

Compliance with Customs Requirements (Export 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.

Outsourced expertise (clearance companies)

No.	Compliance with Customs Requirements Guide	Yes/ No	Plan to implement procedure Yes/ No	Expected Date
A-1	<input type="checkbox"/> Has your company entered into a written contract in accordance with the applicable laws in the Kingdom with a certified customs broker to ensure your compliance with the Customs Law and other customs regulations and instructions? <input type="checkbox"/> Has your company checked the license of the broker which is issued by the Customs Department as well as other licenses required to duly carry out its functions?			
B-2	Has your company taken any procedures to ensure the quality of the clearance company it deals with?			
A-3	<input type="checkbox"/> Do you have in place specific procedures to ensure that you obtain copies of all customs transactions pertaining to your company? <input type="checkbox"/> Do you audit these transactions to verify accuracy of contents and check whether they include all the required official documentations? <input type="checkbox"/> Do you have a specific procedure for communicating with the Customs Department to notify about and correct any errors in the transactions once detected?			

Customs expertise within the company

If your company does not enlist the help of a shipping and clearance company or outsource customs experts (i.e., all procedures are carried out by its own staff), have you implemented the following procedures:

No.	Compliance with Customs Requirements Guide	Yes/ No	Plan to implement procedure Yes/ No	Expected Date
A-1	<input type="checkbox"/> Does your staff include an expert in customs and the export, transfer and international transit of goods?			

	<ul style="list-style-type: none"> ❑ Is that expert technically/ professionally certified by, for example, the Customs Department's training institute or a similar institute? ❑ Does your company keep copies of all professional, technical and academic certifications of the expert employee with the personnel department at the company? ❑ Does your company have the necessary expertise and competence to draft customs declarations by specialized staff? 			
A-2	<ul style="list-style-type: none"> ❑ Does your company have a full copy of the Customs Law as well as the regulations, instructions and decisions issued by the Customs Department and any other customs instructions applicable to your imports or exports (article 9 of the Customs Law) and copies of Jordanian laws and regulations and instructions concerning exports and agreements signed by the Government of Jordan and other countries? ❑ Do you have a specific procedure to ensure that you obtain and review any amendments to the Customs Law or instructions and decisions issued by the Customs Department? 			

(Note: if your company does not outsource an expert / broker, it is advised to review the requirements for compliance of clearance and transportation companies and implement their internal control procedures in your company).

Review of Internal Procedures

The below criteria represent the best practices for all exporters, whether they were carrying out their customs transactions by themselves or through an outsourced customs expert/ broker. In many cases, exporters seek expertise from outside the company through a documented contract to help ensure compliance with the following criteria, but can also do so on its own using its own resources.

Description of Goods

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 identifying your goods in terms of (details of raw materials, primary materials used in production, and ability to prove the origin of materials).			

Licenses and Certificates

No.	Compliance with Customs Requirements Guide	Yes/ No	Plan to implement procedure Yes/ No	Expected Date
A-1	Do you have in a specific procedure in place for ensuring conformity of your goods with all requirements of concerned authorities before exporting them?			

Origin of Goods

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Article 24 of the Customs Law: <input type="checkbox"/> Do you have a specific procedure for ensuring the validity of the declared country of origin in your customs transactions?			

Exports to the US

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
B-1	<input type="checkbox"/> Are you aware of and familiar with the sound implementation of the US-Jordan Free Trade Agreement? <input type="checkbox"/> Do you have in place specific and documented procedures for implementing the three agreements governing exportations to the USA: <ul style="list-style-type: none"> • Generalized System Preference (GSP) • Free Trade Agreement (FTA) • Qualified Industrial Zones (QIZ) (for more information please contact the Ministry of Industry and Trade)			
B-2	Do you have a specific and documented procedure for identifying the HTS code of an exported product and whether any of the three agreements mentioned above apply to this product? (for more information please contact the Ministry of Industry and Trade)			
B-3	Do you have a specific and documented procedure for identifying customs tariffs for US exports under NTR and the JFTA?			
B-4	Do you have a specific and documented procedure for identifying and knowing contents of domestic origin in goods exported to the US?			
B-5	Do you have a specific and documented procedure for benefiting from different tariff cuts that range from 3.9% to 32% depending on the nature of the exported product?			
B-6	<input type="checkbox"/> Do you have a specific procedure for complying with conditions for export to the US in cooperation with the US importer and the shipping company/ carrier?			

