2018

AUTHORIZED ECONOMIC OPERATOR (AEO) FRAMEWORK

FIJI AUTHORISED ECONOMIC OPERATOR

2.0 ABBREVIATIONS AND ACRONYMS

1.	AEO	Authorized Economic Operator
2.	FRCS	Fiji Revenue & Customs Service (hereafter referred to as "The Service")
3.	TFA	Trade Facilitation Agreement
4.	WCO	World Customs Organization
5.	WTO	World Trade Organizations
6.	CEO	Chief Executive Officer – FRCS who is also the Comptroller of Customs

3.0 DEFINITION

1.	**Authorized Economic Operator**	A party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national Customs administration as complying with WCO or equivalent supply chain security standards. Authorized Economic Operators include *inter alia* manufacturers, importers, exporters, brokers, carriers, consolidators, intermediaries, ports, airports, terminal operators, integrated operators, warehouses and distributors
2.	**Trade Facilitation Agreement**	WTO members concluded negotiations at the 2013 Bali Ministerial Conference on the landmark Trade Facilitation Agreement (TFA), which entered into force on 22 February 2017 following its ratification by two-thirds of the WTO membership. The TFA contains provisions for expediting the movement, release and clearance of goods, including goods in transit. It also sets out measures for effective cooperation between customs and other appropriate authorities on trade facilitation and customs compliance issues. It further contains provisions for technical assistance and capacity building in this area
3.	**World Customs Organization**	The World Customs Organization (WCO), established in 1952 as the Customs Co-operation Council (CCC) is an independent intergovernmental body whose mission is to enhance the effectiveness and efficiency of Customs administrations
4.	**World Trade Organization**	The World Trade Organization (WTO) is the only global international organization dealing with the rules of trade between nations. At its heart are the WTO agreements, negotiated and signed by the bulk of the world's trading nations and ratified in their parliaments. The goal is to help producers of goods and services, exporters, and importers conduct their business.
5.	**Economic Operator**	Defined by WCO Framework of standards as a party involved in the international movement of goods, in whatever

		function that has been approved by, or on behalf of a national Customs administration as complying with WCO or equivalent supply chain security
6.	**Financial solvency**	In the context of AEO, solvency is defined as a good financial standing which is sufficient to fulfill the commitments of the applicant with due regard to the characteristics of the type of business involved

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1.0 INTRODUCTION

The TFA is a global reform of Customs procedures, which seeks to improve efficiency in trade crossing borders. Collaboration and having better defined roles amongst the relevant border agencies, contributes to the efficiency at the borders and reduces the cost and time taken to clear goods.

The TFA contains provisions for expediting the movement, release and clearance of goods, including goods in transit. It also sets out measures for effective cooperation between Customs and other appropriate authorities on trade facilitation and Customs compliance issues. It further contains provisions for technical assistance and capacity building in this area. The Agreement assists to improve transparency, increase possibilities to participate in global value chains and reduce the scope for corruption.

The Service formed an AEO committee in February 2018 with the responsibility to ensure the implementation of the TFA articles where AEO is covered under article 7.7.

The committee developed the AEO requirements together with the benefits with reference to the WCO AEO Compendium and TFA, conducted awareness to the interested companies to join AEO program. It further required the development of the AEO Validation Matrix which is a tool to assess the companies' compliance level that are interested to join the AEO program. After the validation by the appointed validators, the successful companies shall be provided with the offer letter to join the AEO program. The companies that accepted the offer will be given the AEO membership which is subject to review on a 2-yearly basis. The pilot AEO program will commence on 1st of June 2018 with an aim to officially launch the full-fledged AEO program on January 26th 2019 on the International Day Celebration.

2.0 BACKGROUND

Fiji ratified to the Trade Facilitation Agreement (TFA)on 1st of May 2017 by notifying World Trade Organizations (WTO). The cabinet noted that once Fiji ratified to the TFA, the potential benefits would mean quick turn-around of goods at the border, better facilitation of trade leading to reduced cost of doing business.

Section II of the Trade Facilitation Agreement contains Special and Differential treatment provisions for developing Country members and least developed Country members can use to determine when they will implement individual provisions of the Trade Facilitation Agreement and to identify provisions that they will only be able to implement upon the receipt of technical and financial assistance and support for capacity building.

There are 12 articles in the TFA and article 7.7 refers to the Trade Facilitation Measurers for authorized economic operators, stating the criteria for an AEO with the recommended benefits.

Fiji has categorized AEO as a Category C article and the implementation of AEO by the Service will assist the Country to notify WTO that article 7.7 can be moved from category C to category A.

3.0 WHAT IS AN AEO CONCEPT?

The authorized economic operator (AEO) concept is strongly based on the partnership of customs with the economic operator. This implies that the relationship between Customs and AEO should be always based on the principles of mutual transparency, correctness, fairness and responsibility and mutual respect for each other's roles and responsibilities. Customs expects the AEO to act in line with Customs legislation and to inform Customs about any difficulties to comply with the legislation. The Service will assist the AEO operators to comply with the terms and conditions of AEO existence.

AEO status is a response to the need to secure international supply chains and the introduction of Customs –Trade Partners against terrorism with an aim to provide business with an internationally recognized quality mark which will indicate that their role in the international supply chain is secure and their Customs controls and procedures are efficient and compliant. An operator with AEO security and safety status implies that apart from being reliable in the traditional financial and Customs terms, the operator is also compliant in respect to security and safety standards and can therefore be considered as a secure trader and reliable trading partner.

