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| --- | --- | --- | --- |
| MISSION |  | REGION |  |
| DATE |  | COMPILED BY |  |
| EMAIL |  | PHONE |  |

# Logistics Assessment

Customs

| **Final Checklist for Customs Assessment Activities** | | **Done** | **Comments** |
| --- | --- | --- | --- |
| 1 | Understand clearly the existing authorities, their responsibilities, the methods and the procedures they apply. |  |  |
| 2 | Know the specific country regulations or identify a reliable third party who knows them |  |  |
| 3 | Identify the general applicable schedules - fees and taxes – and the conditions for special categories as drugs and medical equipment, communication means, Dual use commodities, etc |  |  |
| 4 | Clearly identify the different penalties and demurrage conditions and how to avoid/mitigate them |  |  |
| 5 | Know about the internal organization status regarding registration and possible exemptions including the local counterpart situation if any |  |  |

*This template is designed to assist on gathering information about customs, enabling a structured and comprehensive process with the aim to facilitate informed decisions.*

*The composition could be not exhaustive and/or may not fully relevant, skip the section(s)/question(s) that are not applicable in the assessed context or modify them as per your convenience.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **National Customs Authority** | | | | | | |
| **Authority Name** |  | | **Office Address** |  | | |
| **Liaison person** |  | | **Contact details** |  | | |
| **Belongs to the ministry of** |  | | **Contact details** |  | | |
| **Custom regulations are publicly available in a web page or similar** | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | **If not, where it can be found?** | |  | |
| **Duty/tariff schedules are known** | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | **There is any general exemption in place?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| **The customs office has the means and procedures to computerize data?** | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | **At least part of the Procedures can be done online?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| **If more than one authority…** | | | | | | |
| **Authority Name, if different** |  | | **Office Address** |  | | |
| **Liaison person** |  | | **Contact details** |  | | |
| **Belongs to the ministry of** |  | | **Contact details** |  | | |
| **Agency authority/mandate** |  | | **Specific products relating to agency** |  | | |
| **Authority Name, if different** |  | | **Office Address** |  | | |
| **Liaison person** |  | | **Contact details** |  | | |
| **Belongs to the ministry of** |  | | **Contact details** |  | | |
| **Agency authority/mandate** |  | | **Specific products relating to agency** |  | | |
| **Authority Name, if different** |  | | **Office Address** |  | | |
| **Liaison person** |  | | **Contact details** |  | | |
| **Belongs to the ministry of** |  | | **Contact details** |  | | |
| **Agency authority/mandate** |  | | **Specific products relating to agency** |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Specific Cargo** | | | | | | | | | | | | | |
| **Special Categories** | Are any products subject to embargo? | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | If yes, Specify | | |  | | | |
| Are there special regulation regarding medicines or medical devices? | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | If yes, Specify | | |  | | | |
| Are there special regulation regarding vehicles and spare parts? | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | If yes, Specify | | |  | | | |
| Are there special regulation regarding communication equipment? | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | If yes, Specify | | |  | | | |
| Are there special regulation regarding dual use (military grade) items? (bullet proof vests, etc) | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | If yes, Specify | | |  | | | |
| Other remarks: | | | | | | | | | | | | |
| **Inspections Requirements** | Are testing procedure regulations clear? | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Who is the authority in charge of inspections? | | | | |  | |
| There is a laboratory close to the entry point? | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Average lead time for testing | | | | |  | |
| Other remarks: | | | | | | | | | | | | |
| **Estimated Timelines** | **Air** | | | | **Sea** | | | | | | **Road/Rail** | | |
| Est. Clearance Time | Est. Time Until Demurrage | | | Est. Clearance Time | | | | Est. Time Until Demurrage | | Est. Clearance Time | | Est. Time Until Demurrage |
|  |  | | |  | | | |  | |  | |  |
| **Documentation Check-List** | | | | | | | | | | | | | |
| **Required Import Documents** | Copy of commercial invoices | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Copy of packing list | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Letter/Certification of donation | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Certificates of Origin (COO) | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Certificates of Inspection (COI) | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Certificates of Conformity (COC) | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Phytosanitary certificates | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Instructions related to insurance | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Special handling instructions | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Bill of Lading or Airway Bill | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Proof of duty exemption | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Special permissions | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | Comments | |  | | | | | |
| Other remarks: | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization Status Assessment regarding customs** | | | | | | | | | | |
| **Organization Registration number** | |  | | | **Authority who issued it** | |  | | | |
| **Issued date** | | dd/mm/yy | **Expiration date** | dd/mm/yy | |
| **If local counterpart/agent undertaking customs registration number** | |  | | | Authority who issued it | |  | | | |
| Issued date | | dd/mm/yy | Expiration date | dd/mm/yy | |
| **Type of exemption if any:** | % of taxes reduction when importing | | | | Streamlined paperwork | | Priority clearance | | Other: |  |
|  | | | |  | |  | |  | |
| **There is a custom broker identified** | | | Yes  No | Comments | |  | | | | |
| **There is a tax expert identified** | | | Yes  No | Comments | |  | | | | |
| **Specific staff with customs knowledge and responsibility** | | | Yes  No | Comments | |  | | | | |

