

Compliance with Customs Requirements (Customs Clearance Companies)

The Guide

The questions listed below serve as a guide from Jordan Customs to help companies/ supply chain companies determine whether they are prepared to carry out self-assessments of their processes. The following questions aim at identifying whether a company/ supply chain company is willing to implement specific and documented procedures to improve its compliance with customs and trade requirements. If a company does not have in place any such procedures, it may indicate in the appropriate columns that it plans to implement procedures in the future and the time it expects to do so.

“Yes/ No” Column

To answer the questions in the lists below, write either “yes” or “no” in the “Yes/No” column as appropriate. A “yes” answer means that the company has in place a specific and documented procedure for the matter in question. A “no” answer means that the company does not have a procedure for the matter in question.

“Plan to implement Procedures” Column

If the answer in the previous column was “yes”, no answer is required in this column. On the other hand, if the answer in the previous column was “no”, the company may state either “yes” or a “no” in this column as appropriate. “yes” means that the company plans to implement appropriate procedures in the future regarding the matter in question, while “no” means that the company does not intend to implement any procedures in the near future. Answering “yes” and indicating the expected time for implementing procedures in the future means that the company is determined and willing to take appropriate procedures, which is a very positive thing and means that the company could be selected to join the Golden List as long as it demonstrates the intention to improve its current situation by implementing new procedures in response to the question. If the answer is “no”, the company is not required to indicate an expected date.

“Expected Date” Column

If the company answers “yes” in the previous column”, it must indicate the appropriate and expected date for implementing the needed procedure in response to the question.

Licenses and Certificates

Does your company have the qualifications needed to carry out customs clearance work in the Kingdom?

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Article 166: <input type="checkbox"/> Is your license as a customs clearance company valid?			
A-2	Is the person(s) licensed as customs brokers in the company: <input type="checkbox"/> A Jordanian national <input type="checkbox"/> No less than 32 years old <input type="checkbox"/> Completed secondary school education or had been a Customs Department employee for 15 years. <input type="checkbox"/> Carried out brokerage or other customs work with a licensed company in the Kingdom or a Customs Department classified service for 5 years. <input type="checkbox"/> Of good conduct and had not been convicted of a crime or misdemeanor affecting public decency.			
A-3	For legal persons: do the conditions for a customs broker in paragraphs g –j of article 166 of the customs law apply to your company (the legal person)?			
A-4	Are all licenses required for entities other than the Customs Department valid?			
B-5	Does your staff have educational and professional certifications to ensure that your company has the technical capacity needed in customs clearance work?			
B-6	Do you have or will have ISO 9001 quality certification or an equivalent certification?			

Legal aspects

Do you have specific procedures to ensure that your company complies with all applicable laws and regulations in the company as a customs clearance company?

No.	Compliance with Customs Requirements Guide	Yes/No	Plan to implement procedure Yes/ No	Expected Date
A-1	Does your company adhere to all rules of practice as a clearance company, including the requirements set forth in the Customs Law and other customs instructions and decision?			
B-2	Do you have a documented contract with each client that identifies the responsibility of each party to provide accurate and valid information to the Customs Department and liabilities of each party for provision of wrong information?			
A-3	Do you have a duly documented power of attorney from your client? Do you have a specific procedure to ensure that all powers of attorney from clients are valid?			
B-4	Do you keep amounts of money for your clients? Do you have a specific system for keeping this money?			
C-5	Do you have an insurance policy against professional malpractice and an insurance cover for your interests and property?			

Professional Specialization

Are you professionally qualified to perform customs clearance work?

Do you have a specific procedure for ensuring that your technical qualifications are current and keep abreast of the constant changes in your field of work?

No.	Compliance with Customs Requirements Guide	Yes/No	Plan to implement procedure Yes/ No	Expected Date
A-1	<input type="checkbox"/> Do you keep and refer to a copy of the Customs Law and all related instructions and decisions, especially with regard to the importation and exportation of goods? <input type="checkbox"/> Do you have an expert that is specialized in following up on the law and instructions?			

