Authorised Economic Operator (AEO)

Self-Assessment Questionnaire

Document last updated October 2026

Note: This manual is currently subject to review and may not reflect up-to-date position. Most recent version.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

This self-assessment questionnaire is designed to help you ensure that you are confident your business can meet the relevant qualifying conditions and criteria before you submit an application for an AEO certificate. This is a Community-wide questionnaire and is used in all 27 Member States. Notes for completion of this questionnaire are available at EU notes.

You should not submit an application for AEO status until all of your relevant procedures are documented and available for inspection. In this regard you should create a tabulated folder of your procedures cross-referencing it with the relevant questions in this self-assessment questionnaire. It may be the case that some of your responses will simply be cross-references to sections in your procedures.

As well as studying the accompanying explanatory notes in advance of completing this self-assessment questionnaire we also recommend that you familiarise yourself with the EU AEO guidelines. Please note, the references (in italics) under headings in Sections 1 to 5 in the questionnaire, are taken from the EU Guidelines.

When you have completed this self-assessment questionnaire and compiled your documentation you should submit an application form on the E-AEO EU Trader portal. A link to the portal is available on the EU AEO legislation webpage. The self-assessment questionnaire should be uploaded within the application page. Your Revenue official will visit your premises to verify the information in your questionnaire and to conduct a physical inspection.

If you have any questions or queries on the process or on this questionnaire you can contact your Revenue official or contact the AEO Unit in Nenagh at aeo@revenue.ie.

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Summary of Application Procedure

1. Familiarise yourself with the EU AEO Guidelines.

2. Complete the AEO self-assessment questionnaire, create a tabulated folder of your relevant documented procedures and retain it in your premises.

3. Complete the application form on the E-AEO EU Trader portal and upload your completed self-assessment questionnaire in pdf format.

4. Following acceptance of your application you will be contacted by your Revenue official who will request your documented procedures.

5. Your Revenue official will visit you to review your procedures and conduct a physical examination of your premises.

Applicants should note that an application will automatically be rejected before examination of any other criteria if:

- The applicant has been convicted of a serious criminal offence linked to the economic activity of the applicant or is subject to bankruptcy proceedings.
- The applicant has a legal representative in customs matters who has been convicted of a serious criminal offence related to an infringement of customs rules and linked to his activity as legal representative.
- The application is submitted within three years of the revocation of an AEO certificate.

The conditions and criteria for AEO authorisation will apply to all businesses regardless of their size. However, the means to achieve compliance may vary and be in direct relation to the size and complexity of the business and the type of goods handled.

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The five main blocks of qualifying criteria are as follows:

Customs compliance	**Section 2**
Accounting and logistical system	**Section 3**
Financial solvency	**Section 4**
Practical standards of competence	**Section 5**
Safety and security	**Section 6**

There are three types of AEO certification, and these are outlined in section 1 of the EU guidelines. While applicants are free to choose whichever type of certificate best suits their business, Revenue is recommending that if you can meet the qualifying criteria you should apply for the full AEO simplifications and security and safety certificate. This type of certificate entitles the holder to all the benefits of being an AEO and will have a wider international standing.

Any person who is aggrieved by a written decision by the Revenue Commissioners or a Revenue official in relation to a customs matter covered by EU customs legislation may appeal such decision (the appeals page on the Revenue website refers).

Contact Details

Email: aeo@revenue.ie
Address: AEO Unit
Customs Division
Revenue Commissioners
Nenagh
Co. Tipperary
E45 T611

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AEO SELF-ASSESSMENT (IE)

Annex 1a
to TAXUD/B2/047/2011-REV6

Applicant Company EORI Number:

AEO Guidelines

0.1	Please note, it is recommended that you read the European Commission's Authorised Economic Operator Guidelines (TAXUD/B2/047/2011-REV6) before applying for AEO. This is available via the European Commission's Europa website.
Response:	

