



World Asia Logistics

Cargo Shipping Security Guideline

(WAL Security Procedure 4.2)



Security Guideline

Following security measures must be in place to protect stored products from theft, damage, unauthorized access.

- Security measures must include surveillance cameras and access control.
- Valuable or sensitive products should be stored in secure areas within the warehouse.
- The shipping facility must have proper equipment and trained personnel to handle secure packaging.
- Secure packaging includes using appropriate materials and techniques to protect products during transit.
- Documents should be legible, accurate, complete, and protected against exchange, loss, or falsification of information.
- Documentation control should also safeguard computer access to prevent data breaches and maintain the confidentiality and integrity of data.
- Must verify all contents of outbound shipments against the corresponding orders and packing lists to ensure accuracy and completeness before finalizing the shipment for delivery.
- Export cargo must be accurately described with weight, labels, and marks with piece count indicated and verified.
- Drivers delivering the cargo must be positively identified before cargo is released.
- If applying a seal, it must be applied by authorized personnel, not by the driver.
- The entire shipping process should be monitored and recorded via surveillance cameras.



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Inspection

- All outgoing shipments must be subject to final inspection for accuracy and security.

Carrier Selection

- Carrier selection may depend on the terms established with the customer.
- If WAL can choose carriers, it should opt for carriers participating in C-TPAT.

Documentation

- Use “Cargo Pickup Log” to document the driver and vehicle information.
- The employee should complete this form, not the driver, to ensure legible and complete entries.