A-2	<input type="checkbox"/> Do you have an updated copy of the Jordanian customs tariffs? <input type="checkbox"/> Do you have a specific and documented procedure to ensure that the valid customs tariffs under article 21 of the customs law at the time of sale is used?			
B-3	Do you have a mechanism for accessing all international customs publications and instructions from relevant international entities such as the WCO, ICC and WTO, etc.,?			
A-4	Do you have a specific procedure to ensure that you are informed of any recent amendments to the Jordan Customs Law and related instructions as well as amendments to customs laws of other countries relating to your work?			
B-5	Do you conduct continuous trainings for brokers working for you?			
B-6	If your company has several branch offices, is there a system for sharing information among different offices (internet, etc.,)? Does this system guarantee the confidentiality of information?			
A-7	<input type="checkbox"/> Do you have a sufficient number of employees to carry out clearance work? <input type="checkbox"/> Do you have a highly experienced employee who reviews all customs declarations?			
B-8	<input type="checkbox"/> Do you have an internal policy to ensure the availability of sufficient expertise to meet the needs of clients depending on the nature of their business and cargo? <input type="checkbox"/> If sufficient expertise to meet the needs of a certain client was not available, do you have a specific policy to recommend another company that is more qualified to handle the citizens' needs?			
B-9	Do you have a specific program to ensure that your clients run the necessary lab tests for their goods to support the customs classification of these goods?			
A-10	Do you conduct quick clearance for shipments that require so due to their nature?			
B-11	Do you have a specific program for giving advice to clients regarding allowable customs conditions for goods that enter the Kingdom?			

Monitoring Processes

Do you have specific and documented procedures to ensure that your customs transactions with the Customs Department and your clients are done in accordance with high quality standards?

No.	Compliance with Customs Requirements Guide	Yes/No	Plan to implement procedure Yes/ No	Expected Date
B-1	Do you discuss your clients' imports in advance and provide clients with sufficient information to ensure an understanding of their customs-related responsibilities?			
B-2	Do you have, for clients with recurrent customs transactions, a specific system to ensure that they are made aware of any changes or modifications to the type of their imports that could affect the customs transaction ?			
A-3	<input type="checkbox"/> Do you have a specific procedure to ensure that the customs department is provided with an accurate description of your imports as per the Customs Law? <input type="checkbox"/> Do you have a specific procedure to ensure that the imports are classified by tariff type and as per the tariff system in force? <input type="checkbox"/> If the client fails to provide you with a description or classification of goods by customs tariff, do you have a specific procedure for obtaining this information? Do you follow these procedures at all times?			
B-4	<input type="checkbox"/> If your clients' imports were eligible for tariff cuts (such as preferential origin goods), do you check whether such cuts have been received? <input type="checkbox"/> Do you have a specific procedure for obtaining any documents at any time to support the eligibility of products for these tariff cuts? <input type="checkbox"/> Do you refer to relevant customs value identification laws, instructions and regulations to identify the customs value of goods cleared by your company?			

A-5	<input type="checkbox"/> If goods are purchased from a party “related” to the importer (there is a relation between the importer and exporter), as per the definitions in article 28/b of the Customs Law, do you have a specific procedure to notify the Customs Department of that and submit additional documents as requested by the Department to verify the customs value? <input type="checkbox"/> Do you have a specific procedure to ensure that customs declarations of your clients are drafted based on real value and as per the Customs Law?			
A-6	Do you have a specific procedure to ensure that all costs pertaining to the transaction, such as transportation fees, insurance, loading fees, commissions, etc., are disclosed to the Customs Department?			
B-7	Do you have a specific procedure to ensure that the trademark on goods imported by your clients is valid and that country of origin information is displayed on the goods when they enter Jordanian borders?			
B-8	Do you consult your clients to check the validity of country of origin of the products and the marks that appear on the products? Have you discussed with your clients the difference between the a country of origin and an exporting country? Do you have a specific procedure to ensure the validity of the country of origin declared in your customs transactions?			
B-9	Do you encourage your clients (importer) to notify the foreign supplier (exporter) about Jordan Customs’ requirements regarding country of origin and do you request all country of origin documents and details from them?			
B-10	If your clients’ goods were subject to an imports quota, do you have a specific procedure to identify the type of goods imported under the quota?			
B-11	If your clients’ goods where subject to an imports quota, do you have a procedure to follow up on the quantities allocated to the quota?			
B-12	If the goods imported by your client contains audio/ video recordings, do you have a specific procedure to ensure that official approvals are obtained for them?			