0.2	Which departments including management, have you involved in the process to prepare your company for the AEO application? Have you involved customs or third parties in the process (consultants etc.)?
Response:	

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1.	**Company information**
1.1.	**General company information**

1.1.1.	Please state the name, address, date of establishment and legal form of the organisation of the applying company. Include the URL of your company's website if applicable. If your company is part of a group, please provide a brief description of the group and indicate if any other entities in the group: a) already have an AEO authorisation; or b) have applied for AEO status and are currently undergoing an AEO audit by a national customs authority. If you are submitting an application covering PBEs, please indicate their full names, addresses and VAT identification numbers. If the company is established for less than three years, please specify whether the reason is due to an internal reorganisation of a previously existing company (e.g. incorporation or sale of a business unit). In this case, please give details regarding the reorganisation.
Response:	

1.1.2.	Please give the following details (if they apply to the legal form of your company: a) Full details of the owners or main shareholders including percentage shareholding held b) Full details of the board members and/or managers c) Full details of advisory board if any and board of directors d) Full details of the person in charge of your company or exercising control over your company's management. Details should include full name and address, date of birth and National Identification Number (e.g. Personal Public Service Number (PPSN), national ID Card number or National Insurance Number). e) Name and address(es) of legal representative(s).
Response:	

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1.1.3.	Please give full details of the person in charge of your customs matters. Details should include full name and address, date of birth and National Identification Number (e.g. PPSN, national ID Card number or National Insurance Number)
Response:	

1.1.4.	Please describe briefly your commercial activity and state your role in the international supply chain (manufacturer of goods, importer, exporter, customs broker, carrier, freight forwarder, consolidator, terminal operator, warehouse keeper, etc.). If you have more than one position, include all.
Response:	

1.1.5.	Please specify the locations involved in customs activities, list the addresses, the name, the telephone numbers and the email of contact points and give a brief description of the business conducted in the following (including other MS and third countries): a) the individual locations of your company as a legal entity (please indicate approximate number of employees in each department), b) the sites where a third party executes outsourced activities for your company
Response:	

1.1.6.	Do you buy from/sell to businesses with which you are associated? Yes/No
Response:	

1.1.7.	Describe the internal organisational structure of your company and the tasks/ responsibilities of each department.
Response:	

1.1.8.	Please give the names of senior management (Directors, heads of departments, head of accounting, head of customs department etc.) of the company and briefly describe the stand-in rules.

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Response:	
1.1.9.	How many people are employed by your enterprise? Please indicate one of these options o Micro o Small o Medium o Large
Response:	

1.1.10.	a) If you agree to the publication of the information in the AEO authorisation in the list of authorised economic operators on the TAXUD website, please give your consent in Annex 1 to this SAQ b) If you give your consent to the exchange of the information in the AEO authorisation in order to ensure the implementation of international agreements with third countries on mutual recognition of the status of authorised economic operators and measures related to security, please fill in Annex 1 to this SAQ.
Response:	

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1.2.	**Volume of business**

1.2.1.	a) Give the annual turnover figure for the last three sets of completed annual accounts. If a new business, state N/A. b) Provide the annual net profit or loss figure for the last three sets of completed annual accounts. If a new business, state N/A.
Response:	

1.2.2.	If you use storage facilities which are not owned by you, please indicate who you rent/lease the storage facilities from.
Response:	
1.2.3.	For each of the following give an estimate of the number and value of the declarations you have made in each of the last three years. If a new business, state N/A. • Import • Export/Re-export • Special procedures
Response:	
1.2.4.	Please give an estimate of the amount paid in each of the last three years for the following: • Customs duty • Excise duty • Import VAT If you are a new business operating for less than three years, provide details from the period you are operating. If you are a completely new business, state N/A.
Response:	
1.2.5.	a) Do you foresee any structural changes in your company in the next 2 years? If yes, please describe briefly the changes. b) Do you foresee any major changes in the supply chain your company is presently involved in, during the next 2 years? If yes, please describe briefly the changes.
Response:	

