

Standard Operating Procedure (SOP)

Customs Clearance

Date: [Insert Date]

Prepared By: [Insert Name]

Department: Logistics

1. Purpose

This document outlines the standard operating procedure for customs clearance to ensure compliance and timely delivery of goods.

2. Scope

This SOP applies to all shipments requiring customs clearance for import and export.

3. Responsibilities

- Logistics Coordinator: Manages all documentation and communication with customs authorities.
- Warehouse Staff: Ensures that customs documentation is attached and accessible prior to shipment.
- Compliance Officer: Reviews customs documentation for accuracy and completeness.

4. Procedure

1. Prepare all necessary shipping documents, including invoices, packing lists, and certificates of origin.
2. Submit customs documentation and pay any applicable duties and taxes.
3. Coordinate with freight forwarder to arrange for the physical inspection of goods if required.
4. Monitor the status of the customs clearance until completion.
5. Notify relevant parties upon successful clearance of goods.

5. Documentation

All customs documentation must be archived as per company policy for a minimum of [Insert Timeframe] years.

6. Review and Updates

This SOP will be reviewed annually and updated as necessary to reflect changes in regulations or company policy.

7. Approval

Approved By: [Insert Name] | **Title:** [Insert Title] | **Date:** [Insert Date]