B-13	If your clients' goods were exempted from customs duties, do you have a specific procedure to verify if these exemptions actually apply to the goods?			
A-14	<input type="checkbox"/> Do you have specific steps to ensure the integrity of procedures to enter goods into the country and for the intended purpose (placement on the local market, temporary entry, entry to bonded warehouses, transit, etc.,) <input type="checkbox"/> Do you verify if your client (importer) is legally entitled to enter the imported goods to the country as per the Customs Law and relevant customs decisions and instructions?			
B-15	Do you have specific procedures to ensure that your clients' goods conform to all requirements of relevant official authorities?			
C-16	Have you participated in the pre-classification of any of your clients' goods with the Customs Department?			
C-17	Do you refer to the Jordan Customs Tariff system and other customs instructions, court decisions, WCO resolutions, and Jordan Customs decisions to assist you in the description and classification of goods cleared by your company?			
C-18	Have you consulted a customs expert (or expert in a specific type of goods) to help you in identifying the value, description and classification of goods of your clients?			
C-19	Do you have a specific procedure for developing the appropriate certificate of origin for your clients if requested?			
C-20	If the goods imported by your client carry a trademark registered in the exporting country, do you have a specific procedure to know whether the trademark is valid and may be used outside the exporting country, or to obtain the appropriate permits to import them?			
C-21	With regard to the transportation of goods imported/exported by your clients, have you carried out any investigations to know whether the transportation company follows international standards in the transportation of goods?			

Exchange of Information

Do you have a specific procedure for exchanging information with your clients, the Customs Department and outsourced experts?

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
B-1	Do you have a specific procedure for documenting the exchange of information with your clients? Does the documentation process include giving guidance to clients on customs processes and the necessary documents and information that they should supply to you?			
B-2	Do you distribute your clients to your employees so that each employee is responsible to communicate with a specific number of clients? Is that employee the focal point in the exchange of information with the clients that he/she is responsible for?			
B-3	Do you have a specific procedure for sharing information with Jordan Customs? Do you retain all communications and information exchanged with the Customs Department?			
C-4	Do you exchange information with other clearance companies to know what the Customs Department's decisions or procedures regarding issues of interest to you are?			

Internal Reviews

Do you have in place an internal audit system?

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Do you perform routine or periodic internal audits to ensure that your procedures (as a clearance company) comply with customs and other government requirements?			
A-2	Do you have a specific procedure for taking the necessary corrective action and informing the Customs Department of errors detected during audits?			

Documentation and Data and File Storage

Do you have a specific system for storing files and documents related to the work of your company?

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	<p>Do you have an internal filing system that ensures all customs files and transactions and any other needed data is stored as per the laws in force?</p> <p>Note: “data” means all information and documents required for the entry of goods into the Kingdom. It includes data required by the Customs Department or any other official entity, and any data normally retained by the company as part of its duties.</p> <p>Data usually includes:</p> <ul style="list-style-type: none"> • Customs declarations and attached documents thereto • Electronically stored or sent data • Computer generated or calculated data based on other entered data • Letters, documents and communications • Financial data and accounts • IT information relevant to the company’s business • Computer software 			
A-2	Do you have a specific procedure or program for storing all documents normally attached to customs declarations as well as all documents pertaining to customs declarations?			
A-3	Do you have a specific system for storing and protecting clients’ files and transactions, and does it include specific measures to prevent unauthorized access to clients’ information and files?			
B-4	Do you have a safe and secure place for storing data?			
B-5	Is the stored data indexed to enable easy and fast access to them?			
A-6	Do you have a specific procedure for storing customs data, records, documents, accounting and business record for the legally prescribed durations?			

B-7	Do you have an employee designated / authorized to store and retrieve data as requested?			
B-8	Do you have backup copies of all documents and files?			
C-9	<p>Do you have a quality management system that includes a data storage system by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounts: reconciliation data, receipts, payment statements, income tax, value-added tax, etc., <input type="checkbox"/> Electronically stored or sent data <input type="checkbox"/> Letters and communications <input type="checkbox"/> Financial data and final accounts <input type="checkbox"/> IT information relevant to the company's business <input type="checkbox"/> Any other data that should be retained as per the applicable laws and regulations. 			

