

Compliance with Customs Requirements (Transportation and Transportation Management 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.

Responsibilities of transportation companies

Do you have specific procedures for ensuring that your transportation processes through international border points or to the different seaports are compliance with customs requirements and any other requirements by law?

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
A-1	Is your company's license to operate means of transportation and used containers valid?			
A-2	Are all means of transportation used by your company licensed in their respective countries?			
A-3	Do all drivers have valid driver license?			
A-4	<p>Are the international transportation license and your company's license valid?</p> <p><u>Licenses required by official entities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Company registration certificate, ownership certificate, members of the board of directors, etc., <input type="checkbox"/> Membership in a transporters association <input type="checkbox"/> TIR Carnet <input type="checkbox"/> IRU requirements <input type="checkbox"/> IRU certificate 			
A-5	Does your staff have sufficient academic and professional certifications to ensure that they are qualified to carry out your work?			
B-6	Do you have, or are you in the process of obtaining, ISO 9001 certification or any other similar management certification?			
B-7	Are all other means of transportation and machines that you or your clients own in good condition and conform to standard requirements in the transportation sector?			
B-8	<p>Do you have a written standards manual that includes work procedures for the international transportation of goods?</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of required documents <input type="checkbox"/> List of tasks and responsibilities 			
A-9	Does your company adhere to all customs, and other, laws in force in Jordan.			

A-10	<p>Does your company adhere to the Government of Jordan's regulations with regard to international transport?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Axial loads regulations <input type="checkbox"/> Transportation of hazardous materials under the European Agreement Concerning the International Carriage of Dangerous Materials by Road (ADR), and the IATA, OACI, and IMDG requirements. <input type="checkbox"/> Transportation of waste <input type="checkbox"/> Transportation of nuclear and radioactive materials <input type="checkbox"/> Transportation of scrap <input type="checkbox"/> International Transit Agreement (ratified by Jordan, dated 9/5/1998) <input type="checkbox"/> TIR Carnet requirements. 			
B-11	<p><u>When you accept to carry certain cargo:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you have a specific procedure to ensure that the transported goods are consistent with the description in the manifest? <input type="checkbox"/> Does the driver sign field (18) in the IRU form on not bearing responsibility for cargo that bears customs seal. <input type="checkbox"/> Article 5 of TIR convention. <input type="checkbox"/> Driver signs to attest to receiving all documents related to the cargo. <input type="checkbox"/> documents of the cargo are complete and include the certificate of origin. <input type="checkbox"/> Identity and reputation of the company that owns the cargo is verified with regard to know whether it any laws, especially custosm laws, were breached by the company. <input type="checkbox"/> Awareness of and compliance with transit laws and regulations is maintained. 			
B-12	<ul style="list-style-type: none"> <input type="checkbox"/> Do you have a specific procedure to ensure that you obtain and keep all documents related to the transportation of cargo and an employee is designated to be in charge of these documents? <input type="checkbox"/> Do you have a specific policy in this regard/ list of documents that should be obtained? <input type="checkbox"/> Does the driver sign the list of documents to acknowledge receiving them? 			

B-13	<input type="checkbox"/> Do you have a manual that explains to the driver what measures should be taken if forced to change route, or if the vehicle experiences a failure? <input type="checkbox"/> Is the driver made aware of these procedures?			
B-14	<input type="checkbox"/> Do you have a training program for staff on the need to adhere to the customs requirements, laws and regulations in force? <input type="checkbox"/> Does the training include dealing with failures in vehicles and forced change of route? <input type="checkbox"/> Is the training through centers specialized in transportation and customs requirements?			
B-15	<input type="checkbox"/> Do you sign agreements with all clients when their cargo is transported? <input type="checkbox"/> Do these agreements identify the responsibilities of each party? <input type="checkbox"/> Do these agreements require clients to submit valid information to the Customs Department and hold them accountable for any wrong information concerning their goods?			
B-16	<input type="checkbox"/> Do you verify the nature of each client receiving transportation services from you? <input type="checkbox"/> Is the client (importer/exporter) registered with the Customs Department? <input type="checkbox"/> Is the company (client) registered with the Ministry of Industry and Trade? <input type="checkbox"/> Does the client have a tax number? <input type="checkbox"/> Do you check with the client to see if there was a change of route or a change of the nature of cargo? <input type="checkbox"/> Do you verify the client's cargo documents to ensure that they are valid and free from alterations or misrepresentation?			
B-17	<input type="checkbox"/> Does the transportation services contract signed with the client authorize you to use an intermediary?			