4.0 APPLICATIONS FOR AEO MEMBERSHIP:

Anyone involved in the international supply chain that carries out Customs related activities can apply for AEO membership irrespective of the size of the business. This includes manufacturers, importers, exporters, logistics operators, carriers, brokers and Customs agents.

Economic operators may apply if they fall into one or more than one of the following categories:

1. **Manufacturers** - ensures a safe and secure manufacturing process for their products and supply of those products to their clients.

2. **Exporters** - the person on whose behalf the export declaration is made and who is the owner of the goods or has similar right of disposal over them at the time the declaration is accepted.

3. **Freight forwarders** - organizing the transport of goods on behalf of an exporter, importer or other party.

4. **Brokers** - a licensed customs house broker appointed under the Customs Act

5. **Carriers** - person who actually transports the goods or is in charge of or responsible for the operation of the means of transport.

6. **Importers** - an operator on whose behalf an import declaration is made and who at the time the declaration was accepted is the owner/consignee or if not the owner is responsible for the control of the goods.

7. **Proprietor or Occupier of Bonded Warehouse.**

The Service will advise the stakeholders on the International Customs Day on every 2-year interval of the opening and closing dates for AEO membership application. Interested applicants shall be required to formally write in to the Comptroller of Customs stating their interest in obtaining the AEO membership. All the interested applicants shall ensure that they meet the AEO application criteria prior to submitting their applications which are as follows:

1. an appropriate record of compliance

2. a satisfactory system of managing commercial, and where appropriate, transport records, which allows appropriate customs controls

3. proven financial solvency and

4. appropriate security and safety standards (when you are applying for a security and safety AEO certificate).

Businesses that are not involved in customs related activities will not be entitled to apply.

It is highly recommended that if applicants are interested to apply, to conduct a self-assessment on their business security systems against the AEO safety and security requirements.

5.0 SELECTION CRITERIA

All the applications received shall be verified with the AEO requirements stated below and will only be awarded the AEO membership if the criteria are met:

1. Customs compliance:

1.1 If the business is using a Customs brokers, agents, business partners etc., the Service will also consider what impact they may have on business compliance record. 100% compliance level shall be checked and verified including the business partners engaged in the business in the supply chain.

2. Management of commercial records:

In order to establish that an economic operator has a satisfactory system of managing commercial and where appropriate transport records, the economic operator will need to:

2.1 Maintain an accounting system which is consistent with generally accepted accounting principles and which provides a full audit trail of your customs activities to facilitate audit-based customs control.

2.2 Allow the Service physical or electronic access to business and transport records.

2.3 Have documented procedures to control and manage the flow of goods.

2.4 Have internal controls capable of detecting illegal or irregular transactions.

2.5 Have satisfactory procedures in place for the handling of licenses and authorizations connected to commercial policy

2.6 Have satisfactory procedures in place to archive and retrieve your records and information, and also for protection against the loss of information.

2.7 Ensure that employees are made aware of the need to inform the Service whenever compliance difficulties are identified.

2.8 Where appropriate have satisfactory procedures for verifying the accuracy of customs declarations submitted on your behalf by third parties.

2.9 Have appropriate information technology security measures in place to protect business computer system from unauthorized intrusion and to secure documentation.

3. Financial solvency:

This requirement is met if economic operator can prove that the business has been solvent for the last three years. Solvency will be assessed by analyzing business ability to pay the legal debts. This includes any debts that may be owed by the business or any other third party. The Service will establish whether the business is able to pay the legal debts by checking:

3.1 If the business has not been listed currently as in insolvency, administration, liquidation, bankruptcy or receivership or business has not entered into a current time to pay agreement whether the business is late in paying money that is legally due in the last three years (this excludes amounts that are not yet legally due or are under appeal).

3.2 The Service will rely on business full sets of annual accounts due in the last three years to establish whether business is able to pay legal debts to third parties.

3.3 For a newly established business, financial solvency will be judged on the basis of records and information that are available at the time of application. This will include the latest cash flow, balance sheet and profit and loss forecasts approved by the directors/partners/sole proprietor. If the business is financed by a loan from another company or financial institution the Service will also require a copy of your business case and the bank facilities letter and evidence that the business in operations is within approved overdraft facility.

4. **Security and safety standards**:

4.1 The Service will consider business internal controls and measures to secure the safety of the business and the supply chain. Business will need to comply with legal Health and safety requirements. In particular:

4.1.1 The Service will have to carry out a safety and security assessment of the business.

4.1.2 The external boundaries of the business should be appropriately secured and have documented procedures to control access to premises for authorized persons and procedures for dealing with unauthorized access.

4.1.3 Measures to protect cargo units and to prevent the introduction, exchange or loss of any material or tampering with those units.

4.1.4 Appropriate access control measures to prevent unauthorized access to shipping areas, loading docks and cargo areas both on arrival and dispatch.

4.1.5 Appropriate procedures to secure the safety of your goods during storage or manufacture.

4.1.6 Appropriate procedures to ensure the safety and security of your goods during transport, including where transport is sub-contracted to a third party.

4.1.7 If there is any appropriate safety and security measures with business partners e.g. suppliers or any other business in the supply chain

4.1.8 Procedures in place to carry out security screening on prospective employees working in security sensitive positions and appropriate security procedures are in place for any contracted parties that have access to your premises.