Verifying Supply Chain Security

The following section is based on US C-TPAT program and the World Customs Organization's program for enhancing supply chain security, facilitating trade and transmitting information on world's cargo.

The below procedures are not mandatory for joining the US C-TPAT program, but help in joining this program.

Goals:

Develop and implement a specific plan for improving supply chain security procedures. Your company must take all appropriate measures throughout cargo transport and storage processes that are not directly supervised by your company to encourage other elements of the supply chain to take all needed measures to enhance security levels. All or part of the following procedures could be implemented based on the volume of your business.

Procedure Security

Documenting and auditing all procedures related to cargo throughout the supply chain until its safe arrival to the owner in the specified place.

No.	Compliance with Customs Requirements Guide	Yes/No	Plan to implement procedure Yes/ No	Expected Date
A-1	<p>Do you have a specific procedure that requires you to have in place a supply chain security system that covers the following:</p> <ul style="list-style-type: none"> ❑ Procedures or systems must be in place to ensure that all information used in the clearing of cargo is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information. ❑ Procedures must be in place to safeguard computer access and information. ❑ To help ensure the integrity of cargo, procedures must be in place to ensure that information received from business partners is accurate and timely. ❑ Arriving cargo should be reconciled against information on the cargo manifest. ❑ The cargo should be accurately described, and the weights, labels, marks and piece count indicated and verified. ❑ Departing cargo should be verified against purchase or delivery orders. ❑ Drivers delivering cargo must be positively identified before cargo is received. ❑ The receipt or release of cargo should be documented and audited. ❑ Procedures should be in place to ensure that all shortages, overages, and other significant discrepancies or anomalies are resolved and investigated appropriately. ❑ Seals on containers and trucks should be verified. 			
A-2	Do you have a specific and documented procedure to notify the Customs Department and other concerned authorities (e.g., police stations) if illegal or suspicious activities are detected?			
B-3	Do you have specific and documented procedures to provide and ensure adherence to instructions on security procedures to the management in your facilities?			

B-4	Do you have specific and documented procedures to perform random security audits to assess security levels at your company?			
A-5	Do you have specific and documented procedures for the complete processing of documentations related to incoming and outgoing consignments			
C-6	Do you have an automated system for connecting your company to supply chain companies, such as clearance, shipping, transportation companies, etc.,?			

Security of Buildings

Security of buildings means that a high level of security is maintained inside the buildings and facilities of the company including the area surrounding these buildings. These security procedures include mail delivery services, locking devices and key controls, fencing and the alarm systems.

The following procedures are related to the company's size and nature of business and used as needed:

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	<p>Are buildings constructed in a manner that ensures integrity as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Buildings are constructed of materials that prevent unlawful entry <input type="checkbox"/> A specific procedure is in place to ensure periodic inspection and maintenance of all buildings (facilities, fences, cameras, locks, etc.) 			
B-2	<p>Do buildings and offices have a sufficient level of security including:</p> <p><u>Fencing:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Perimeter fencing should enclose the areas around cargo handling and storage facilities. <input type="checkbox"/> Interior fencing within a cargo handling structure should be used to segregate regular, high value, and hazardous cargo as well as domestic and international cargo. <p><u>Gates and Gate Houses</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> There must be appropriate gates and gate houses at each gate. <input type="checkbox"/> Gates through which vehicles and/or personnel enter or exit must be manned and/or monitored. 			

	<p><input type="checkbox"/> The number of gates should be kept to the minimum necessary for proper access and safety.</p> <p><u>Locking Devices and Key Controls</u></p> <p><input type="checkbox"/> All external and internal windows, gates and fences must be secured with locking devices.</p> <p><input type="checkbox"/> Management or security personnel must control the issuance of all locks and keys.</p> <p><u>Lighting</u></p> <p><input type="checkbox"/> Is there an emergency lighting system in case of a power outage?</p> <p><input type="checkbox"/> Adequate lighting must be provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas.</p> <p><u>Alarms Systems & Video Surveillance</u></p> <p><u>Cameras</u></p> <p><input type="checkbox"/> Alarm systems and video surveillance cameras should be utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas.</p> <p><u>Parking</u></p> <p>Private passenger vehicles should be prohibited from parking in or adjacent to cargo handling and storage areas</p>			
B-3	Appropriate warning signs or guidelines are displayed concerning health and safety matters and no-entry locations.			
B-4	Do you have a designated employee responsible for developing and implementing the company's security plans?			
B-5	Does the above mentioned security officer have the authority to determine and raise security alert levels in response to a prospective hazard?			
B-6	Does the above mentioned security officer have the authority to perform security audits from time to time and amend the applicable security plans in response to audit findings?			

