



MODEL TIME RELEASE STUDY QUESTIONNAIRE

This is a **sample questionnaire** for your review. Please take a look at the enumerated activities in the sample form below and please make the necessary corrections that would fit the procedures that are followed in your respective BCPs. The color coding below is a suggestion and you can make your own color coding as fits your situation. Please bring the revised sample form (if you made some corrections) to the TRS Planning Workshop.

-- Suggested Draft for Discussion among CAREC Members--

The [eg. Customs Administration of _____], in cooperation with [_____] is embarking on a Time Release Study to measure the time taken from arrival of goods until their release from Customs controls. The objective of the study is to review existing procedures, identify bottlenecks in clearance process and propose measures to reduce the time required for release of goods.

We are seeking your cooperation in completing this questionnaire, which forms a major part of our trade facilitation programme. Please complete the questionnaire as accurately as possible and do not give entries that are subject to this study any different priority handling from what is normally accorded to the shipment.

Key

Questions to be answered by respondents according to the colours indicated below:

Customs Officer	Customs Agent	Banks	Other Border Agency	Yard Operator	Warehouse Operator	MRA*

*Motor Registration Authority

In order to enable you fill this questionnaire as accurately and fast as possible, the following guidelines have been designed.

1. The questionnaire has been designed to cater for all customs processes including any stakeholder through which the entries pass.
2. It has got [] questions divided into sections and subsections each of which caters for a specific customs or other stakeholder's process.
3. Each question, apart from section A, requires month, date hour and minute when the consignment is handled. Section A captures general information of the entry.
4. A question with asterisks (*) is mandatory.
5. To clearly differentiate the responsibility centers to fill each section/subsection/question, different colors have been used as follows;

	Color	Responsibility
1.	Black & white	Customs officers
2.	Blue	Customs Agents
3.	Green	Banks
4.	Orange	Other Border Agencies such as Police authority, Quarantine, Immigration and/or SECURITY
5.	Brown	Yard Operators
6.	Yellow	Warehouse Operators
7.	Grey	Motor Registration Authority

6. The following table summarizes the responsibility centers for filling the different sections/subsections/questions in the questionnaire. Please take note of what applies to your agency as appropriate.

[illegible]

Sample form

Section A	
1. Region (*)	Region A <input type="checkbox"/> Region B <input type="checkbox"/> Region C <input type="checkbox"/>
2. Customs Office (*)	Customs Office A <input type="checkbox"/> Customs Office B <input type="checkbox"/> Customs Office C <input type="checkbox"/>
3. Name of Transporter (*)	
4. Mode of Transport (*)	Rail <input type="checkbox"/> Road <input type="checkbox"/> River <input type="checkbox"/> Others <input type="checkbox"/>
5. Transport Document (*)	Dispatch Note <input type="checkbox"/> Manifest <input type="checkbox"/> Consignment Note <input type="checkbox"/> Multi-Modal doc <input type="checkbox"/> Combined Documents <input type="checkbox"/>
6. Transport Document Number (*)	
7. Declaration Number (*)	
8. Declarant code (*)	Broker <input type="checkbox"/> Clearing Agent <input type="checkbox"/> Self <input type="checkbox"/>
9. Name & ID number of Declarant (*)	
10. Type of Declaration (*)	Prescribed Form <input type="checkbox"/> Others (Invoice....) <input type="checkbox"/>
11. Form of Declaration (*)	Electronic <input type="checkbox"/> Manual (Paper) <input type="checkbox"/>
12. Goods regime (*)	Dutiable <input type="checkbox"/> Non-dutiable <input type="checkbox"/> Exempt/Relief <input type="checkbox"/> Preferential <input type="checkbox"/> Inward Processing <input type="checkbox"/> Free Zone <input type="checkbox"/> Transit <input type="checkbox"/> Others <input type="checkbox"/>
13. Classification of Goods (Tariff Heading, Value, Origin & Weight) (*)	
Section B	
14. Arrival of Goods (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
15. Start of Unloading	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
16. End of Unloading (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
17. Delivery to Temporary Storage	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
Section C	
18. Lodgement of Declaration (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
19. Acceptance of Declaration (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min

20. Accompanying Documents	Yes <input type="checkbox"/> No <input type="checkbox"/>
21. Complete Documentation	Yes <input type="checkbox"/> No <input type="checkbox"/>
22. Documents Request	Yes <input type="checkbox"/> No <input type="checkbox"/>
23. Request	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
24. Documents presentation	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
25. Documentry Control (*)	Yes <input type="checkbox"/> No <input type="checkbox"/>
26. Start Documents Control	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
27. End Documents Control	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
Section D	
28. Physical Inspection (*)	Yes <input type="checkbox"/> No <input type="checkbox"/>
29. Type of Inspection	Random <input type="checkbox"/> Detailed <input type="checkbox"/>
30. Selection based on	Random <input type="checkbox"/> Risk Analysis <input type="checkbox"/>
31. Start of Inspection	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
32. End of Inspection	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
33. Lab. Analysis	Yes <input type="checkbox"/> No <input type="checkbox"/>
34. Start of Analysis	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
35. End of Analysis	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
36. Analysis Received	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
Section E	
37. Intervention by Other Agencies (*)	Yes <input type="checkbox"/> No <input type="checkbox"/>
38. Veterinary (start)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
39. Veterinary (End)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
40. Agriculture (Start)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
41. Agriculture (End)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min

42. Medical/Health (Start)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
43. Medical/Health (End)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
44. Others () (Start)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
45. Others () (End)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
Section F	
46. Assessment of Duty (Start)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
47. Assessment of Duty (End)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
48. Method of Payment (*)	Cash <input type="checkbox"/> Check <input type="checkbox"/> Banker's Order <input type="checkbox"/> Electronic Fund <input type="checkbox"/> Others (<input type="text"/>) <input type="checkbox"/>
49. Payment (if required before release)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
50. Release (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
51. Removal from Customs Control (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min

(*) = Mandatory – Questions must be answered