4.1.9 if training is provided to staff on security and safety requirements.

4.1.10 Appropriate procedures and safety and security standards are well documented and evidenced so they can be verified in the course of our AEO validation

6.0 AEO VALIDATION

The applications received shall be verified against the AEO requirements by the Service Validation Team prior to approval. AEO validation is divided into 2 parts:

7.1 PART A – Matrix whereby you are required to provide general company details

7.2 PART B – Matrix on Validation is where the Service AEO Team will be conducting site visits to assess the compliance level of the company in terms of security.

The Validations matrix shall be used to assess the business AEO requirements (refer Appendix 2).

After the Validation team confirms that the company meets all the requirements of the AEO and are approved by the AEO validators to be compliant then only the offer letter shall be given to the economic operator.

The aim of the validation procedure is to verify that the applicant meets, and the AEO continues to meet, the requirements of its scope of authorization. The economic operator that receives an AEO authorization is considered a trusted economic operator for Customs (and, where applicable, for other partner government agencies also), and receives operational benefits. Furthermore, by relying on the compliance of the AEO, Customs improve their risk management as well and can use their resources better.

7.0 SUCCESSFUL AEO APPLICANTS

After the confirmation by the Service Validation Team that the economic operator meets all the AEO requirements, the business shall be given an offer letter stating the AEO benefits as follows:

1. Bond guarantee shall not be required for Customs related operations

2. Bank guarantee shall not be required for Customs related operations

3. Waiver of Customs Inspection Charges on Extra Attendance by Officers

4. Deferred Payment System(DPS) – duty to be paid on the last working day of the importing month.

Note:

A 25% late payment fee (LPF) shall be applicable if the duty liability is not paid on the last working day of the month.

8.0 UNSUCCESSFUL APPLICANTS:

If the economic operator cannot satisfy all the criteria for AEO then the business will not be granted AEO membership. The Service will advise the applicant of the standards that have not been met and give time to adapt the procedures to meet any deficiency. If the business is unable to make the required changes within the specified time limits, the Service will issue a decision refusing AEO application.

The economic operator may reapply once the business meets the AEO requirements and the business shall be reassessed once the expression of interest opens by the Service.

Further, the AEO applicants are to take note that the applications will not acceptable in the following situations:

- If the applications are incomplete - the application will be returned to respective contacts stated in application

- If the applicant has been convicted of a serious criminal offence linked to the economic activity of the business or is subject to bankruptcy proceedings at the time the application is made.

9.0 REVOCATION OF AEO MEMBERSHIP

10.1 A reassessment shall be required if there are changes in the legislation specific to, and having an impact on, the conditions and criteria related to AEO membership

10.2 A reassessment shall also be required if there are reasonable indications that the conditions or criteria are no longer met. Such indications may arise as a result of monitoring that has

been carried out, or information provided by the holder of the AEO authorization, or by other authorities. The reassessment shall be:

10.1.1 conducted every 2 years to ensure that the AEO is compliant.

10.1.2 Any noncompliance on the part of the AEO company will lead to the revocation of the AEO status.

10.1.3 **Once a company's AEO status is terminated, they will not be able to get the membership at any point in time.**

10.0 NOTIFICATION OF CHANGES TO BUSINESS DETAILS

The AEO operators are required to notify the Service of changes that may affect AEO membership, such as:

11.1 changes to business legal entity

11.2 business address

11.3 the nature and structure of business

11.4 changes to the senior personnel responsible for customs matters listed in business application/AEO Validation questionnaire

11.5 changes to accounting or computing systems

11.6 additions or disposals of locations or branches involved in the international supply chain