	<input type="checkbox"/> Do you have procedures in place to ensure that intermediaries comply with the customs law and other applicable laws in the Kingdom?			
A-18	<input type="checkbox"/> Do you have a specific system for storing and protecting clients' files and transactions? <input type="checkbox"/> Does the system include specific measures to prevent unauthorized access to clients' files and information? <input type="checkbox"/> Is there a designated security guard at your facilities 24 hours a day? <input type="checkbox"/> Do you have special and secure place for storing clients' files at all times?			
A-19	Do you have an alarm system?			
B-20	Do you have insurance policy that protects against professional malpractice and covers your interests and property?			
B-21	Do you have a copy of the customs law and all relevant instructions and regulations, especially concerning the importation and exportation of goods?			
C-22	<input type="checkbox"/> Do you have access to customs publications and information issued by relevant international organizations such as WCO, ICC, etc.,? <input type="checkbox"/> Any publications issued by the Jordanian Logistics Association? <input type="checkbox"/> Do you have a specific procedure for ensuring that you receive updates on the Jordanian Customs Law and related decisions or instructions, in addition to any amendments to the customs laws of other countries relevant to your work? <input type="checkbox"/> TIR convention <input type="checkbox"/> TIR Handbook			
C-23	Do you have an international vehicle weight certificate as per the TIR convention?			

Experience within the Company /(international transportation field)

If your company does not outsource expertise and relies on its own staff only:

No.	Compliance with Customs Requirements Guide	Yes /No	Plan to implement procedure Yes/ No	Expected Date
B-1	<input type="checkbox"/> Do you have an employee who is an expert in transportation and the Jordanian Customs Law, as well as the applicable customs regulations, instructions and decision in the Kingdom? <input type="checkbox"/> Have you taken measures to check if that employee has sufficient experience (e.g., training certifications from the customs training institute)			
B-2	Do you send that expert employee to appropriate trainings from time to time?			
C-3	<input type="checkbox"/> Does the expert employee have training certifications from international organizations in the transportation field? <input type="checkbox"/> Does the expert employee have certification from the IRU? <input type="checkbox"/> Do you have employees who had worked at the Customs Department?			

Please refer to the customs compliance system for customs clearance companies as they include a number of procedures that could be helpful to you as transporters.

Internal Reviews

Do you have an internal audit system?

No.	Compliance with Customs Requirements Guide	Yes /No	Plan to implement procedure Yes/ No	Expected Date
B-1	Do you carry out routine or periodic audits to ensure compliance with the applicable regulations and other official requirements?			
B-2	Do you have a specific procedure for taking the necessary corrective action and notifying the Customs Department of any errors detected during the audit?			

Documentation and filing (transportation field)

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

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
B-1	<p>Do you have an internal filing system that stores all files and transactions related to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Documents held by drivers<input type="checkbox"/> Transportation data<input type="checkbox"/> Data on cargo transportation or storage upon guarantees given to the Customs Department.<input type="checkbox"/> Any other data requested under the applicable rules and regulations in the Kingdom. <p>Note: Data means all information and documents including those requested by the the Customs Department or any other official entity as well as any data normally retained by the company in the course of carrying out its business.</p> <p><u>Data usually involves the following:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Customs declarations and accompanying documents<input type="checkbox"/> Data on cargo transported against guarantees submitted to the Customs Department<input type="checkbox"/> Any other papers or documents related to the local or international transportation of cargo.<input type="checkbox"/> Contracts signed with clients<input type="checkbox"/> Insurance documents<input type="checkbox"/> Health-related documents depending on the type of goods<input type="checkbox"/> Electronically stored or sent data<input type="checkbox"/> Computer generated or calculated data from other entered data.<input type="checkbox"/> Letters, papers and correspondences<input type="checkbox"/> Financial data and final account<input type="checkbox"/> IT information related to the company's work<input type="checkbox"/> Computer software			
B-2	Is the stored data indexed so that they can be easily and quickly retrieved?			

B-3	Do you have a designated employee who is responsible or authorized to store and extract data upon request?			
A-4	Do you have backup copies of all documents and files?			

Security of Carriers

Are the carriers that you use well-equipped to maintain the security of cargo in accordance with the requirements of the Ministry of Transport Law, the Customs Law or other?

