

Compliance with Customs Requirements (Qualified Industrial Zones)

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.

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Compliance Assessment

Goal: to identify whether importations/exportations of Qualified Industrial Zone (QIZ) companies are carried out in accordance with the Jordan Customs Law and customs instructions and decisions in compliance with the Jordan Free Trade Agreement with the US.

Some of the questions listed below are related to the company's activities in general and its compliance with legal requirements such as obtaining licenses to carry out business transactions.

Responsibilities of Qualified Industrial Zones (QIZ)

- **For exporting factories: QIZ Agreement**

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Qualification as a QIZ company: □ Do your goods meet the requirements to access the US market as QIZ products?			
A-2	Description of Goods □ Do you have specific and documented procedures to ensure understanding of the nature and components of the product as well as the origin of such components? □ Do you have a system for maintaining files and documents proving your participation in the cost of the components of your products by at least 35%? Note: of the 35%, at least: <ul style="list-style-type: none">• 11.7 % should originate from your company in its capacity as a QIZ company.			

	<ul style="list-style-type: none"> • 8% from Israel (7% for hi-tech products) • The remaining percentage from your company, Israel, United States, West Bank or Gaza strip. <p>Your company and the Israeli company must each bear at least 20% of the cost of the QIZ product.</p>			
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Outsourced Expertise (Clearance Companies)

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	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, Imports and Exports Law, and rules of origin for textile and apparel products under the US Customs Law 19 U.S.C. 3592 Section 33?			
A-2	Has your company ever entered into contract with any customs expert to assist you in taking appropriate actions to set up a customs compliance system and implement sound exportation processes?			
B-3	Has your company taken any measures to ensure quality of the shipping and clearance company it deals with?			
A-4	If your customs transactions are handled by a clearance company, do you have in place specific procedures to ensure that you obtain copies of all your customs transactions? Do you audit these transactions to verify accuracy of contents and check whether they include all the required official documentations? Do you have a specific procedure for communicating with the Customs Department to notify about and solve any errors in these transactions once detected?			

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 taken the following procedures:

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	<ul style="list-style-type: none"><input type="checkbox"/> Does your staff include an expert in customs and the export, transfer and international transit of goods?<input type="checkbox"/> Is that expert technically/ professionally certified by, for example, the Customs Department's training institute or a similar institute?<input type="checkbox"/> Does the professional certification of the expert employee require annual renewal through enrollment in certain training programs (does your company follow up on training and certification renewal requirements for this employee)?<input type="checkbox"/> Does your company keep copies of all professional, technical and academic certifications of the expert employee with the personnel department at the company?			
B-2	<p>Does your company have a full copy of the Customs Law as well as the regulations, instructions and decisions issued by the Customs Administration and any other customs instructions applicable to your imports or exports (article 9 of the Customs Law) and a copy of:</p> <ul style="list-style-type: none"><input type="checkbox"/> Jordanian Income and Sales Tax Law?<input type="checkbox"/> Jordanian Importation and Exportation Law?<input type="checkbox"/> Customs decisions regarding prohibited goods?<input type="checkbox"/> Jordanian Shipment of Goods Law?<input type="checkbox"/> Instructions by the International Federation of Freight Forwarders Association (FIATA)?<input type="checkbox"/> Investment Promotion Law and related instructions?			

	<ul style="list-style-type: none"> ❑ Agreement signed and documented with the Government of Jordan as a foreign investor (for foreign investors only)? ❑ Axial Capacity law and related instructions? ❑ Instructions concerning rail transport and dimensions of loads conveyed through railways? ❑ Agreements signed with Jordan which grants companies preferential customs tariffs (such as the EU-Jordan free trade agreement, US Jordan Free Trade Agreement, agreements between Jordan and a number of Arab countries, etc.) (see articles 11, 12 of the Customs Law). ❑ Jordan- Singapore free trade agreement (see articles 11, 12 of Customs Law). ❑ Bilateral agreements between Jordan and several countries. ❑ International agreements such as the Convention on International Transport of Goods Under Cover of TIR Carnets (TIR Conventions), the European Agreement Concerning the Work of Crews of Vehicles Engaged in International Road Transport (AETR), the International Agreement Concerning the International Carriage of Goods by Road (ADR), Passenger transport agreement, Container transport agreement, etc.,? ❑ TIR Handbook? ❑ Rules of origin under the EUR1 free trade agreement between Jordan and the EU? ❑ Importation and Exportation Law by the Ministry of Industry and Trade, which identifies goods subject to the import/export license? ❑ The Companies Law by the Ministry of Industry and Trade? ❑ Standards and Meteorology Law and instructions, especially with regard to goods for which specifications should be stated in two languages before such goods are put on the market? ❑ Health instructions for goods as issued by the Ministry of Agriculture, Ministry of 			
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	<p>Health and the Standards and Meteorology Organization?</p> <ul style="list-style-type: none"> ❑ Instructions on the importation, exportation and transfer of crap? ❑ Instructions on the importation/exportation of specific products? ❑ Instructions on anti-dumping? ❑ Law and instructions of the Central Bank of Jordan? ❑ Jordanian Intellectual Property Protection Law and instructions as well as the Agreement on Trade-Related Aspects of Intellectual property Rights (TRIPS). ❑ Standards and Metrology Organization's instructions on technical specifications of various goods? ❑ Jordan customs instructions on licensing and operating bonded zones and warehouses? 			
B-3	Does your company have a specific procedure for ensuring access to any amendments to the Customs Law and 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).