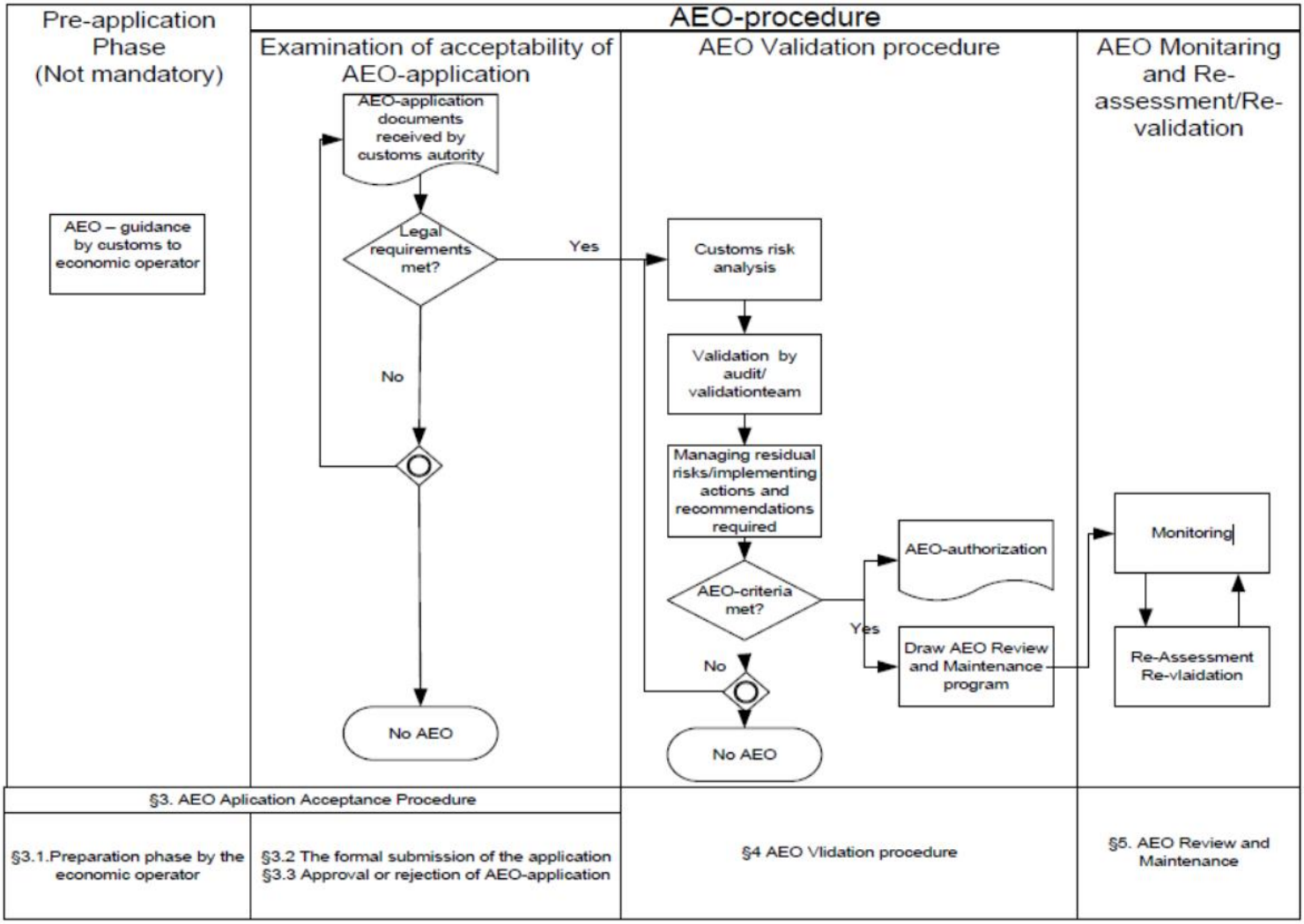
11.7 additions or deletions to the categories that have been approved for i.e. manufacturer/exporter

11.0 REFERENCES

1. Trade Facilitation Agreement
2. WCO AEO Compendium
3. SAFE Framework of standards
4. Revised Kyoto Conventions
5. THE SERVICE Legislation

11.0 APPENDIX 1

FLOWCHART



12.0 APPENDIX 2

VALIDATION MATRIX

PART A

General Company Information

Company Name	Click here.			Tax Identification Number	Click here.
Address	Click here.			Establishment Date	Click here.
	Click here.			Phone	Click here.
Postal	Click here.	City/Town	Click here.	Legal Form	Click here.
Website	Click here.			Company Website	Click here.
# of Employees	Click here.			Company Size	Choose an item.

Additional Information

Please provide the following details (if they apply to the legal form of your company)

Owners/Shareholders/Board Members/Managers details *(click on the table and 'plus' sign to add more)*

Name	Click or tap here to enter text.	Birth Date	Click here.	T.I.N	Click here.
Address	Click or tap here to enter text.	Type	Choose an item.	Share %	Click here.
Name	Click or tap here to enter text.	Birth Date	Click here.	T.I.N	Click here.
Address	Click or tap here to enter text.	Type	Choose an item.	Share %	Click here.
Name	Click or tap here to enter text.	Birth Date	Click here.	T.I.N	Click here.
Address	Click or tap here to enter text.	Type	Choose an item.	Share %	Click here.

Details of Customs Point of Contact *(click on the table and 'plus' sign to add more)*

Name	Designation	Contact	T.I.N
Click or tap here to enter text.	Click here.	Click here.	Click here.
Click or tap here to enter text.	Click here.	Click here.	Click here.

Commercial Activity

Briefly describe your commercial activity.

Click or tap here to enter text.

Roles in International Supply Chain

(click on the table and 'plus' sign to add more)

Describe your role in the International Supply Chain (e.g. manufacturer of goods, importer, exporter, customs broker, carrier, freight forwarder, consolidator, terminal operator, warehouse keeper, etc.)

If you have more than one role, include all.

Role	Description
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Associations

Does your company buy or sell to businesses with which it is associated with? Please explain.

Click or tap here to enter text.

Organization Structure

(click on the table and 'plus' sign to add more)

Describe the internal organizational structure of your company and the tasks/responsibilities of each department.

Department	Tasks/Responsibilities

Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Details of Senior Management *(click on the table and 'plus' sign to add more)*

Please give the names of senior management (Directors, heads of departments, head of accounting, head of customs department etc) of the company and briefly describe the stand-in roles.

Name	Designation	Tasks/Responsibilities
Click or tap here to enter text.	Click here.	Click or tap here to enter text.
Click or tap here to enter text.	Click here.	Click or tap here to enter text.
Click or tap here to enter text.	Click here.	Click or tap here to enter text.