	<p><input type="checkbox"/> Does the US importer of your exports benefit from tariff cuts under the agreement and duly fills out the importation forms?</p> <p>Note: the US importer writes down the appropriate codes depending on the type of program between the two countries:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Free Trade Agreement (FTA): the code “JO” is added before the goods code in the customs tariff. <input type="checkbox"/> Generalized System Preference (GSP): the code “A” is added before the goods code in the customs tariff. <input type="checkbox"/> Qualified Industrial Zones (QIZ): the code “N” is added before the goods code in the customs tariff. 			
B-7	<p>Do you, in cooperation with the US importer, have a specific and documented procedure for complying with rules for importation to the US as per the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The (GSP) product is from one of the countries listed in note (4) regarding US customs tariffs? <input type="checkbox"/> The US importer is notified that the exported products are in fact a product of developing countries that benefit from the exportation program? <input type="checkbox"/> The US importer is notified of all information pertaining to the value and specifications of goods? <input type="checkbox"/> The US importer is provided with all evidence that the products are GSP-eligible products? <input type="checkbox"/> Do you have employees experienced in the treatment of exports under GSP? <input type="checkbox"/> Does the US importer have a broker or expert with sufficient experience to review its imports in accordance with GSP? 			

	<ul style="list-style-type: none"> ❑ Do you have a system for retaining all documents proving that your products are GSP-eligible? ❑ Does the US importer have sufficient information about your company to trust that your products are GSP-eligible? ❑ Have you worked with the US importer and verified your products' GSP-eligibility 			
B-8	<p>Do you have a specific and documented procedure to ensure the sound implementation the general rules of origin as per the Jordan Free Trade Agreement in the US customs law?</p> <p>US Customs Law (Public Law 107-43, 115 Stat. 243; 19 U.S.C. 2112 Note) stipulates rules of origin in order to determine whether a Jordanian product is eligible for tariff cuts as per JFTA.</p> <p><u>Under the agreement, a product is treated as a “product of Jordan” only in the following cases:</u></p> <ul style="list-style-type: none"> ❑ The good is imported directly from Jordan into the U.S. and is wholly the growth, product, or manufacture of Jordan. ❑ The good is imported directly from Jordan into the U.S. and is a new or different article of commerce that has been grown, produced, or manufactured in Jordan ❑ If the cost or value of materials used in the production of the good were of Jordanian origin and the cost of manufacturing these materials inside Jordan is no less than 35% of the value of goods after entering the US. ❑ If the goods were imported from the US to be used in a Jordanian product that would be later exported to the US. A maximum of 15 % of the value of goods is used to count towards the above mentioned 35%. 			

	<ul style="list-style-type: none"> ❑ Simple packing cannot be considered a manufacturing process that took place in Jordan as it does not represent a significant change or modification. ❑ Additional fees should be paid on all goods subject to JFTA upon entry to the US. ❑ It should be noted that the JFTA does not affect in any way exports from QIZ. 			
B-9	Do you have a specific and documented procedure for compliance with rules of origin and special labels that should appear on goods as per US customs requirements?			
B-10	<p>Do you have a specific and documented procedure for compliance with rules pertaining to prohibited or restricted goods as per US customs requirements?</p> <p><u>For Example:</u></p> <ul style="list-style-type: none"> ▪ Fruits, vegetables and nuts: many of these (tomato, mango, lemon, orange, green pepper, potato, eggplant, carrot, onion, etc.) are subject to US import conditions with regard to volume, size and ripeness. These items are inspected and certified by the US Department of Agriculture- Food Safety and Inspection Service. ▪ Plants and plant products: many of these items (juices, seeds, saplings, oils, trees, sugarcane, etc.) are subject to US importation conditions. Information about these conditions are available from the Animal and Plant Health Inspection Service (APHIS) 			
B-11	<ul style="list-style-type: none"> ❑ Do you have specific and documented procedures for obtaining the appropriate authorization to export fruits and vegetables to the US market? ❑ Do you have a procedure for identifying the US requirements for including your products on the Import Authorization System? 			

