



INSTRUCTIONS AND GUIDELINES

FILE NO:

*Cargo Examinations
Clearing Carnets*

INTERNAL USE ONLY

BCS CLASSIFICATION: *SM_Policy*

FILE NUMBER:

THIS INSTRUCTION AND GUIDELINE REFERS TO:

PRACTICE STATEMENT NO:

**Programmed Cargo Examinations (Exports) and
Programmed Cargo Examinations (Imports)**

Published date: 24 July 2008

AVAILABILITY: Internal and External

SUBJECT: Clearing Carnets

PURPOSE: To set out procedures for risk assessing, processing and examining Carnets

OWNER: *National Director Cargo Division*

CATEGORY: Operational Procedure

CONTACT: Director Sea Cargo operations (Vic)

The electronic version published on the intranet is the current Practice Statement.

SUMMARY OF MAIN POINTS

- Cargo Examinations risk assesses and processes Carnets, on behalf of Trade Branch.
- Some Carnets are physically examined.
- There are two types of carnets:
 - ATA (Admission Temporaire Autorisée / Authorised Temporary Admission) for goods used in trade exhibitions, professional and scientific equipment, musical instruments, commercial samples and equipment for sporting events etc. and
 - CPD (Carnet de Passage de Douane / Carnet for Clearing Customs) for private open road motor vehicles and rally vehicles, but not racing cars.
- Results from physically examined Carnets are entered into the EXAMS II database

INTRODUCTION

A Carnet is an international document designed to facilitate the temporary importation or exportation of goods throughout many countries. It eliminates the need to make a Customs declaration or place a security on goods being imported for short periods of time. However, Customs departments worldwide must endorse the carnet into and out of each country.

Cargo Examinations risk assess all Carnets and may conduct physical examinations, of goods covered by the Carnet when they are either temporarily imported or re-imported into Australia. Equally, a physical examination may occur when they are exported or re-exported from Australia.

Carnets are given legal force by Section 162A of the Customs Act 1901 and Regulation 125 of the Customs Regulations 1926. Carnets are governed by an international convention and therefore no amendments can be made to them without the permission of relevant issuing authority.

The Securities section within Trade Branch has overall responsibility for Carnets and should be contacted regarding any difficulties or anomalies.

Types of Carnets

There are two types of Carnets, ATA and CPD:

1. ATA (Admission Temporaire Autorisée / Authorised Temporary Admission) for goods used in trade exhibitions, professional and scientific equipment, musical instruments, commercial samples and equipment for sporting events etc. ATA carnets are obtained from the Chamber of Commerce in the original country of exportation and are valid for 12 months. The Chamber of Commerce may require a bond to be deposited with them to ensure that the conditions governing the movement of goods through other countries are met.
2. CPD (Carnet de Passage de Douane / Carnet for Clearing Customs) for private open road motor vehicles and rally vehicles, but not racing cars. Appointed international automobile associations issue CPD Carnets.

Carnets are further divided into Foreign or Australian:

A Carnet consists of the following:

- A Covering page that lists the type, holder and issuing body of the carnet
- A general list or schedule of goods (on the reverse of the covering page)
- A number of importation and exportation vouchers which are progressively signed and stamped by Customs on both importation and exportation of the goods from each country.

INSTRUCTIONS AND GUIDELINES

Risk Assessment

- Compare the type and origin of the Carnet to determine that the goods entering or leaving Australia are covered by that Carnet.
- Check the validity date, located on the front of the Carnet, to see if the Carnet is current. If it has expired, refer it to the Securities section in Trade Branch.
- Compare the information on the relevant movement documentation such as the Airway Bill (AWB) / Bill of Lading (BOL) with the Carnet's General List to make sure they match in weight, number of items and description.
- The Programmer risk assesses the carnet to determine the likelihood of risks such as revenue, surplus goods, dangerous, or prohibited goods. For imports, verify in ICS that goods have been manifested.
Note: Goods may be referred to AQIS if you assess it to be a Quarantine Risk.
- Depending on the result of the risk assessment, the Programmer determines whether the documentary check is sufficient or if physical examination is required. If the former, the Carnet can be 'written off'.

Carnets that require Examination:

Prior to the examination

- Review the Carnet, Bill of Lading (BOL) / Airways Bill (AWB), Examiner's Job Sheet and any other documentation provided to be clear on the type of carnet and cargo to be examined.
- Consider OH&S issues, in particular, container fumigation status and whether the good themselves may be dangerous.

Under no circumstances are officers to enter containers.

- Ensure you have the necessary tools to perform the task safely.
- Ensure that the vehicle assigned to the job is suitable for the location of the job. Eg. If travelling to a waterfront area the vehicle must be appropriately marked and fitted with safety lights.

During the examination

- On arrival, park in a safe area, with safety lights switched on if necessary.
- Comply with all OHS requirements at the premises.
- Do not present any Customs documents to anyone other than Customs staff. Examiner's Job Sheets are protected documents and must be handled accordingly.
- Ensure the examination can be performed in a safe area. It is a requirement of the premises operator to provide adequate floor space for an examination to be conducted safely. Consult the premises staff if you require more space to conduct the examination.
- Examine the goods to determine that the carnet details and goods correspond.
- While conducting examinations it is important to maintain an overall Customs perspective. Keep an eye out for anything that may be of interest to Customs.
- If there are surplus goods present, complete a *B764 – Cargo Examination Report*. Photograph all surplus goods and contact Securities for further advice.