PART B – VALIDATION MATRIX

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
COMPLIANCE WITH CUSTOMS REQUIREMENT	1. Was any serious offence or infringements committed over the period 2016-2017.	1. Fulfillment of SAD including TC, Valuation, ROO, concession.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Customs procedures and taxation rules.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Prohibited and restricted imports/export.	Click or tap here to enter text.	Click or tap here to enter text.
		4. Outstanding dues.	Click or tap here to enter text.	Click or tap here to enter text.
		5. Customs Infringement Notice on goods on which duty has been reduced (CIN).	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
COMPLIANCE WITH OTHER AGENCIES E.G. BAF, MOH, DOE, MITT, POLICE ETC.	2. Any record of serious criminal offence or infringements committed over a period 2016-2017.	1. Outstanding dues with other agencies.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Fines from other agencies.	Click or tap here to enter text.	Click or tap here to enter text.
MANAGEMENT OF COMMERCIAL RECORDS	1. Do you have a proper archiving system for commercial records?	1. Procedures for back-up, recovery and data protection against damage.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Verify Physical archives for Customs and commercial documents.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Contingency plans to cover systems disruptions.	Click or tap here to enter text.	Click or tap here to enter text.
		4. A specific procedure to transmit the data, which are necessary for the declarant to determine the tariff (i.e. technical specifications of goods, samples, etc.)	Click or tap here to enter text.	Click or tap here to enter text.
		5. Testing and assuring the existence of the audit trail.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
MANAGEMENT OF COMMERCIAL RECORDS	2. Do you have integrated Accounting system?	1. Verify recording of transaction in accounting system.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Posting Ledgers/Journals.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Remittance.	Click or tap here to enter text.	Click or tap here to enter text.
	3. Documents for inflow of goods.	1. Reconciliation between goods ordered, received and entries into accounting records.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Arrangements for returning/rejecting goods, for accounting and reporting short and over shipments and for identifying and amending incorrect entries in the stock record.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Perform regular inventories.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
MANAGEMENT OF COMMERCIAL RECORDS	4. Documents -Export of goods.	1. Formalization of procedures for export.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Verifications of goods against the Export SAD and invoice before loading.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Standard procedures for dealing with returned goods – Inspection and recording.	Click or tap here to enter text.	Click or tap here to enter text.
	5. Customs Routines.	1. Procedure for informing customs authorities about identified irregularities in compliance with customs requirements.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Evidence for voluntary compliance records.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Routines to check third parties work (e.g. on customs declarations) and identifying irregularities or violations. It is not sufficient to rely completely on out-sourced services.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
MANAGEMENT OF COMMERCIAL RECORDS		4. A specific procedure to transmit the data, which are necessary for the declarant to determine the tariff (i.e. technical specifications of goods, samples, etc.).	Click or tap here to enter text.	Click or tap here to enter text.
	6. Licenses for import and/ or export connected to commercial policy measures to trade.	1. Standard procedures to record licenses.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Standards for reporting irregularities.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Procedures to ensure the use of goods are consistent with the license.	Click or tap here to enter text.	Click or tap here to enter text.
FINANCIAL VIABILITY	Does your organization have the financial standing to meet obligations and fulfill your commitments to the type and volume of business activity? What is the position of your net assets?	1. Examine the financial statements and financial movements of the applicant to analyses the applicant's ability to pay their legal debts, financial ratios.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Internal monitoring procedures to prevent financial threats.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CONSULTATION, COOPERATION AND COMMUNICATION	Point of Contact (POC)	1. Do you have a Point of Contact (POC) for Customs Matters?	Click or tap here to enter text.	Click or tap here to enter text.
		2. Does the POC have knowledge about AEO and its application?	Click or tap here to enter text.	Click or tap here to enter text.
		3. Is POC empowered to provide direct or indirect access to all information in a timely and accurate manner throughout the validation process?	Click or tap here to enter text.	Click or tap here to enter text.
		4. Can POC provide appropriate access to relevant places and personnel necessary to conduct Validation?	Click or tap here to enter text.	Click or tap here to enter text.
		5. Provide written procedure or evidence that organization has implemented measures in order to notify Customs Administration of any compliance issues, including unusual or suspicious cargo documentation.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
TRAINING , AWARENESS & CRISIS MANAGEMENT	1. Does the organization have the security plan and security awareness program in place?	1. Do you have personnel/ Service appointed for security and incident recovery?	Click or tap here to enter text.	Click or tap here to enter text.
		2. Is there an established security training and threat awareness program.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Please provide record of security training provided to staff.	Click or tap here to enter text.	Click or tap here to enter text.
		4. Provide the procedures for the Training Program, evidence of awareness con- ducted and staff access to the procedures.	Click or tap here to enter text.	Click or tap here to enter text.
		5. Any security training feedback system in place e.g. mock exercise.	Click or tap here to enter text.	Click or tap here to enter text.
	2. Crisis management and incident recovery.	1. To verify how incidents are investigated, analyzed and how the necessary corrections are implemented.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
		2. To verify how reporting is done, on a timely basis, an incident or a risk situation to the Customs in the event that a security breach has occurred, or that a potential threat scenario exists.	Click or tap here to enter text.	Click or tap here to enter text.