	<input type="checkbox"/> Do you have a procedure for submitting a product entry application as per (PPQ Form 587)?			
A-12	Do you have a specific procedure for complying with labeling of exported goods requirements?			

Exportation to the EU

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
B-1	<input type="checkbox"/> Do you have a specific and documented procedure for complying with the instructions and requirements stipulated in the EU-Jordan Partnership Agreement (for concerned companies only)? <input type="checkbox"/> Do you have a copy of these agreements and are your concerned staff and trade partners aware of them? <input type="checkbox"/> Do you have a copy of the four protocols and seven annexes that stipulate the conditions of the agreements and how it could be enforced? Is this copy made available to concerned staff? <u>Protocols:</u> <ul style="list-style-type: none"> • (1,2) on the importation of agricultural products into the EU or Jordan • (3) on the definition of the concept of “originating products” and methods of administrative cooperation • (4) on mutual assistance between administrative authorities in customs matters 			

	<p><u>Annexes</u></p> <ul style="list-style-type: none"> • (4-1) list of industrial products of Jordanian or EU origin, which parties to the agreement can set a time frame to reduce their customs tariffs. • (5) list of productions which the EU has reservation over • (6) list of products which Jordan has reservation over. • (7) protection of industrial and trade property 			
A-2	<p>Do you have a specific and documented procedure for compliance with requirements issued through joint declaration by parties to the Agreement?</p> <p>For example:</p> <ul style="list-style-type: none"> • Application of rules of origin • Protection of industrial and trade property. 			
A-3	<p>Do you have a specific and documented procedure for complying with the agreement between the two parties on fresh cut flowers and flower buds?</p>			
B-4	<p><input type="checkbox"/> Do you have a specific and documented procedure for complying with the harmonized tariff and the combined nomenclature which include classification rules for materials such as:</p> <ul style="list-style-type: none"> • Raw materials • Partially manufactured materials • Materials considered as final products <p><input type="checkbox"/> Do you have a procedure for ensuring that you maintain a list of goods covered/ uncovered by the preferential treatments between the two parties?</p>			
B-5	<p>Do you have a specific and documented procedure for ensuring that you obtain a list of goods/ products which are considered infant industries and receive preferential treatment to support its continuation?</p>			

B-6	<input type="checkbox"/> Do you have a specific and documented procedure for ensuring compliance with rules of origin? Such as: <ul style="list-style-type: none"> • Group I: goods from raw materials from the same country. • Group II: goods from raw materials from another country. <input type="checkbox"/> Do you have a specific procedure to ensure that your IT staff the technology referred to in the rules of origin?			
B-7	Do you have a specific procedure for ensuring compliance with the rules of preferential origin, and protocol 3 and the related annexes? <ul style="list-style-type: none"> <input type="checkbox"/> Sub-Annex I: notes on using annexes. <input type="checkbox"/> Sub-Annex II: requirements for implementing the rules of preferential origin. <input type="checkbox"/> Sub-Annex III: remarks and notes on the Movement Certificate EUR1. <input type="checkbox"/> Sub-Annex IV: Commercial invoices, etc. 			
B-8	Do you have a documented procedure for complying with the special requirements for each product separately?			
A-9	Do you have a specific procedure for complying with accumulative rules of origin?			
A-10	Do you have a procedure on how to apply the above mentioned accumulative rules of origin to the Jordan-EU agreement?			
A-11	Do you have a specific procedure for meeting all requirements, procedures and documentations for Movement Certificate EUR1?			
A-12	Do you have a specific procedure for ensuring conformity of your products with EU specifications?			
A-13	Do you have a procedure for ensuring compliance with the consumer electronic mark requirements?			

