



Cargo Receiving Security Guideline

(WAL Security Procedure 4.3)



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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 receiving facility must have proper equipment and trained personnel to safely handle, store, and manage incoming shipments in compliance with security regulations and safety standards.
- 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.
- Drivers delivering the cargo must be positively identified before cargo is accepted.
- Arriving cargo should be reconciled against information on the cargo manifest.
- The cargo should be accurately described, and the weight, labels, marks, and piece count must be indicated and verified.
- If the cargo is sealed, receiving personnel must verify seal numbers and contents of arriving cargo against the provided packing lists or cargo manifest to ensure accuracy and completeness before acceptance and further processing.
- Must investigate and resolve cargo discrepancies and contamination under safety and security standards.
- Must notify seal tampering or cargo contamination, if any, to the supplier and management. No cargo should be unloaded until the situation is resolved.
- The entire receiving process should be monitored and recorded via surveillance cameras.



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Inspection

- All arriving cargos must be subject to final inspection for accuracy and security before accepting.

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.
- Use "Suspicious Cargo Checklist" to document suspicion and anomalies.