartment sealed and the installer. This way, the compartment is well protected against tampering attempts and if opened responsability is set upon the correct party.

5.2 - The serial numbers are all registered to provide full traceability. The use of barcodes or check digits will eliminate transcription errors of the serial numbers.

The seal number

Web Data base record

The responsible agent

The compartment serial number

5.3 - ELC provides a web-based software to trace the entire life-cycle of seal; from purchasing, storing, distribution, application, record keeping, inspection and disposal. Please, visit www.securetrack.com.br to learn more.

6. Security Seal Inspection / Interpreting Findings Protocols

6.1 - Check the number of the seal against the number recorded on the documentation. There should be no scratching or marks on the documents nor on the seal.
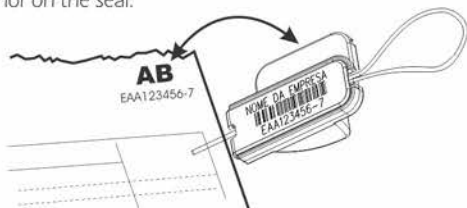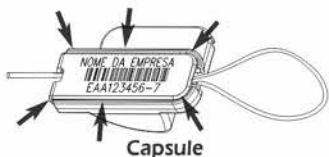
6.2 - Keep the seals for further inspection as it sometimes need to be fully examined for tampering signs. A magnifying lens is recommended.

AB
EAA123456-7

To verify the correct sealing

6.3 - Suspicious marks, specially around the capsule entrace, could mean tampering.
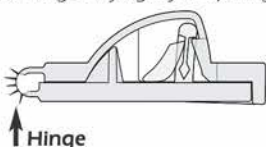
Capsule

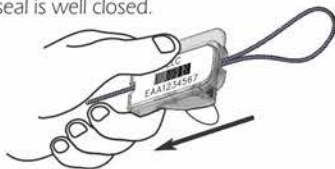6.4 - Make sure the sealing wire is intact and without knots or joints.

Sealing wire

6.5 - If the hinge breaks, change the seal. A broken hinge may signify tampering.
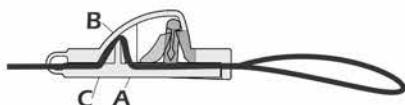
↑ **Hinge**

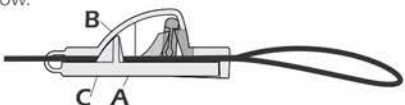6.6 - Pull the capsule to find out if the seal is well closed.

6.7 - Tensile strength is between 20 Kgf.

6.8 - The clear capsule allows for internal visualization of:
• Wire integrity.
• Wire orientation curved through the **A-B-C** lines shown below.

• Wire integrity - If not curved, then it has been tampered as shown below.

• If tooth "**E**" is deformed, damaged or simply not set within tooth "**D**",the seal was improperly closed or tampered with.

Wrong fit

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7. Security Seal Removal Protocol

7.1 - Opening sealed goods is too much responsibility for just one person. This should always be shared, because in case of any irregularities there should be an on-the-spot witness. To remove seal, cut wire away from seal in order to, if necessary, leave body of seal intact for later inspection.

7.2 - Check the seal number to see if it matches with the one on the document. The number on document should have no erasures or corrections.

AB
EAA123456-7

Please visit www.securetrack.com.br to learn more about the traceability of seals.

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8. Security Seal Disposal Protocol

⚠ **CAUTION !**

8.1 - Keep seal until final verification. Loss of seal, when irregularities occur, makes the employees responsible. Call your security personnel if any irregularity is found and submit the seal and the sealed compartment for further inspection.

When all in order, destroy used seal.

8.2 - Seals should not be disposed in regular trash bins.

TRASH

IMPORTANT

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