|  |  |  |  |
| --- | --- | --- | --- |
| 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** |  |

|  |
| --- |
| **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: |

|  |
| --- |
| **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 |  |

|  |
| --- |
| **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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| **Describe General Crossing Procedures** |  |
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### 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,*