C-7	Is access to personnel parking areas controlled?			
C-8	Are personnel parking areas segregated from the parking areas for private visitor vehicle?			
C-9	There may be a need to outsource a specialized security company to perform security functions of your company.			

Access Control:

Access controls prevent unauthorized entry to buildings, facilities, vehicles, storage and handling areas, especially cargo locations.

No.	Compliance with Customs Requirements Guide	Yes/ No	Plan to implement procedure Yes/ No	Expected Date
B-1	<p>Do you have specific procedures to prevent unauthorized access to company facilities in terms of:</p> <p><u>Employee</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> An employee identification system must be in place for positive identification and access control purposes. <input type="checkbox"/> Employees should only be given access to those secure areas needed for the performance of their duties. <input type="checkbox"/> Company management or security personnel must adequately control the issuance and removal of employee, visitor and vendor identification badges. <input type="checkbox"/> Procedures must be in place for the issuance, removal and changing of access devices (e.g. keys, key cards, etc.). <p><u>Visitors</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Identity of all visitors must be verified and documented upon arrival <input type="checkbox"/> All visitors should be escorted. <input type="checkbox"/> All visitors must visibly display temporary identification. <p><u>Deliveries (including mail)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Proper personal ID must be presented for documentation purposes upon arrival by all vendors or distributors. <input type="checkbox"/> Arriving packages and mail should be periodically screened before being disseminated. 			

A-2	Do you have a specific procedure for identifying, challenging, and addressing unauthorized or unidentified persons?			
B-3	Do you have a specific procedure for supervising parking areas and their use by personnel and visitors?			
B-4	Do you have a specific procedure for controlling and determining the times where entry to facilities, cargo storage areas, etc., is permitted?			
B-5	Access to cargo and file storage areas is controlled			
A-6	Do you have a specific system for issuing and verifying entry permits to individuals and private vehicles, especially with regard to the transport of goods?			

Personnel Security

Personnel security involves all appropriate procedures that ensure the security of employees, especially new employees, to prevent violations from entities that plan to carry out illegal activities (such as smuggling).

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
B-1	<p>Do you have specific procedures in place to screen prospective employees and to periodically check current employees:</p> <p><u>Pre-Employment Verification</u> Application information, such as employment history and references must be verified prior to employment.</p> <p><u>Background Checks</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Consistent with foreign regulations, background checks should be conducted for prospective employees. <input type="checkbox"/> Once employed, periodic checks and reinvestigations should be performed based on cause, and/or the sensitivity of the employee's position. <p><u>Personnel Termination Procedures</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Procedures must be in place to remove identification, facility, and system access for terminated employees. 			

B-2	Do you require prospective employees to present a certificate of good conduct?			
B-3	Do you have a specific procedure to ensure that security guards and personnel wear a special uniform that distinguishes them from other employees?			
C-4	Do you have a specific and documented procedure to ensure that the skills of prospective employees match the required skills for the job?			
C-5	Do you have a specific procedure to perform background checks on service providers, such as maintenance, mail delivery, cleaning services companies, etc.?			

Awareness, Education and Training

Enhancing security in any company requires a collaborated effort of all its personnel. Therefore, training and raising awareness of employees in implementing and adhering to security measures at all times is essential to ensure the success of any company and enhance its security levels.

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	<p>Do you have a specific procedure to enhance the security of the company in terms of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A threat awareness program should be established and maintained by security or quality assurance personnel to recognize and foster awareness of the threat posed by terrorists at each point in the supply chain. <input type="checkbox"/> Employees must be made aware of the procedures the company has in place to address a situation and how to report it. <input type="checkbox"/> Additional training should be provided to employees in the shipping and receiving areas, as well as those receiving mail. <input type="checkbox"/> Specific training should be offered to assist employees in maintaining cargo integrity, recognizing internal conspiracies, and protecting access controls. 			

