

Traders Dialogue Session 2016

Revised TradeFIRST Self-Assessment Checklist



**SINGAPORE
CUSTOMS**

We Make Trade Easy, Fair & Secure



TradeFIRST

TradeFIRST

(Trade Facilitation & Integrated Risk-based System)

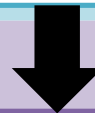
AIM

A holistic & consistent approach to facilitate trade

STRATEGY

Single contact point

Single set of assessment
criteria applied across all
schemes



Allows Singapore Customs to have a comprehensive
understanding of the company so as to better meet their needs



We Make Trade Easy, Fair & Secure

Last reviewed in 2014

Companies provided feedback on:

- Long checklist and many supporting documents required
- Some criteria in the TradeFIRST checklist are unclear and difficult to understand
- Lack of clear information on the TradeFIRST criteria pertinent to each scheme/licence



Scope of Review

Reduce number of supporting documents required for submission

Provide easy access to clear information

Review the criteria in the checklist



Since June 2015...

- Companies need to only submit supporting documents for mandatory criteria
- Mandatory criteria for each scheme is made known to traders

Scheme Specific Mandatory Criteria

The criteria that the company must satisfy before being granted the various schemes are listed below. This is in addition to meeting the minimum TradeFIRST banding.

The company must minimally submit supporting documents relating to the scheme specific mandatory criteria to the Account Manager before the on-site assessment. The remaining documents relating to the non-mandatory criteria should also be submitted, and can be provided to Customs during the on-site assessment.

Bonded Truck Scheme (Premium Band)

2.1.2 (c)	Information management policies
3.2.3	Cargo releasing SOPs
3.5.2 (i) or (ii)	Tracking and Monitoring of Conveyance
3.5.3 (a), (b) (ii), (iii) and (iv)	Drivers' Guide
4.2.1	Screening procedures of Business Partners
4.2.2	Security requirements for business partners
4.2.3	Review of Business partners' compliance to security requirement

Air Store Bond Scheme (Enhanced Band)

2.1.2 (c)	Information management policies
2.2.4 (a), (b), (c) & (d)	Warehouse Management System's track and trace capability and Inventory management



Provide Easy Access to Clear Information



We Make Trade Easy, Fair & Secure

TradeFIRST Dictionary
- Available on Singapore Customs website

Criteria	Sub-Criteria	Explanatory Notes	Examples of Evidence
Security Policy Statement	1) Does your company have a Security Policy Statement?	The policy is a statement of the company's commitment to develop, document, implement, maintain and review its supply chain security measures and practices. It should come from the senior management of the company.	Poster, plaque, intranet, internet



Review Criteria in the Checklist



We Make Trade Easy, Fair & Secure

Old Checklist

Employee identification

- (b) Do the staff identification cards include photographs?
- (d) Does the ID card show the identity of your company and the employee?



Streamlined criteria

New Checklist

Criteria	Sub-Criteria	Explanatory Notes
Employee Identification	1) Does your company positively identify employees for access control purposes and while in restricted areas?	The employee passes should minimally display the photo and name of the employee.



Old Checklist

Business Continuity Plan	(a) Does your company have a documented business continuity plan?
	(b)(i) Recovery plans for post terrorist attack
	(ii) Recovery of IT system
	(iii) Outbreak of communicable disease



Streamlined criteria

New Checklist

Criteria	Sub-Criteria	Explanatory Notes
Business Continuity Plan	1) Does your company have a documented BCP?	<p>An effective BCP ensures that critical business functions can continue during and after a crisis or disaster affecting the company or segments of the supply chains.</p> <p>Examples of scenarios may include but not limited to the following:</p> <ul style="list-style-type: none"> - Recovery plans for post terrorist attack - Recovery of IT system and data - Outbreak of communicable disease



Old Checklist

Container Seal Management

- (a) Is there a documented SOP that stipulate how container seals are to be controlled and utilized?
- (b) Is there a designated, authorized employee to distribute, affix, and check container seals?



Streamlined criteria

New Checklist

Criteria	Sub-Criteria	Explanatory Notes
Container Seal Management	1) Does your company have documented procedures on how seals are to be controlled, affixed and checked?	<p>Procedures must be in place on how seals are to be controlled, affixed and checked.</p> <p>Only authorized employees are allowed to distribute seals.</p> <p>Seals are to be affixed by authorized employees who have received appropriate instruction and knowledge in the proper use of seals.</p>



Removed redundant or obsolete criteria



Video surveillance cameras

(e) Is the footage monitored real-time?

Segregation of duties

a) Does your company have documented SOPs on the handing over of duties between employees?

System capability to flag out discrepancies

(b) Does IT manager receive any alerts if there is any attempted improper access



Moving Forward

- ❑ When will it be implemented?
 - Targeted 1st quarter of 2017

- ❑ What is expected next?
 - Lead time will be provided for transition from old checklist to new one
 - More information will be available at a later date



Preparing for TradeFIRST assessment

More than 4 months prior to expiry

- Go through the application form and TradeFIRST checklist
- Consult your AM if you need clarifications
- Work with your business partners when answering the criteria



Preparing for TradeFIRST assessment

Proceed to fill up the application form and TradeFIRST checklist

- Indicate appropriate answers for all criteria
- Indicate the title or description of the supporting documents
- Provide reasons for indicating N.A. for criteria
- Ensure applications forms and TradeFIRST checklist are properly filled up and endorsed (e.g. company stamp and signature)
- Prepare supporting documents pertaining to mandatory criteria for submission
- Prepare the rest of the supporting documents for on-site assessment



- Be prompt in replying to Customs
- Incomplete/late submission of TradeFIRST checklist and documents might result in your licence not getting renewed in time and business operation being affected



Thank you!



We Make Trade Easy, Fair & Secure