

3.3 Internal control system

3.3.1.

Do you have in house guidelines for the internal control system in the accounts customs department, production, material- and merchandise management and

If yes please describe them briefly and how they are updated.

For example, actions like job instructions, employee training, instructions for ch

3.3.2.

Have your internal control processes been subject to any internal/external audit? Does this include audit of your customs routines? Yes/No.

If yes, please provide a copy of your most recent audit report.

3.3.3.

Describe in brief the procedures for checking your computer files (standing data) against the following risks from your perspective:

- a) Incorrect and/or incomplete recording of transactions in the accounting system
- b) Use of incorrect permanent or out-of-date data such as number of articles and prices
- c) Inadequate control of the company processes within the applicant's business

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