B-2	Do these approved security programs offer incentives for active employee compliance and participation in security procedures?			
B-3	Do your awareness programs provide trainings on how to identify strange objects that may exist in the packing and loading/off-loading of goods?			
C-4	Do you participate in any activities organized by the Customs Administration or the Container Terminal for improving supply chain security procedures?			
C-5	Do you have a system for researching and accessing new international security procedures that could be used by your company (through libraries or the internet)?			

Cargo Security

Cargo security guarantees appropriate protection for goods against the introduction of persons or other materials, especially during the shipping process from one point to another throughout the supply chain.

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Do you have a specific procedure for ensuring the security of your cargo transport system and prevent intrusion by persons or materials of cargo shipped from the company's sites?			
A-2	Do you have specific procedures and/or agreements with your suppliers, carriers and shipping agencies that ensure that they implement appropriate measures to prevent the introduction of any unauthorized materials or goods to your cargo?			
A-3	Do you have specific and documented procedure that requires you to inspect cargos before they enter your facilities?			
B-4	Do you have specific and documented procedure to ensure that a person is designated to supervise the entry and exit of cargo?			
B-5	Do you have a specific procedure for ensuring that the integrity of containers and trailers is maintained to protect against the introduction of unauthorized materials/persons, including:			

	<p><u>Container inspection</u></p> <ul style="list-style-type: none"> □ Procedures must be in place to verify the physical integrity of the <u>container</u> structure before stuffing to include the reliability of the locking mechanisms of the doors. A seven-point inspection process is recommended for all containers (front side, left side, right side, floor, ceiling/roof, inner/ outer doors, outside/ under carriage). <p><u>Trailer inspection</u></p> <ul style="list-style-type: none"> □ Procedures must be in place to verify the physical integrity of the <u>trailer</u> structure, before stuffing to include the reliability of the locking mechanisms of the doors. A ten-point inspection process is recommended for all trailers (fifth wheel area – physical inspection of trailer / ramp, outer/sides – front side, back doors, front wall, left side, right side, floor, ceiling, roof, inner doors, outer doors, outside/undercarriage). <p><u>Container and Trailer Seals</u></p> <ul style="list-style-type: none"> □ A high security seal must be affixed to all loaded containers and trailers bound for the US. All seals must meet international standards. □ Written procedures must be in place to stipulate how seals are to be controlled and affixed to loaded containers and trailers - to include procedures for recognizing and reporting compromised seals and/or containers to Customs Department or concerned authorities. □ Only designated employees should distribute seals to ensure proper use of seals. <p><u>Container/ Trailer Storage</u></p> <ul style="list-style-type: none"> □ Containers must be stored in a secure area to prevent unauthorized access and/or manipulation. □ Procedures must be in place for reporting and preventing unauthorized entry into containers/ trailers or container/ trailer storage areas. 			
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C-6	Do you have an automated system for tracking all goods received or sent by your company?			
C-7	Do you utilize advanced technology to track containers or trucks used in transporting goods?			

Business Partners Security

General security of the international supply chain cannot be achieved unless each company takes appropriate measures to achieve the required security levels. Therefore, the security of any company includes also the security of its business partners:

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Do you have written and verifiable regulations for selecting business partners including carriers, producers, suppliers, and vendors (suppliers of spare parts and raw materials, etc.)?			
B-2	Do you have documentation that demonstrates whether your business partners are C-TPAT certified?			
B-3	Do you require your non- C-TPAT business partners to demonstrate that they are meeting security criteria via written/electronic confirmation?			
B-4	Do you check whether your business partners develop security systems and mechanisms that are consistent with C-TPAT to enhance cargo security?			
B-5	Have current or prospective business partners (approved by a supply chain Security program managed by a foreign customs administration) expressed their position on participation in the program?			
B-6	Do you check if all transport service providers (primary providers and subcontractors) are C-TPAT compliant?			
A-7	Do you check if the carrier has effective security systems, especially at handling sites?			
B-8	Do you continuously share information on security matters with service providers?			
C-9	Do you share security training and awareness with service providers?			

