

3.5 EXECUTION PHASE

EXHIBIT I - Verification Program Instructions and Index

Document Name	Verification Program Instructions and Index
Document Number	3.5I
When/How Used	Provides the CVO with a detailed outline of the verification work that must be performed in the verification of each of the trade programs that apply to the client.
Created on	January 6, 2003
Last Updated On	February 28, 2007
Document Owner	
Division	Compliance Management HQ
Contact	Contact your local compliance verification office at: http://cbsa.gc.ca/contact/listing/indexpages/index-e.html
Other Stakeholders	

Verification Program Instructions

A verification program checklist is a detailed outline of the verification work that must be performed during the verification. It specifies the objective and the procedures to be followed in the verification for each of the trade programs that apply to the client. As each step in the program is completed, the CVO initials and references to the working paper where the work was performed. If a step has not been completed, the CVO must indicate the reason why by providing a brief explanation beside the step. When a step cannot be completed, the CVO must decide if another step must be undertaken in order to reach the objective of that trade program. Program information must be entered into the Compliance Management Workbook for all verifications.

Verification Programs Index

Exhibit	Verification Program
J	Accounting (Compensating Procedures)
K	Duties Relief / Drawbacks
L	Embargoed Goods
M	End Use
N	Goods and Services Tax
O	Origin - Exporters Single Program
P	Origin – Importers (Tariff Treatment) Multi-Program
Q	Tariff Classification
R	Valuation
S	<i>Special Import Measures Act</i>
T	Statistics Canada