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
B-1	Are all used carriers inspected in accordance with the requirements of the Ministry of Transport in Jordan?			
B-2	<input type="checkbox"/> Is the tachograph duly calibrated? <input type="checkbox"/> Is the calibration done by a specialized and duly licensed company for calibrations?			
A-3	Do unauthorized persons have access to cargo on carriers while they are being transported from one location to another?			
B-4	Do you have a specific procedure for examining and inspecting carriers from time to time?			
A-5	Does your carrier plate number match the number in official registration documents and any other documents?			
B-6	Do you have a specific and documented procedure to inform clients / destination point about the expected cargo arrival time and provide them with detailed information about the type of carrier and driver?			
C-7	Are carriers equipped with alarm systems/ are these systems inspected to ensure that they function properly?			
C-8	Are carriers equipped with satellite tracking systems (advanced systems only)?			

Maritime Carriers and Intermediaries

The following guidelines are intended for maritime carriers and intermediaries. All or some of these guidelines can be implemented depending on the nature and volume of the company's business.

The following guidelines are based on practices adopted by international transportation companies and the procedures stipulated by the US Department of Homeland Security.

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
B-1	<p><u>24 hour advance cargo manifest rule:</u></p> <p><input type="checkbox"/> Do you, or your client, have a specific procedure for complying with the requirement to prepare and send a manifest 24 hours prior to loading cargo on vessels bound for the US or any other country?</p> <p><u>Note:</u> all vessels bound for the US should submit a manifest that provides a description of cargo and the name and address of the receiving party in the United States 24 hours prior to cargo loading at Aqaba port. The 24 hour rule enables US customs authorities to assess potential risk of terrorist acts through the shipped containers.</p>			
B-2	<p><u>cargo security intelligence (CSI)</u></p> <p><input type="checkbox"/> Do you have a specific procedure for complying with the US Cargo Security Intelligence program?</p> <p><u>Note:</u> Under this program, US customs authorities inspect high-risk containers at other ports before they are shipped to the US.</p>			
C-3	<p><u>International Ship and Port Security (ISPS)</u></p> <p>With regard to ships that you or your clients own which are at anchor in Aqaba:</p> <p><input type="checkbox"/> Are they ISSC certified as per ISPS requirements?</p> <p><input type="checkbox"/> Does your company have a security officer in charge of security measures?</p> <p><input type="checkbox"/> Does each vessel or ship have a security officer who could also be the captain?</p> <p><input type="checkbox"/> Does each vessel have a security plan?</p> <p><input type="checkbox"/> Is there an AIS system in each vessel for exchanging information?</p>			

	<ul style="list-style-type: none"> <input type="checkbox"/> Is there a system in place for tracking the vessels that you own? <input type="checkbox"/> Is there a continuous synopsis record (CSR) in each ship as per ISPS requirements? <input type="checkbox"/> Are the security levels (1-3) applied throughout the vessel? <input type="checkbox"/> When the vessel is approaching the (Aqaba or other) port, does it have a specific procedure to know the security levels applicable at that port in accordance with the concerned government's directives? <input type="checkbox"/> Is there a security alarm system in each vessel according to ISPS requirements? <input type="checkbox"/> Are security officers on board of the vessel and in the company appropriately trained to know how to perform their duties well according to ISPS requirements? <input type="checkbox"/> Do vessel crew members have identification documentation in accordance with IMO requirements? <input type="checkbox"/> Is your company capable of identifying which ports have an IMO approved security plan as per ISPS requirements? <input type="checkbox"/> Does your company submit all data required by IMO (through an electronic database accessible to all members of the Organization)? 			
C-4	<p><u>Modern procedures by the World Customs Organization (WCO)</u></p> <p>The World Customs Organization urges all supply chain companies to carry out specific procedures to enhance the security of cargo, especially cargos shipped in containers.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is your data entry system in compliance with the requirements of the WCO's developed data system, which consists of 27 key data elements for identifying the levels of risk associated with cargos? <input type="checkbox"/> Is your cargo tracking system capable of transmitting customs data to the concerned customs department before cargo arrives at the department (Advanced Cargo Information System)? <input type="checkbox"/> Do you have knowledge and understanding of the WCO guidelines on the exchange of customs data among countries to enhance the security of exchanged goods and facilitate trade activities? 			

	<input type="checkbox"/> Do you have knowledge of WCO guidelines on unified carrier registration (UCR)? <input type="checkbox"/> Do you have knowledge of WCO guidelines on assisting countries to overcome legal obstacles in electronic sharing of information?			
C-5	<p><u>International security standards for international transporters and international transportation companies</u></p> <input type="checkbox"/> Do you have knowledge of the guidelines developed by the International Trade Procedures Working Group (ITPWG)? <input type="checkbox"/> Do you have knowledge of the basic instructions of the ITPWG security management standards?			

