

ACCREDITATION CRITERIA



GENERAL CRITERIA

Business ownership, structure, and organization



Corporate or business profile and projected business activity;



End-to-end import or export process and local distribution system, if any;



Entities involved in foreign supply and/or local distribution chain



In operation for at least one (1) year prior to the date of application

None of the executive officers and directors have violated customs laws and procedures and/or found criminally liable for violation of any Philippine laws, rules and regulations within three (3) years from



List of goods imported or exported



Internal customs compliance control



Customs compliance history



Business process continuity mechanism



Financial Viability

Obtained the necessary permits, licenses, and/or concession if regulated by another government agency

Must have a dedicated office or unit or responsible officer whose main function is to ensure the applicant's compliance

ACCREDITATION CRITERIA



SECURITY CRITERIA



Cargo handling and safekeeping

- Procedures in place to protect against the introduction of unauthorized material and persons
- Documentation Processing and Verification
- Receipt and Release of Cargo
- Procedural Documentation
- Container Seals
- Storage of Conveyances, Containers and Cargo

Record keeping and IT System



- Essential elements of your business processes that facilitate a full audit trail
- Procedures in place to maintain confidentiality and integrity of data
- Accountability
- Data Back-ups and Recovery Plans

Supply and trading partner



- List of regular business partners including the modes of transportation
- Procedures in place for the selection of and working with business partners
- Procedures in place for business partners to demonstrate they are meeting the company's supply chain security requirements

Personnel complement



- Pre-Employment Verification and Background Checks
- Periodic Background Checks / Reinvestigations for Current Personnel
- Resignation and Termination of Personnel
- Temporary personnel security standards
- External Services

ACCREDITATION CRITERIA



SECURITY CRITERIA



Physical premises and access control

- Perimeter Fencing
- Gates and Gate Houses
- Building Structure
- Locking Devices and Key Controls
- Alarm systems and video surveillance cameras
- Security Personnel and Organization
- Access Controls for Employees, Visitors and Vendors / Contractors

Security training, threat awareness, and outreach



- Procedures in place to educate your personnel with regard to the risks associated with movements of goods
- Training on the identification of potentially suspect cargo
- Reporting of suspicious incidents.
- Training provided for employees in crisis management and any drill conducted for the contingency plan



Conveyance Security

- Procedures in place to consider potential places of concealment on conveyances
- Procedures in place to train drivers on subjects such as:
 - Inspection of conveyance;
 - Confidentiality of load, route and destination;
 - Policy on keys, parking area, refuelling and unscheduled stops, etc.
 - Reporting for accident or emergency;
 - Reporting of any irregularity in loading, locking and sealing; and
 - Testing of security alarms and tracking devices, if any