

## **FTZ Compliance Review Checklist for FTZ Operators**

This document will be provided to FTZ Operators in order to streamline preparation and provide situational awareness for CBP Compliance Reviews.

### **How can a FTZ Operator Prepare for a CBP Compliance Review?**

- **Ensure that the following are up-to-date:**
  - Procedures Manual
  - Blueprint of the Activated Area
  - Type “4” Bond
  - List of FTZ Users, if applicable
  - Facility security measures (video surveillance, fencing, access control, etc.)
  - FTZ Signage
- **Be able to provide FTZ-related documentation, including the following but may not be limited to:**
  - Last calendar year’s Annual Reconciliation Letter
  - Any correspondences with CBP related to alterations of activated space, minor boundary modification requests, and production authority requests and approvals
  - FTZ Activation Letter from CBP
  - CBP Form 216 Annual Blanket Permit, signed and dated by CBP, for current calendar year
  - Proof of destructions, if applicable, via CBP Form 216
  - Proof of temporary removals and/or deposits, if applicable, via CBP Form 216

### **What to expect during a CBP Compliance Review?**

- CBP Officer may request a meeting with the FTZ Operator upon arriving at the facility for the compliance review
- Ensure that the FTZ Operator representative is available to CBP for the duration of the compliance review
- CBP Officer may request FTZ admissions and requisite documentation for review
- CBP Officer may assess the facility’s current security measures
  - This may include a review of the physical segregation and direct identification of any goods subject to a Withhold Release Order, detention, or an exclusion order
- CBP Officer may conduct a closeout meeting to discuss the preliminary results of the compliance review