



global training center

IMPORTING 102

8:30 a.m. to 4:00 p.m. Full day Class (1 hr lunch plus two 15 min breaks)
(Webinar is Central Time)
Reference book included with registration.

I. THE LEGAL REQUIREMENT FOR COMPLIANCE

- Informed Compliance
- Shared Responsibility
- Reasonable Care

II. THE TYPES OF CBP AUDITS AND ENFORCEMENT

- Transactional enforcement from the ports and CEEs
- Regulatory Audit
 1. Referral audits
 2. Supply chain security reviews
 3. Audit questionnaires
 4. Focused Assessment
 5. Other techniques (e.g. 2016-2017 threatening informed compliance letters.)
- NEW!!! AD/CVD evasion investigations
- Customs Enforcement.

III. RESPONDING TO CBP AUDIT INQUIRIES WITH A FOCUS ON THE FA

- Are you under investigation?
- Building your audit compliance team
- Responding to questionnaires
- Understanding the audit process and techniques

IV. LONG BEFORE THE AUDIT: PREPARING YOUR COMPANY FOR REGULATORY ENFORCEMENT. PRACTICAL TECHNIQUES AND SOLUTIONS

- The five elements of internal control
 1. Control environment
 2. Risk Assessment
 3. Control Activities
 4. Information and communication
 5. Monitoring
- Applying the elements of internal control to your business
 1. Internal organization
 2. Policies and procedures
 3. Record keeping techniques
 4. Managing the tactical - Value, HTS, C/O, duty. (A review of basic importing)
 5. Training
 6. Controlling business partners – vendors, forwarders, brokers, carriers
 7. Building an internal compliance team
 8. Building an external compliance team – Brokers, Consultants, Attorneys, Trade Organizations
 9. Measuring your success

V. TRUSTED TRADER/ISA

VI. POLICY AND PROCEDURE MANUAL