3.5 EXECUTION PHASE

EXHIBIT F - Instructions for Review, Analysis and Evaluation for all Verifications

Document Name	Instructions for Review, Analysis and Evaluation for all Verifications
Document Number	3.5F
When/How Used	Used to clarify what is, generally, reviewed during a verification.
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Document Controller

Division	Compliance Management HQ
Contact	Contact your local compliance verification office at: http://cbsa.gc.ca/contact/listing/indexpages/index-e.html

Other Stakeholders

Instructions for Review, Analysis and Evaluation for Verifications

Once the final sample has been selected, the specific steps of the verification programs must be performed in order to achieve the objectives of the verification programs and to draw overall conclusions on the client's level of compliance. The steps for the applicable trade program must be followed.

Multi-Program Verification (MPV)

In general, every MPV will require the teams to complete the programs for values, tariff classification, origin (often referred to as tariff treatment), accounting and Statistics Canada. In addition, the teams may have to complete programs for SIMA, Duties Relief and embargoed goods if they are identified during the planning phase of the MPV as being used by the client for the specific priority commodity or issue.

Single Program Verification (SPV)

In general, every SPV will require the CVO to complete the verification program(s) for the specific priority commodity or issue.

Each sample must be reviewed for each of the program(s). If program usage was identified in the client profile, but these programs are not represented in the samples, supplemental sampling may be performed. This process involves selecting additional transactions for review. For the embargoed goods program, either a copy of the client's procedures manual or a letter on client stationery stating that they do not export goods to countries on the Area Control List must be obtained.

All Verifications

It is important to keep the client up-to-date on all findings throughout the on-site verification. It is good practice to establish weekly meetings and allow the client to respond to any findings (on-site verifications only). The client may be able to provide other information that may be valuable for making the correct decisions. This may prevent the escalation of future problems.