A-14	Do you have procedures to ensure adherence to: <input type="checkbox"/> Inspections, and presentation of related certificates <input type="checkbox"/> Quality Management System (QMS)			
B-15	Do you have a specific procedure to ensure adherence to the hazard analysis and critical control points (HACCP) for food manufacturing and packing companies?			
B-16	Do you have a specific procedure to ensure compliance with EU packaging and trademark requirements?			
A-17	<input type="checkbox"/> Do you have a specific procedure to ensure compliance with the requirements for product packaging waste? <input type="checkbox"/> Do you have a specific procedure for environmental laws in various EU countries, especially with regard to labels and marks on your products?			

Your company is recommended to perform a special review of its products specifically, since no customs compliance system includes all types of products. Cosmetics is an example of products bound to be exported to the EU.

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"> <input type="checkbox"/> 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. <input type="checkbox"/> Procedures must be in place to safeguard computer access and information. <input type="checkbox"/> To help ensure the integrity of cargo, procedures must be in place to ensure that information received from business partners is accurate and timely. <input type="checkbox"/> Arriving cargo should be reconciled against information on the cargo manifest. <input type="checkbox"/> The cargo should be accurately described, and the weights, labels, marks and piece count indicated and verified. <input type="checkbox"/> Departing cargo should be verified against purchase or delivery orders. <input type="checkbox"/> Drivers delivering cargo must be positively identified before cargo is received. <input type="checkbox"/> The receipt or release of cargo should be documented and audited. <input type="checkbox"/> Procedures should be in place to ensure that all shortages, overages, and other significant discrepancies or anomalies are resolved and investigated appropriately. <input type="checkbox"/> 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"> ❑ There must be appropriate gates and gate houses at each gate. ❑ Gates through which vehicles and/or personnel enter or exit must be manned and/or monitored. ❑ The number of gates should be kept to the minimum necessary for proper access and safety. <p><u>Locking Devices and Key Controls</u></p> <ul style="list-style-type: none"> ❑ All external and internal windows, gates and fences must be secured with locking devices. ❑ Management or security personnel must control the issuance of all locks and keys. <p><u>Lighting</u></p> <ul style="list-style-type: none"> ❑ Is there an emergency lighting system in case of a power outage? ❑ 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><u>Alarms Systems & Video Surveillance</u></p> <p><u>Cameras</u></p> <ul style="list-style-type: none"> ❑ Alarm systems and video surveillance cameras should be utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas. <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> <p><input type="checkbox"/> Proper personal ID must be presented for documentation purposes upon arrival by all vendors or distributors.</p> <p><input type="checkbox"/> Arriving packages and mail should be periodically screened before being disseminated.</p>			
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></p> <p>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"> ❑ Consistent with foreign regulations, background checks should be conducted for prospective employees. ❑ 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"> ❑ 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"> ❑ 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. 			

	<ul style="list-style-type: none"> ❑ Employees must be made aware of the procedures the company has in place to address a situation and how to report it. ❑ Additional training should be provided to employees in the shipping and receiving areas, as well as those receiving mail. ❑ 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	<p>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> <p><u>Container inspection</u></p> <p><input type="checkbox"/> 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> <p><u>Trailer inspection</u></p> <p><input type="checkbox"/> 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 trainer / ramp, outer/sides – front side, back doors, front wall, left side, right side, floor, ceiling, roof, inner doors, outer doors, outside/undercarriage).</p> <p><u>Container and Trailer Seals</u></p> <p><input type="checkbox"/> A high security seal must be affixed to all loaded containers and trailers bound for the US. All seals must meet international standards.</p> <p><input type="checkbox"/> 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.</p>			

	<input type="checkbox"/> Only designated employees should distribute seals to ensure proper use of seals. <u>Container/ Trailer Storage</u> <input type="checkbox"/> Containers must be stored in a secure area to prevent unauthorized access and/or manipulation. <input type="checkbox"/> Procedures must be in place for reporting and preventing unauthorized entry into containers/ trailers or container/ trailer storage areas.			
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 statement <input type="checkbox"/> Any authorizations <input type="checkbox"/> Packing list / invoice <input type="checkbox"/> Guarantee information <input type="checkbox"/> Sea or land bill of lading <input type="checkbox"/> Certificate of origin <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 uniform 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.**