Record Keeping System

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Do you have a safe and secure place for retaining declarations?			
A-2	Do you have a specific procedure for ensuring that customs declarations, records, documents, accounting and trade records are retained for the durations prescribed in the law?			
B-3	Have you ever paid fines for failure to retain declarations for the durations required by law?			
A-4	<p>Do you have a specific and documented procedure that requires all employees to retain the following documentations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Air waybill <input type="checkbox"/> Manifest <input type="checkbox"/> Carrier certificate <input type="checkbox"/> Entry declaration <input type="checkbox"/> Any authorizations <input type="checkbox"/> Statement of goods / invoice <input type="checkbox"/> Guarantee information <input type="checkbox"/> Sea or land bill of lading <input type="checkbox"/> Country of origin certificate <input type="checkbox"/> Any other documents related to specific types of goods. 			

Documentation and Data Security

Documentation of all procedures and data security are necessary to maintain the safety of goods relevant to such information.

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Do you have a specific procedure to prevent unauthorized access to the company's computers and information?			
A-2	Do you have a specific and documented procedure to ensure that the company has there is a backup of the company's data base?			

A-3	Do you have specific and documented procedures for protecting the manual or computer data base?			
B-4	Do automated systems at your company use individually assigned accounts that require passwords to be changed periodically?			
B-5	Do you have in place policies, procedures and standards for data security that are provided to employees in the form of training			
A-6	Do you have a system for identifying abuse of information technology, such as improper access or tampering of business data?			
B-7	Are system violators subject to appropriate disciplinary actions for abuse?			
B-8	Do you have specific and documented procedure for documenting the entry and exist time of individual suppliers and transporters of goods?			
C-9	Do you have a specific and documented procedure to ensure that all cargos handling details (e.g., time of affixing seals to containers, inspection of consignment, vehicle's entry to the store, off-loading time, etc.,) are documented?			
C-10	Do you have a specific and documented procedure for recording any delays in processes and the justifications for them?			
C-11	Do you have a specific and documented procedure to ensure that all procedures are electronically recorded through computer software?			

Sharing information electronically in the future and other procedures (desired procedures)

No.	Compliance with Customs Requirements Guide	Yes/ No	Plan to implement procedure Yes/ No	Expected Date
C-1	Set up a system in the future for sharing customs information electronically based on the data system developed by World Trade Organization and regulations on the unified number of cargos.			
C-2	Electronic bill of lading filing system			
C-3	Electronic data filing system			

C-4	Risk management system			
C-5	Electronic authorizations, permission			
C-6	Joint cooperation with all entities concerning customs matters			

Financial and Accounting Controls:

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Do you have an identified and documented procedure to obtain, access and maintain all accounting laws and regulations and follow up on any amendments thereto?			
A-2	Do you retain all procedures, audit findings and reconciliations, especially audits on purchases, payments and stores?			
A-3	Are the financial and accounting controls in your company ensure compliance with all financial, accounting and audit standards required by Jordanian laws?			
B-4	<input type="checkbox"/> Do you have a specific and documented procedure for ensuring that the company conducts periodic inspections and assessments of its processes? Are there regular reviews of high-risk processes and procedures (high margin of error)? <input type="checkbox"/> Do you have a specific and documented procedure for maintaining and storing findings of periodic inspection?			
B-5	Do you have a specific and documented procedure to ensure that regular meetings among departments of the company are held to discuss any amendments to the applicable financial and accounting system, especially after the above mentioned periodic inspections?			
B-6	Do you have a staff member who is authorized and responsible for disclosing financial and accounting matters of the company?			

Are you willing to present to the Customs Department all procedures, including financial and accounting procedures as well as procedures concerning the import of goods for review at a place suitable for both sides?

Notes:

- ❖ **Questions in the above checklists are classified into three categories of requirements:**
 - ❖ **Basic:** must be met by the company and does not call for developing a compliance improvement plan. The code for this category is (A) and shall be added next to the question number.
 - ❖ **Important:** must also be met by the company and calls for developing a compliance improvement plan if the compliance of the company is partial or weak. The code for this category is (B) and shall be added next to the question number.
 - ❖ **Desired:** this category is not mandatory for inclusion on the golden list and does not call for developing a compliance improvement plan, but the fulfilment of which helps to distinguish the company from other companies on the list. The code for this category is (C) and should be added next to the question.

- ❖ **Questions irrelevant to the company's nature of business do not require an answer.**
- ❖ **For more information, contact the Risk Management Directorate, Jordan Customs.**