



# EASY POLICY & PROCEDURE MANUALS

## STANDARDIZE PROCEDURE AND STRENGTHEN CONTROL

Standardize procedure and strengthen control with easily customizable policy and procedure manuals. Creation, maintenance, distribution, and implementation of trade compliance policies and procedures is a requirement for all U.S. importers and exporters. Checkpoint's manuals let you quickly locate the policies you need from our library of hundreds of documents, quickly download, and easily customize to meet your company's ongoing needs.

*Clearly-marked quarterly updates make maintaining your manual simple.*

IMPORT TOPICS	EXPORT TOPICS	C-TPAT TOPICS
<ul style="list-style-type: none"> <li>Corporate Policy</li> <li>Broker Management</li> <li>Special Requirements</li> <li>Compliance</li> <li>OGA and PGA</li> <li>Administration</li> <li>Classification</li> <li>Entry of Merchandise</li> <li>Special Duty Programs</li> <li>Modes of Transportation</li> <li>Communication</li> <li>Valuation</li> <li>Port Entry</li> <li>Duty Minimization</li> <li>Labor</li> </ul>	<ul style="list-style-type: none"> <li>Licensing</li> <li>Deemed Exports</li> <li>Destination Screening</li> <li>End-User/End-Use Screening</li> <li>Recordkeeping</li> <li>Compliance Training &amp; Auditing</li> <li>Gov. Agency Communication</li> <li>Problem Management</li> <li>Brokering Activities</li> <li>Export Shipments</li> <li>International Order</li> <li>Jurisdiction and Classification</li> <li>International Travel</li> <li>Business Partners</li> <li>ITAR</li> </ul>	<ul style="list-style-type: none"> <li>Internal Policies</li> <li>Security Profile Questionnaires</li> <li>Physical Access Controls</li> <li>Conveyance Security</li> <li>Disaster Planning</li> <li>Plan Development</li> <li>Physical Security</li> <li>Information Technology</li> <li>Security Training</li> <li>C-TPAT Compliance</li> <li>Facility Security</li> <li>Personnel Security</li> <li>Business Partners</li> <li>Portal Info &amp; Requirements</li> </ul>

To learn more, visit  
<https://tax.thomsonreuters.com/checkpoint/boskage/policy/>

## SET UP YOUR MANUALS

Once you have set up your Checkpoint home page you are ready to access your documents. All of the policies and procedures are accessed in the same way.

## SELECT DOCUMENTS

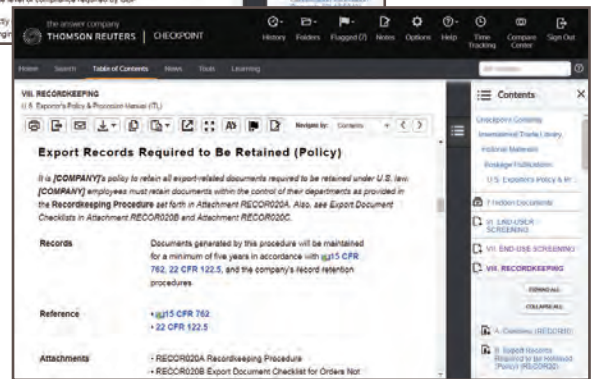
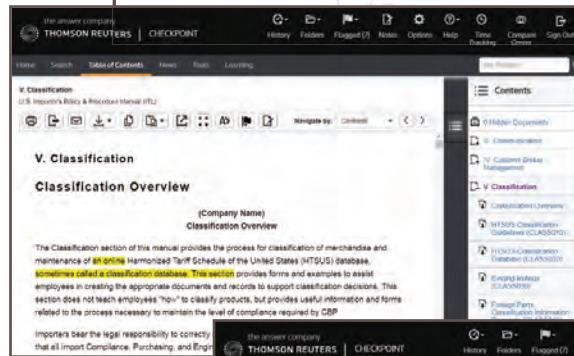
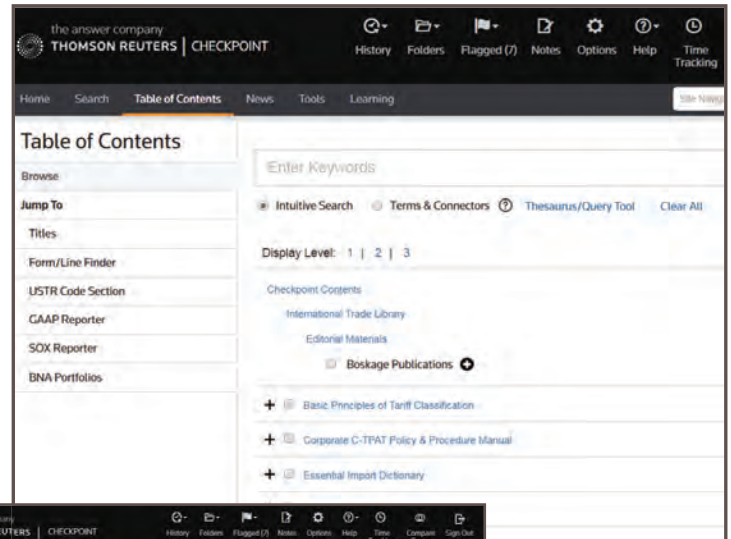
Scroll through the table of contents, reading the section and procedure titles and note which documents you will need for your manual.

Not sure which documents you might need? No worries. You can always come back later for any you decide you need – or simply download them all.

## DOWNLOAD FROM CHECKPOINT

All of the policies and procedures are in word documents that can be saved to your network or computer and edited, or pdf's (government documents generally).

- 1.) Login to Checkpoint
- 2.) Browse to the Policy & Procedure Manuals (Table of Contents > International Trade Library > Editorial Materials > Boskage Publications)
- 3.) Select the Category (Importer, Exporter, C-TPAT) whose documents you'd like to download
- 4.) Select the Section to download that Section's documents
- 5.) Scroll through the Section document on Checkpoint, and click the "Click to open and modify" link for every policy you wish to open and download.



To learn more, visit <https://tax.thomsonreuters.com/checkpoint/boskage/policy/>

510 E. Milham Avenue  
Portage, MI 49002  
Fax: 269.343.6202  
Phone: 269.343.6200  
checkpoint.boskage@thomsonreuters.com

888.880.4088

[tax.tr.com/checkpoint/boskage](https://tax.thomsonreuters.com/checkpoint/boskage)

The intelligence, technology and human expertise  
you need to find trusted answers.