IT SECURITY	Unauthorized access and/or intrusion to the economic operator's computer systems and or programs.	1. IT security policy, procedures and standards should be in place and available to staff.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Information security policy.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Procedures for granting access rights to authorized persons; access rights are to be withdrawn immediately on transfer of duty or termination of employment.	Click or tap here to enter text.	Click or tap here to enter text.
		4. Access to data on need to know basis.	Click or tap here to enter text.	Click or tap here to enter text.
		5 Using encryption software. where appropriate	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
IT SECURITY	Unauthorized access and/or intrusion to the economic operator's computer systems and or programs.	6. Firewalls.	Click or tap here to enter text.	Click or tap here to enter text.
		7. Anti-virus protection.	Click or tap here to enter text.	Click or tap here to enter text.
		8. Password protection on all PC Stations and possibly on important programs.	Click or tap here to enter text.	Click or tap here to enter text.
		10. If employees leave their workplace the computer should always be secured via keyword.	Click or tap here to enter text.	Click or tap here to enter text.
		11. Usernames and passwords should never be shared. Secured password.	Click or tap here to enter text.	Click or tap here to enter text.
		12. Testing against unauthorized access.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
IT SECURITY	Unauthorized access and/or intrusion to the economic operator's computer systems and or programs.	13. Limit access to server rooms to authorized persons.	Click or tap here to enter text.	Click or tap here to enter text.
		14. Perform tests intrusion at regular intervals; intrusion tests are to be recorded.	Click or tap here to enter text.	Click or tap here to enter text.
		15. Implement procedures for dealing with incidents.	Click or tap here to enter text.	Click or tap here to enter text.
		16. Contingency plan for loss of data.	Click or tap here to enter text.	Click or tap here to enter text.
		17. Back-up routines for system disruption/failure.	Click or tap here to enter text.	Click or tap here to enter text.
		18. Procedures for removing access right.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Procedures for access to cargo container / packages / units/ pallets.	1. Identification of risks and threats of unauthorized access to shipping areas, loading docks and cargo areas.	Click or tap here to enter text.	Click or tap here to enter text.
	Access to cargo container/packages/ units/pallets.	2. Any procedures governing access to shipping areas, loading docks and cargo areas.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Are cargo units placed in secure area (e.g. a fenced area, an area with video surveillance or monitored by security personnel) or other measures are taken to assure the integrity of the cargo unit.	Click or tap here to enter text.	Click or tap here to enter text.
		4. Access to the area where cargo units are held is restricted to authorized persons;	Click or tap here to enter text.	Click or tap here to enter text.
	Tampering with cargo container/packages/ units/ pallets.	1. Procedures for monitoring & checking the integrity of cargo units.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Tampering with cargo container/packages/ units/ pallets.	2. Procedures for recording, investigating and taking remedial action when unauthorized access or tampering has been discovered.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Where appropriate super- vision by CCTV.	Click or tap here to enter text.	Click or tap here to enter text.
		4. Use of container seals that are compliant and appropriate type of system ensuring the integrity of cargo during transportation.	Click or tap here to enter text.	Click or tap here to enter text.
		5. Register of seals is maintained (including used ones).	Click or tap here to enter text.	Click or tap here to enter text.
		6. Where applicable make arrangements with business partners to check the seals (integrity and numbers) at arrival.	Click or tap here to enter text.	Click or tap here to enter text.
		7. Regular program of routine maintenance.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY		8. If maintenance is carried out by a third party, procedures to examine the integrity of the cargo unit.	Click or tap here to enter text.	Click or tap here to enter text.
	Use of hidden places in cargo units for smuggling purposes.	1. Procedures to examine the integrity of the cargo unit prior to loading.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Where appropriate use of seven-point inspection process (front wall, left side, right side, floor, ceiling/roof, inside/outside doors, outside/undercarriage prior to loading).	Click or tap here to enter text.	Click or tap here to enter text.
	Unauthorized access or tampering has been discovered	1. Appropriate procedures laid down on what measures should be taken when an unauthorized access or tampering is discovered.	Click or tap here to enter text.	Click or tap here to enter text.
	Control over the transport of goods	1. Use of track and trace technology can show unusual stops or delays which could have affected the security of the goods.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Special procedures for the selection of carriers/freight forwarders.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Control over the transport of goods	3. Make arrangements with business partners to check the seals (integrity and numbers) when the goods arrive at their premises.	Click or tap here to enter text.	Click or tap here to enter text.
		4. Maintain a schedule of expected arrivals.	Click or tap here to enter text.	Click or tap here to enter text.
		5. Procedures for handling unexpected arrivals.	Click or tap here to enter text.	Click or tap here to enter text.
	Uncontrolled incoming goods, which may pose a security or safety risk.	1. Perform consistency checks between incoming goods and entries in the logistics systems.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Procedures for testing the integrity of the means of transport.	Click or tap here to enter text.	Click or tap here to enter text.
	Receipt of goods that may pose a security or safety risk.	1. Procedures for ensuring staff are aware of security requirements.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Receipt of goods that may pose a security or safety risk.	2. Use pre-arrival information.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Procedures to ensure assigned staff are present at all times and goods are not left unsupervised.	Click or tap here to enter text.	Click or tap here to enter text.
		4. Perform consistency checks between incoming goods and the transport documents.	Click or tap here to enter text.	Click or tap here to enter text.
		5. Appointment of designated authorized person.	Click or tap here to enter text.	Click or tap here to enter text.
		6. Checks to compare the goods with the accompanying transport and customs documents, packing lists and purchase orders.	Click or tap here to enter text.	Click or tap here to enter text.
