

BUILD AN EXPORT COMPLIANCE PLAN FOR YOUR BUSINESS.



To be successful in new markets, everyone you work with needs to understand the importance of export compliance. Creating an effective export compliance plan mitigates the risk that accompanies new opportunities. Here are our general suggestions for developing an export compliance plan*:

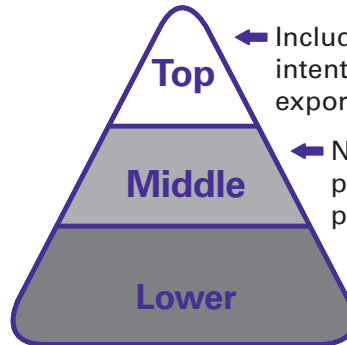
1 Define your business.

How you describe your business will impact your export compliance plan. Are you a(n)...

- Manufacturer?
- Distributor?
- Service provider?
- Other?

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Follow a three-level pyramid structure.



- ← Include company policies that express your intentions of meeting all U.S. government export requirements.
- ← Numerically identify standard operating procedures that refer to your company policies for their authority and scope.
- ← List detailed, daily work instructions, including checklists and examples of completed export documentation.

3 Develop an effective rationale that:

- References your pyramid.
- Explains how an effective export compliance plan affects companywide performance.
- Shows past decisions dealing with different types of exports.
- Discusses how past decisions have provided a consistent, positive customer experience.
- Is continually revised by all team members through an approval process.

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List “the basics” of your plan step by step.

1. Identify and become familiar with laws relating to export compliance and relevant areas.
2. Identify export compliance requirements applicable to your product or service.
3. Meet all shipping and billing requirements.

5 Set up export compliance training for all employees.

- Include an initial training process and a mandatory annual review.
- Keep records for each training session conducted and include the attendees.
- Provide training for your vendors and distributors where appropriate.

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Begin the auditing process.

- Use two types of audits to ensure your entire team is following your export compliance plan.
- **Internal audit:** Identify standard operating procedures and examine any problem areas.
 - **External audit:** Use an outside service provider to perform an annual external audit to catch anything that may be overlooked during the internal audit.

Once your plan is in place, watch our [Beyond Borders webinar series](#) for more detailed best practices regarding export strategies and compliance.

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