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1.3.	**Information and Statistics on customs matters**

1.3.1.	a) Do you perform customs formalities in your own name and for your own account? b) Are you being represented by someone regarding customs formalities, if yes by whom and how (directly or indirectly)? Please include the name, address and EORI number of the representative. c) Do you represent other persons in customs formalities? If yes, who and how (directly or indirectly)? Name the most significant clients
Response:	
1.3.2.	a) How, and by whom, is the tariff classification of goods decided? b) What quality assurance measures do you take to ensure that tariff classifications are correct (e.g. checks, plausibility checks, internal working instructions, regular training)? c) Do you keep notes on these quality assurance measures? d) Do you regularly monitor the effectiveness of your quality assurance measures? e) What resources do you use for tariff classification (e.g. database of standing data on goods)?
Response:	

1.3.3.	a) How and by whom is the customs value established? b) What quality assurance measures do you take to ensure that the customs value is correctly established (e.g. checks, plausibility checks, internal working instructions, regular training, other means)? c) Do you regularly monitor the effectiveness of your quality assurance measures? d) Do you keep notes on these quality assurance measures?
Response:	

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1.3.4.	a) Give an overview of the preferential or non-preferential origin of the imported goods. b) What internal actions have you implemented to verify that the country of origin of the imported goods is declared correctly? c) Describe your approach in the issuing of proof of preferences and certificates of origin for exportation.
Response:	

1.3.5.	Do you deal in goods subject to anti-dumping duties or countervailing duties? If yes, provide details of the manufacturer(s) or countries outside the EU whose goods are subject to the above duties.
Response:	

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2.	**Compliance record** ***(Article 39 (a) UCC; Article 24 UCC IA; AEO Guidelines Part 2, Section I)***
2.1.	Have breaches of customs and taxation rules been detected within your company or by the customs and/or fiscal authorities in the last three years? If so, briefly describe the breaches. a) How did you notify breaches to the relevant governmental authorities? b) What quality assurance measures were introduced to avoid such breaches in the future? c) Do you keep notes on these quality assurance measures? Has your company been condemned for any serious infringement of criminal laws related to your economic activity? If yes, describe the infringement and when it has been committed. Please also make reference to the sentence of the court.
Response:	

2.2.	a) Do you plan to apply, or have you already applied for any other customs authorisation? Yes/No If yes, please provide details b) Have any applications for authorisations/certifications been refused, or existing authorisations been suspended or revoked because of breaches of customs rules in the last three years? Yes/No. If yes, how many times and what were the reasons?
Response:	

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3.	**Accounting and logistical system** ***(Article 39 (b) UCC, Article 25 UCC IA; AEO Guidelines Part 2, Section II)***
3.1.	**Audit trail**
3.1.1.	Does your accounting system facilitate a full audit trail of your customs activities or tax relevant movement of goods or accounting entries? If yes, please describe the essential features of this audit trail.
Response:	

3.2.	**Accounting and logistical system**
3.2.1.	What computer system (hardware/software) do you use for your business in general, and for customs matters in particular? Are those two systems integrated? Provide information on the following: - separation of functions between development, testing and operation - separation of functions between users - access controls (which ones/to whom) - traceability between business system and declaration system.
Response:	
3.2.2.	Are your logistical systems capable of distinguishing between Union and non-Union goods and indicating their location? Yes/No If yes, give details. If you do not deal with non-Union goods, please indicate N/A.
Response:	

3.2.3.	a) At what location are your computer activities undertaken? b) Have computer applications been outsourced? If yes, provide details (name address, vat no.) of company or companies where the applications are outsourced and how do you manage access controls for the outsourced applications?
Response:	

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3.3.	**Internal control system**
3.3.1.	Do you have in-house guidelines for the internal control system in the accounts department, buying department, sales department, customs department, production, material and merchandise management and logistics? Yes/No. If yes, please describe them briefly and how they are updated. For example, actions like job instructions, employee training, instructions for checking faults and mechanism for proof-reading. Does this control system account for every delivery/item that arrives into your premises, including items that are delivered to individual staff and items not used in the production line, for example stationery, admin supplies or personal items ordered by staff? Yes/No. If no, please describe how personal deliveries are processed and accounted for.
Response:	