		7. Checks on completeness by weighing, counting, and tallying and checks on the uniform marking of goods.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Receipt of goods that may pose a security or safety risk.	8. Updating stock records as soon as possible on arrival.	Click or tap here to enter text.	Click or tap here to enter text.
		9. Place goods that pose an anomaly in a specific and secure area and create a process to manage these goods.	Click or tap here to enter text.	Click or tap here to enter text.
	Discrepancies and/or irregularities procedures.	1. Procedures to record and investigate irregularities e.g. short shipments, broken anti-tampering devices including reviewing procedures and taking remedial action.	Click or tap here to enter text.	Click or tap here to enter text.
	Storage area against external intrusion.	1. Procedures governing access to the area for storage of goods.	Click or tap here to enter text.	Click or tap here to enter text.
		1. An area or areas is/are designated for the storage of goods with CCTV surveillance system or other appropriate controls.	Click or tap here to enter text.	Click or tap here to enter text.
	Security and safety of stored goods procedure.	1. Procedures for regular stock take record and investigate any irregularities/discrepancies including reviewing procedures and taking remedial action.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Unauthorized substitution of goods and/or tampering with goods.	1. Location of goods are recorded in stock records.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Where appropriate different goods e.g. goods falling under restrictions or prohibitions, hazardous goods, high value goods, overseas/ domestic goods, air cargo are stored separately.	Click or tap here to enter text.	Click or tap here to enter text.
	Access to the goods.	1. Authorized access to the storage area only for designated staff.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Visitors and third parties should have temporary identification badges and be accompanied at all time.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Data on all visits including names of visitors/third par- ties, arrival/departure time and attendant should be recorded and stored in appropriate form (e.g. logbook, IT system).	Click or tap here to enter text.	Click or tap here to enter text.
		4. If storage area is at another operator premises this area should be secured by regular communication between the operators involved.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Procedures to ensure security and safety of manufactured goods.	1. An area is designated for production of goods with appropriate access controls.	Click or tap here to enter text.	Click or tap here to enter text.
	Access to the goods	1. Authorized access to the production area only for designated staff	Click or tap here to enter text.	Click or tap here to enter text.
		2. Visitors and third parties have to wear high visibility vests and be accompanied at all times	Click or tap here to enter text.	Click or tap here to enter text.
		3. Procedures to ensure safety and security of production processes.	Click or tap here to enter text.	Click or tap here to enter text.
	Procedures to ensure security and safety of manufactured goods.	1. Security processes and procedures should be established to assure the integrity of the production process, e.g. authorized access only for designated staff or appropriately authorized persons, supervision and monitoring of the production process by systems and/or personnel.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Control over the packing of the products.	1. Wherever possible products should be packed in a way that tampering is easily to be detected. An example could be the use of special tape with brand names on it. The tape has to be kept under supervision in that case. Another solution is to use tape that cannot be removed residue-free.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Technological aids to packing integrity may also be used e.g. CCTV surveil- lance, or weight checking.	Click or tap here to enter text.	Click or tap here to enter text.
		3. If possible show the destination of those goods at the latest possible stage (for i.e. bar codes instead of plain text indicating destination).	Click or tap here to enter text.	Click or tap here to enter text.
	Control over the flow of goods.	1. Carry out random security and safety checks of produced goods at each stage of production.	Click or tap here to enter text.	Click or tap here to enter text.
	Delivery of goods that might pose a security or safety risk.	1. Control the goods loaded (consistency checking / counting / weighing / load order of sales against the information from logistics departments). Check with the logistical system	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Breach of agreed security arrangements with the risk of delivery of unsafe or insecure goods; delivery of goods which is not registered in a logistical system and of which you do not have any control.	1. Procedures for ensuring staff are aware of customer's security requirements	Click or tap here to enter text.	Click or tap here to enter text.
		2. Management/ supervision checks to ensure the security requirements are complied with.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Procedures for announcing drivers before arrival.	Click or tap here to enter text.	Click or tap here to enter text.
		4. Personnel assigned to receive the driver and super- vise the loading of goods.	Click or tap here to enter text.	Click or tap here to enter text.
		5. Drivers have no unsupervised access to the loading area.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
CARGO AND CONVEYANCE SECURITY	Breach of agreed security arrangements with the risk of delivery of unsafe or insecure goods; delivery of goods which is not registered in a logistical system and of which you do not have any control.	6. Procedures to ensure assigned staff are present at all times and goods are not left unsupervised	Click or tap here to enter text.	Click or tap here to enter text.
		7. Appointment of responsible person(s) to carry out checks on routines.	Click or tap here to enter text.	Click or tap here to enter text.
	Delivery of goods which is not registered in a logistical system and of which you do not have any control and thus posing a security or safety risk.	1. Checks to compare the goods with the accompanying transport and customs documents, loading/packing lists and sales orders.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Updating stock records as soon as possible after departure.	Click or tap here to enter text.	Click or tap here to enter text.
PHYSICAL ACCESS AND PREMISES SECURITY	Protection of the premises against external intrusion.	1. Where appropriate secure perimeter fencing is in place with regular inspections to check integrity and damage and planned maintenance and repairs.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Where appropriate controlled areas for authorized personnel only.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
PHYSICAL ACCESS AND PREMISES SECURITY		3. Irregular patrols of the security staff.	Click or tap here to enter text.	Click or tap here to enter text.
	Existence of gates or gateways that are not monitored.	1. All gates or gateways in use should be secured by using of appropriate measures, i.e. CCTV and/or entry control system.	Click or tap here to enter text.	Click or tap here to enter text.