After the examination - Determine next action:

If Goods and Carnet correspond – endorse the carnet accordingly:

1. Foreign ATA Carnet – imports

- i. Complete the “For Customs Use Only” section of the importation voucher and endorse it by signing and stamping that section.
- ii. Detach the voucher from the Carnet and return it together with a copy of the AWB / BOL to the Carnet, Securities and Events section.
- iii. Complete the white importation counterfoil that corresponds to the voucher you have removed and endorse it with a signature and a stamp.
- iv. Return the carnet to the carnet holder.
- v. Release the goods in ICS.

2. Foreign ATA Carnets – re-exported

- i. Complete the “For Customs Use Only” section of the re-exportation voucher and endorse it by signing and stamping that section.
- ii. Detach the voucher from the Carnet and return it with a copy of the AWB / BOL to the Carnets, Securities and Events section.
- iii. Complete the white re-exportation counterfoil that corresponds to the voucher you have removed and endorse it with a signature and a stamp.
- iv. Return the carnet to the carnet-holder.

No ICS clearance is required for export carnets.

3. Australian ATA Carnets – re-imported

- i. Complete the “For Customs Use Only” section of the re-importation voucher and endorse it with a signature and a stamp.
- ii. Detach the voucher from the Carnet and return it with a copy of the AWB / BOL to the Securities section.
- iii. Complete the yellow re-importation counterfoil that corresponds to the voucher you have removed and endorse it with a signature and a stamp.

- iv. Return the carnet to the carnet-holder.
- v. Release the goods in ICS

4. Australian ATA Carnets – exports

- i. Complete the “For Customs Use Only” section of the exportation voucher and endorse with a signature and a stamp.
- ii. Detach the voucher from the Carnet and return it with a copy of the AWB / BOL to Securities.
- iii. Complete the yellow exportation counterfoil that corresponds to the voucher you have removed and endorse it with a signature and a stamp.
- iv. Return the carnet to the carnet holder.

No ICS clearance is required for export carnets.

5. Foreign CDP Carnets – imports

- i. Complete and endorse the importation voucher of the Carnet with both a signature and a stamp.
- ii. Remove the voucher from the carnet and return it to Securities.
- iii. Complete and endorse the importation counterfoil of the carnet with a signature and a stamp.
- iv. Return the carnet to the carnet holder.
- v. Release the goods in ICS.

All vehicles entering Australia require clearance from the Australian Quarantine Inspection Service (AQIS). Customs may clear the vehicle however there may still be an AQIS hold on the consignment.

6. Foreign CDP Carnets – re-exported

- i. Check that the importation counterfoil has been endorsed by Australian Customs upon importation.
- ii. Complete and endorse the exportation voucher of the Carnet with both a signature and a stamp.
- iii. Remove the voucher from the carnet and return it to the Securities section.
- iv. Complete and endorse the exportation counterfoil of the Carnet with both a signature and a stamp.
- v. Return the carnet to the carnet holder

No ICS clearance is required for export carnets.

7. Australian CDP Carnets – re-imported

- i. Check that the carnet holder has endorsed the front cover of the carnet in the area, which is located on the bottom right hand corner
- ii. Check that the white importation and re-exportation counterfoils have been completed and endorsed by Customs in the countries in which it has travelled in. If these are not endorsed, refer the matter to the Securities section.
- iii. Endorse the re-importation section of the Export Declaration of the Carnet by completing, signing and stamping the “Australian Customs Service to Complete” area, which is generally located in the bottom right hand corner. **Do not attempt to remove any voucher or page from the carnet.**
- iv. Return the Carnet, including the Exportation Declaration to the Carnet holder.
- v. Release the goods in ICS.

8. Australian CDP Carnets – exports

- i. Check that the carnet holder has endorsed the Export Declaration of the carnet. Do not proceed until this section has been signed.
- ii. Endorse the Exportation section of the Export Declaration of the carnet by completing, signing and stamping the “Australian Customs Service to Complete” area, which is generally located in the bottom left hand corner. **Do not attempt to remove any voucher or page from the carnet.**
- iii. Return the carnet, including the Exportation Declaration to the carnet holder.

No ICS clearance is required for export carnets.

If the goods and carnet do not correspond – DO NOT endorse the carnet. Contact the Securities Section for further advice. A cargo examination report on the inspection is to be completed for Securities’ information.

RELATED POLICIES AND REFERENCES**PRACTICE STATEMENTS**

- Programmed Cargo Examinations (Exports)
- Programmed Cargo Examinations (Imports)

KEY ROLES AND RESPONSIBILITIES**Examination Officer (EO) – Is responsible for:**

- the completion of the examination in accordance with the process steps
- reporting back to the Issuing Officer with his/her findings,
- the prompt recording of the examination into the Exams II database, and
- lifting the ‘hold’ in the ICS as soon as practicable after the examination is concluded.

Programmer – Is responsible for

- risk assessment of carnets
- booking and scheduling examination jobs
- Responding to queries from EO’s.

CONSULTATION

The following internal stakeholders have been consulted in the development of these Instructions and Guidelines.

- Air Cargo Operations
- Sea Cargo Operations
- Trade Services

APPROVAL

Approved on 21 July 2008 by: