

## Cargo Security Policy

### Security Objectives

We aim to keep all customers' shipments secure and safe to ensure the correct items are shipped and no contraband items are included or any tampering occurs.

### Security

All the staff at QuickCircuit utilise a security tag to enter all manufacturing/packing/outwards areas *except for our Wellington site* which is controlled through locked doors. The movement of outside contractors, visitors or customers is limited to access with a QC staff member.

### Staff Responsibility

- Staff members are never to give their security swipe card to someone else.
- If a swipe card is lost management needs to be notified immediately.
- Protect any password that allows access to software systems.

### Packing

Staff members follow an Outwards Procedure that includes:

- Packing products and confirming quantity with a quantity label.
- Packed in area where we are certain that the contents can be verified through barcode scanning.
- Prior to dispatch the shipment is checked for any sign of damage or tampering.
- The shipment is sealed appropriately to the requirements of the Work Instructions or shipping notes.

Outwards staff members are trained in this procedure. All shipments will be scanned into the software system and the person shipping will sign the packing slip with their name.

### Security Packaging

If tamper proof seals are required these are controlled through the Product Risk Analysis (PRA). Account Managers will note that security seals are required or not, and include information in the Work Instructions. This line item in the PRA will not allow shipping if not filled in.

### Review & Risk Assessment

This policy will be reviewed annually for accuracy and risk assessment.