		2. If appropriate, implement procedures to ensure the protection of access points.	Click or tap here to enter text.	Click or tap here to enter text.
	Verification of locking devices for external and internal doors, windows, gates and fences.	1. Instruction/procedure on use of keys is in place and available for staff concerned.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Is there a system of logging, in attempts of unauthorized access?	Click or tap here to enter text.	Click or tap here to enter text.
		3. Windows and doors should be locked when nobody is working in the concerned room /office.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
PHYSICAL ACCESS AND PREMISES SECURITY	Lighting for external and internal doors, windows, gates, fences.	1. Adequate lighting inside and outside	Click or tap here to enter text.	Click or tap here to enter text.
		2. Where appropriate the use of back-up generators or alternative power supplies to ensure constant lighting during any disruption to local power supplies.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Plans in place to maintain and repair equipment.	Click or tap here to enter text.	Click or tap here to enter text.
	Procedures for access to keys.	1. A key access control procedure should be implemented.	Click or tap here to enter text.	Click or tap here to enter text.
	Unauthorized access to keys.	1. Keys should be handed out only after registration and be given back immediately after usage. The return of the key has to be registered.	Click or tap here to enter text.	Click or tap here to enter text.
	Access to internal sections of the premises.	1. Implement a process to distinguish the different categories of employees in the premises (i.e. Badges).	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
PHYSICAL ACCESS AND PREMISES SECURITY		2. Access controlled and personalized according to employees' position.	Click or tap here to enter text.	Click or tap here to enter text.
	Procedures for parking of private vehicles.	1. The number of vehicles with access to the premises should be as limited as possible.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Specially designated car park areas for visitors and staff are remote from any cargo handling or storage areas.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Identification of risks and threats of unauthorized entry of private vehicles to protected areas.	Click or tap here to enter text.	Click or tap here to enter text.
		4. In case of non-separate parking area for visitors and employees, cars of the visitors should have an identification.	Click or tap here to enter text.	Click or tap here to enter text.
	Protection of the premises against external intrusion because of inappropriate maintenance.	1. Regular maintenance of the external boundaries of the premises and the buildings each time an anomaly is detected.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
PERSONNEL SECURITY	Infiltration of staff that could pose a security risk.	Background checks on prospective employees, e.g. previous employment his- tory and references.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Additional checks on new or existing employees moving to security sensitive posts e.g. police checks.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Removal of computer access, return of security pass, keys and/or badge when staff leave or are dismissed.	Click or tap here to enter text.	Click or tap here to enter text.
		4. Procedures to ensure employment agencies (e.g. recruitment of executive positions) comply with security standards.	Click or tap here to enter text.	Click or tap here to enter text.
	Security procedures related to different process (incoming goods, loading, unloading, etc.) with the consequence of accepting/ loading/unloading unsafe or insecure goods.	1. Staff awareness on security measures /arrangements related to different process (incoming goods, loading, unloading, etc.)	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
PERSONNEL SECURITY	Security procedures related to different process (incoming goods, loading, unloading, etc.) with the consequence of accepting/ loading/unloading unsafe or insecure goods.	2. Set up a register for recording security and safety anomalies and discuss this with staff on a regular basis.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Procedures in place for employees to identify and report suspicious incidents.	Click or tap here to enter text.	Click or tap here to enter text.
	Mechanisms for training employees on safety and security requirements and, consequently, awareness of security requirements.	1. Persons responsible for identifying training needs, ensuring delivery and keeping training records.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Training employees to recognize potential internal threats to security, detection of intrusion/tampering and preventing unauthorized access to secure premises, goods, vehicles, automated systems, seals and records.	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE
BUSINESS PARTNER SECURITY	1. Provide Policy/Procedure for selection of the business partners and external service providers.	1. Background checks used to select regular business partners.	Click or tap here to enter text.	Click or tap here to enter text.
	2. What appropriate measures are in place to provide adequate evidence that the business partner can meet an acceptable level of security and safety standards (e.g. Use of questionnaire, security declaration)	1. Security requirements (e.g. that all goods must be marked, sealed, packed, la- belled in a certain way) are written into contracts with regular business partners.	Click or tap here to enter text.	Click or tap here to enter text.
		2. Requirement that con-tracts will not be further sub-contracted to unknown third parties particularly for the transportation of secure air cargo/air mail.	Click or tap here to enter text.	Click or tap here to enter text.
		3. Provide procedures that confirms business partners are security compliant.	Click or tap here to enter text.	Click or tap here to enter text.
	3. Any business partner has obtained AEO status or any other security based program.	1. Evidence that business partners hold relevant accreditations/certificates to prove they comply with international security standard.	Click or tap here to enter text.	Click or tap here to enter text.
	4. Loading and inspection of Container at third party premises	1. Do the sub-contractors load and inspect containers at their premises e.g. Container freight stations (CFS).	Click or tap here to enter text.	Click or tap here to enter text.
		2. Who is responsible for sealing off the container?	Click or tap here to enter text.	Click or tap here to enter text.

INDICATOR	VALIDATION	RISK DESCRIPTION	COMMENTS	OFFICIAL USE

Declaration

(The completed questionnaire should be signed by a Director/Managing Partner/Sole Proprietor as appropriate but for this case it is recommended that consent is given by an authorized signatory)

I hereby confirm that the information provided is true, correct and complete.

Signature: _____ Company Seal

Capacity of Signatory: Click or tap here to enter text.

Date: Click or tap to enter a date.