Licenses and Certifications

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 ensure compliance of your goods with the requirements of all relevant authorities before exportation?			

Accounting and IT Systems

Goal: through the accounting and/ or IT system, a company can carry out inspections to verify the integrity and accuracy of its customs processes.

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	<input type="checkbox"/> Does your company have a specific and documented procedure on how and when it registers numbers and data related to its customs transactions in the company's accounting system? <input type="checkbox"/> Does your company perform audits from time to time through the accounting system to verify the integrity and accuracy of its customs transactions including the payment of the needed custom tariffs and tax accurately?			
B-2	Do you have a procedure in place for reconciling general accounts with data on manufacturing costs or costs of sold products?			
B-3	Does the accounting system includes a detailed record of accounting numbers of costs of purchases, materials, distribution, stored materials, etc.,? such as: <ul style="list-style-type: none"> <input type="checkbox"/> Purchases <input type="checkbox"/> Invoices of all types <input type="checkbox"/> Store/ stores log <input type="checkbox"/> Payments of all types <input type="checkbox"/> Distribution costs <input type="checkbox"/> Shipping and related costs 			

Internal Controls

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Do you have specific and documented procedures to identify additional costs of goods (commissions, permits, titles, shipping, etc.,)			
A-2	Do you have specific and documented procedures for obtaining and retaining all documents and invoices related costs mentioned in the above item?			

Country of Origin

Have you taken all necessary procedures to ensure integrity of the authorized point of origin for your exports?

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
B-1	<p>Article 24 of the Customs Law:</p> <p><input type="checkbox"/> Do you have an identified procedure to ensure the validity of the country of origin stated in your customs transactions?</p> <p><input type="checkbox"/> Have you checked whether article 24 of the Customs Law applies to your imports?</p>			
B-2	Do you inform the foreign supplier of your imports about Jordan Customs requirements regarding country of origin and request from them documents and details on country of origin?			

Companies importing food stuff for manufacturing and exportation to the US must review the customs compliance requirements for importers, especially with regard to customs value and country of origin.

Companies that have bonded warehouses are advised to review the customs compliance requirements for warehouse management companies.

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 identifying content percentages for a QIZ product to be qualified (11.7% Jordanian content, 8% Israeli content. 35% total content)?			
B-6	Do you have a specific procedure for benefiting from different tariff cuts which range from 3.9% to 32% depending on each case and the nature of exported product?			

B-7	<p><input type="checkbox"/> Do you have a specific procedure for complying with conditions of exporting to the US in cooperation with the US importer and the shipping company/ carrier?</p> <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-8	<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? 			

	<ul style="list-style-type: none"> <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? <input type="checkbox"/> Do you have a system for retaining all documents proving that your products are GSP-eligible? <input type="checkbox"/> Does the US importer have sufficient information about your company to trust that your products are GSP-eligible? <input type="checkbox"/> Have you worked with the US importer and verified your products' GSP-eligibility 			
B-9	<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>			
B-10	Do you have a specific procedure for ensuring the sound enforcement of rules of origin for textile and apparel products as per JFTA?			
B-11	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-12	Do you have a specific and documented procedure for compliance with rules pertaining to prohibited or restricted goods as per US customs requirements?			
B-13	<input type="checkbox"/> Do you have specific and documented procedures for obtaining the appropriate authorization to export fruits and vegetables to the US market?			

	<input type="checkbox"/> 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)? <input type="checkbox"/> Do you have a procedure for submitting the Animal and Plant Health Inspection Service (APHIS) application? <input type="checkbox"/> Do you have a copy of the US Fruits and Vegetables manual?			
B-14	<input type="checkbox"/> Do you have a specific and documented procedure for providing Prior Notice Interim Final Rule 1.280(b) concerning the entry of fruits and vegetables to the US market <input type="checkbox"/> Do you have a specific and documented procedure for obtaining and reviewing the latest requirements of the US Food and Drug Administration? Note: Under the US Patriot Act which entered into force on 4/6/2004, a prior notice of all food items exported to the US market should be given. Otherwise entry of such items will be denied.			
B-15	Do you have a specific procedure for complying with requirements of labeling exported goods?			
B-16	Do you have specific and documented procedure for complying with the requirements for non-textile/ apparel QIZ exports? <input type="checkbox"/> Authorization/ certification from the Ministry of Agriculture for agricultural products. <input type="checkbox"/> Authorization from the Natural Resources Association for mineral products and raw materials <input type="checkbox"/> Ministry of Health			
B-17	<input type="checkbox"/> Do you have specific and documented procedures for complying with the requirements for exportation of medicinal products?			

	<input type="checkbox"/> Do you have a specific and documented procedure for obtaining and reviewing all instructions and requirements for the exportation of medicine?			
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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> <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.			

	<ul style="list-style-type: none"> ❑ 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. <input type="checkbox"/> 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"> <input type="checkbox"/> All external and internal windows, gates and fences must be secured with locking devices. 			

	<p>□ Management or security personnel must control the issuance of all locks and keys.</p> <p><u>Lighting</u></p> <p>□ Is there an emergency lighting system in case of a power outage?</p> <p>□ 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>□ 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></p> <p>Application information, such as employment history and references must be verified prior to employment.</p> <p><u>Background Checks</u></p> <p><input type="checkbox"/> Consistent with foreign regulations, background checks should be conducted for prospective employees.</p> <p><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> <p><input type="checkbox"/></p> <p><u>Personnel Termination Procedures</u></p> <p><input type="checkbox"/> Procedures must be in place to remove identification, facility, and system access for terminated employees.</p>			

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?			
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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.**