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| **Entry points** | | | | | | | | | | | | | | | | | | | | | |
| **Entry Point Type (airport, seaport, border crossing, internal border)** | | | |  | | | | **Entry Point Name** | | | |  | | | | **Code (if available)** | | | |  | |
| **GPS Coordinates (DDD.dddddd)** | |  | | | | | | **Authority in charge of customs** | | | |  | | | | **Contact Details** | | | |  | |
| **Describe General Conditions** | |  | | | | | | | | | | | | | | | | | | | |
| **Describe General Crossing Procedures** | |  | | | | | | | | | | | | | | | | | | | |
| **Average Crossing Time (people)** | |  | | | | **Average Crossing Time (vehicles)** | | | |  | | | | **Average Crossing time (cargo)** | | | |  | | | |
| **Entry Point Type (airport, seaport, border crossing, internal border)** | | | |  | | | | **Entry Point Name** | | | |  | | | | **Code (if available)** | | | |  | |
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| **Average Crossing Time (people)** | |  | | | | **Average Crossing Time (vehicles)** | | | |  | | | | **Average Crossing time (cargo)** | | | |  | | | |
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| **Average Crossing Time (people)** | |  | | | | **Average Crossing Time (vehicles)** | | | |  | | | | **Average Crossing time (cargo)** | | | |  | | | |
| **Entry Point Type (airport, seaport, border crossing, internal border)** | | | |  | | | | **Entry Point Name** | | | |  | | | | **Code (if available)** | | | |  | |
| **GPS Coordinates (DDD.dddddd)** | |  | | | | | | **Authority in charge of customs** | | | |  | | | | **Contact Details** | | | |  | |
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| **Describe General Crossing Procedures** | |  | | | | | | | | | | | | | | | | | | | |
| **Average Crossing Time (people)** | |  | | | | **Average Crossing Time (vehicles)** | | | |  | | | | **Average Crossing time (cargo)** | | | |  | | | |
| **Entry Point Type (airport, seaport, border crossing, internal border)** | | | |  | | | | **Entry Point Name** | | | |  | | | | **Code (if available)** | | | |  | |
| **GPS Coordinates (DDD.dddddd)** | |  | | | | | | **Authority in charge of customs** | | | |  | | | | **Contact Details** | | | |  | |
| **Describe General Conditions** | |  | | | | | | | | | | | | | | | | | | | |
| **Describe General Crossing Procedures** | |  | | | | | | | | | | | | | | | | | | | |
| **Average Crossing Time (people)** | |  | | | | **Average Crossing Time (vehicles)** | | | |  | | | | **Average Crossing time (cargo)** | | | |  | | | |
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| **Describe General Crossing Procedures** | |  | | | | | | | | | | | | | | | | | | | |
| **Average Crossing Time (people)** | |  | | | | **Average Crossing Time (vehicles)** | | | |  | | | | **Average Crossing time (cargo)** | | | |  | | | |

### Where can you find information?

*Logistic Capacity Assessment of a said country*

*Local authorities.*

*Other humanitarian organisations*

*Peers and colleagues*

*Customs brokers and tax experts*

### Useful tips:

*Get feed-back from colleagues.*

*Visit whenever you can the border, to assess visually the capacities and the working conditions.*

*Identify a reliable custom broker to be in charge of the customs operations and be advised by a tax expert before engage any shipment.*

*Maintain a close contact with HQ or the sender, and inform about any possible constraint in advance.*

*Prepare all documentation in advance,*