Identification of transit responsibilities

No.	Compliance with Customs Requirements Guide	Yes / No	Plan to implement procedure Yes/ No	Expected Date
C-1	<p><u>Smart Box Initiative</u> A smart box is an alarm system that is mounted on the door of the container to recognize the entry of any person into the container during the transportation.</p> <input type="checkbox"/> Does your company use smart box technology that is consistent with international standards? <input type="checkbox"/> Do you have a tracking system for recording any tampering with shipped cargo as per smart box signals?			
C-2	<p><u>(Ship Security Alert System (SSAS))</u> A silent alarm system that enables the crew to send signals to nearby shores about a hazard on board of the ship. The ISPS code requires all new ships with loads exceeding 500 tons to use this system. Old ships shall use this system before 1/7/2006.</p> <input type="checkbox"/> Is this system installed in the ships you own?			
C-3	<p><u>(Automated Targeting System (ATS))</u> A system used by the US customs authorities to analyze all data, especially data related to cargo and persons before they arrive to the US. Based on data analysis, the US customs authorities can identify the risk levels of cargo or persons before their arrival to the US.</p>			

	<input type="checkbox"/> Does your company use this system to send the needed data to the US customs authorities?			
C-4	<p><u>96 hour advanced notice of arrival:</u> All ships headed for the US must notify the US Coast Guard of their arrival at least 96 hours in advance and submit all documents related to the ship, passengers and cargo.</p> <input type="checkbox"/> Do you have procedures to ensure that all needed information is sent and the above requirement is adhered to?			
C-5	<p><u>Port Security Operations (OPS)</u></p> <input type="checkbox"/> Is your company and all ships that you use aware that the as of 1/7/2004 US Coast Guard will go on board of each ship that enters the US shores for the first time to verify their compliance with US security requirements?			

Ports management
Identification of Responsibilities

All state members of the International Maritimes Organization (IMO) must conduct security assessments of their ports. The assessment should include all port facilities and work processes to identify areas of potential breach of security or attacks.

Once each port completes the above mentioned security assessment it must develop the appropriate port facility security plan (PFSP), which should include all necessary security measures to ensure that the port meets security level (1). The plan should also identify additional security measures that could be taken in high security situations at security level 2, and exceptional security at level 3.

The Aqaba Containers Terminal may subject all ships that intend to use the port to inspections and examinations to ensure port security. ACT may also request all information about goods, passengers and crew of any ship before allowing it to use the port. ACT may deny entry for any ship that may represent risk to port operations.

The Aqaba port has an IMO-approved security plan that is currently managed by the security committee formed for this purpose.

US C-TPAT security system also includes procedures for enhancing the security of sea ports.

No.	Compliance with Customs Requirements Guide	Yes/ No	Plan to implement procedure Yes/ No	Expected Date
C-1	<p><u>International Ship and Port Facility Security Code (ISPS)</u></p> <p><input type="checkbox"/> As per this code, do you have a documented and IMO-approved security plan?</p>			
C-2	<p>Does the abovementioned security plan include the following elements:</p> <p><input type="checkbox"/> Facility access control</p> <p><input type="checkbox"/> Handing goods</p> <p><input type="checkbox"/> Handling unaccompanied baggage</p> <p><input type="checkbox"/> Unauthorized access areas</p> <p><input type="checkbox"/> Ship storage</p> <p><input type="checkbox"/> Monitoring security procedures</p>			

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	Do you have a specific procedure that requires you to have in place a supply chain security system that covers the following: <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.			

	<ul style="list-style-type: none"> ❑ 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. <input type="checkbox"/> Management or security personnel must control the issuance of all locks and keys. <p><u>Lighting</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Is there an emergency lighting system in case of a power outage? <input type="checkbox"/> Adequate lighting must be provided inside and outside the facility including the 			

	<p>following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas.</p> <p><u>Alarms Systems & Video Surveillance</u> <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> 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> <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> <p><u>Personnel Termination Procedures</u> <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	<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,</p>			

	<p>front wall, left side, right side, floor, ceiling, roof, inner doors, outer doors, outside/undercarriage).</p> <p><u>Container and Trailer Seals</u></p> <ul style="list-style-type: none"> <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. <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. <input type="checkbox"/> 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"> <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> <p><input type="checkbox"/> Air waybill <input type="checkbox"/> Manifest <input type="checkbox"/> Carrier certificate</p>			

<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.			
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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?			
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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.**