

3. 4 PLANNING PHASE

EXHIBIT A –Planning Checklist

Document Name	Planning Checklist
Document Number	3.4A
When/How Used	Used as a guide to assist in planning a verification, to ensure all aspects of the Planning Phase have been covered.
Created on	June 4, 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	

PLANNING CHECKLIST

COMPANY

FILE NO.

PERIOD

TO

Instructions

Use this planning checklist as a guide to ensure that all-important aspects have been covered. This also acts as a reference tool for the CVOs and reviewers to assist in locating the information in the file.

VERIFICATION PROCEDURE	DONE BY	REF.
1. Set up dockets with labels, client name and file number. Print the Standard File Index (See Exhibit O Standard File Index) once you have inserted the client name and file number.		
2. Retrieve agency files or previous verification file, if applicable, and review sections on the programs to be verified including, Valuation, Origin, Tariff Classification, End Use or Tariff Codes, Duties Relief, SIMA, and B2 Adjustments or Voluntary Amend Entries.		
3. Generate FIRM CCS Entry report, FIRM and G11 TRS reports for the specified time period. Where a verification period has not been set, run the reports for a maximum two-year period. For FIRM CCS Entry reports, ensure "adjustment reason" code is requested in order to identify rulings/decisions issued to importers other than those in TRS.		
4. Retrieve D-Memoranda, policies, Customs Notices, etc. related to the industry.		
5. Review TRS for previous rulings. Review CCS for client's profile, commodity profile, end-users, made-in-Canada, etc. Obtain copies of rulings relating to any principal tariff items used by the client. Check Drawbacks Automated Inventory System (BARKS), to see if the client is a duties relief client.		
6. Consult with CVOs associated with the previous verification file, if applicable, to obtain additional information on the previous file.		

VERIFICATION PROCEDURE	DONE BY	REF.
7. Pre-Planning Phase: Contact Investigations, Client Services and CSA (or other relevant stakeholders) to ensure there is no ongoing government activity. If an audit or investigation is underway, request what action, if any, should be taken with respect to the verification activity.		
8. Pre-Planning Phase: Determine if the company has any outstanding issues with CBSA.		
9. Research the company through outside sources (e.g. obtain a Dunn and Bradstreet report, Internet etc.).		
10. Send out the notification letter with Information Required by the CBSA, CBSA On-site Verification Information Sheet and the Authorization to Share Information.		
11. Ensure client profile information is input into Compliance Management Workbook (CM Workbook).		
12. Notify Client Services that the company has been selected for verification.		
13. Consult with other Government Departments, when required (Federal, Provincial, Foreign). If applicable, consult with outside agencies, associations, etc. to get information on company or sector.		
14. Review the client's profile for pertinent information on the company's operations.		
15. Review the appropriate sections of the <i>Customs Act</i> , <i>Customs Tariff</i> , SIMA, Orders in Council (OIC) and relevant D-Memoranda.		
16. Analyze the population through a review of the FIRM reports, giving consideration to the types of goods, their tariff classification, tariff treatment, rate of duty, country of export, country of origin, value, quantity, end-use and date of release/accounting. Verify entry adjustment codes for potential problems, i.e., DASs issued by the Regions.		
17. Identify B2 forms in inventory through G11 analysis for the client and have them held in abeyance pending the outcome of the verification.		

VERIFICATION PROCEDURE	DONE BY	REF.
18. Contact the client to discuss the scope and timing of the verification. Arrange for the Opening Meeting and plant tour. Confirm the location of the Customs and accounting records.		
19. Confirm all of the agreed arrangements.		
20. Request that as much information as possible be forwarded to the CVO in advance of the verification. This may include financial information, organization charts and completed questionnaires.		
21. Review correspondence and documentation received from the client and note any matters, which may have an impact on the verification.		
22. Continue completing the client profile using the information received to date. The following information will assist in developing the Client Profile: <ul style="list-style-type: none"> • type of priority commodity; • the corporate structure including affiliated companies and their business relationships, the directors and corporate CEOs; • usual business activity and types of products and services, including trademarks used by the company and the existence of manufacturing operations in Canada or abroad; • major imported products and suppliers and the nature of any corporate relationships with suppliers (list all related suppliers); • whether the goods are shipped in company owned or common carriers some idea of routing and terms of shipping, F.O.B. or C.I.F.; and • location of customs and accounting records. 		
23. Prepare the Verification Planning Memorandum, giving consideration to factors which may contribute to non-compliance (see below for examples): <ul style="list-style-type: none"> • complex invoice descriptions, or descriptions that are too simple, may lead to misclassification; 		

VERIFICATION PROCEDURE	DONE BY	REF.
<ul style="list-style-type: none"> intelligence data (complaints, verifications, convictions and seizures) may have identified goods, clients or vendors that have a history of non- compliance; 		
<ul style="list-style-type: none"> high seasonal shipments may have higher error rates due to errors associated with high volumes; and new importers . 		