3.3.2.	Have your internal control processes been subject to any internal/external audit? Yes/No Does this include audit of your customs routines? Yes/No. If yes, please provide a copy of your most recent audit report.
Response:	

3.3.3.	Describe in brief the procedures for checking your computer files (standing data or master files)? How do these procedures cover 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 tariff codes. c) Inadequate control of the company processes within the applicant's business.
Response:	

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3.4.	**Flow of goods**

3.4.1.	Describe briefly the registration procedure (physically and in the records) for the flow of goods starting from their arrival, the storage up to manufacture and shipment. Who keeps records and where are they kept?
Response:	

3.4.2.	Briefly describe the procedures in place for checking stock levels, including the frequency of those checks and how discrepancies are handled (e.g. stocktaking and inventory)?
Response:	

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3.5.	**Customs routines**
3.5.1.	Do you have documented procedures for verifying the accuracy of customs declarations, including those submitted on your behalf by, e.g., a customs agent or a freight forwarder? Yes/No. If yes, please describe briefly the procedures. If no, do you verify the accuracy of customs declaration? Yes/No. If yes, in what way?
Response:	
3.5.2.	a) Does your company have instructions or guidelines on the notification of irregularities to the competent authorities (e.g. suspicion of theft, burglary or smuggling in connection with customs-related goods)? Are these instructions documented (e.g. work instructions, manuals, other guidance documents)? b) Over the last year, have you detected any irregularities (or presumed irregularities) and notified them to the competent authorities? Yes /No
Response:	
3.5.3.	Do you trade in goods that are subject to economic trade licences e.g. textiles, agricultural goods? Yes/No If yes, please describe briefly your procedures for administering the licences related to the import and/or export of such goods.
Response:	
3.5.4.	a) Are you dealing with goods subject to import and export licenses connected to prohibitions and restrictions? b) Are you dealing with goods subject to other import and export licenses? c) If yes, please specify which type of goods and if you have procedures in place for the handling those licenses.
Response:	
3.5.5.	Are you dealing with goods falling under the Dual Use Regulation (EU) 2021/821? Yes/No If yes, have you implemented Internal Compliance Programmes (ICP)? Yes/No. If yes, please describe them briefly and how they are updated.
Response:	

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3.6.	**Procedures for back-up, recovery and fall back and archiving**
3.6.1.	Describe briefly your procedures for back-up, recovery, fall back, archiving and retrieval of your business records
Response:	
3.6.2.	How long is the data saved in the production system and how long is this data archived?
Response:	
3.6.3.	Does the company have a contingency plan for system disruption/failure? Yes/No
Response:	

3.7.	**Protection of computer systems**
3.7.1.	a) Describe briefly the actions you have taken in order to protect your computer system from unauthorised intrusion (e.g. Firewall, antivirus- programme, password protection). b) Has any intrusion testing been carried out, and if so, what were the results and were any corrective measures necessary and taken? c) Have you experienced any IT security incidents in the last year?
Response:	
3.7.2.	a) Describe briefly how access rights for the computer systems are issued. b) Who is responsible for the running and protection of the computer system? c) Do you have guidelines or internal instructions for IT security for your personnel? d) How do you monitor that IT security measures are followed inside your company?
Response:	
3.7.3.	a) Please provide details on where your main server is located. b) Give details of how your main server is secured.
Response:	

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3.8.	**Documentation security**

3.8.1.	Describe briefly what actions have been taken in order to protect (e.g. constricted access rights, creation of electronic backup) information/documents from unauthorised access, abuse, intended destruction and loss?
Response:	

3.8.2.	Have there been any cases of unauthorised access to documents in the last year, and if so, what measures have been taken to prevent this from happening again?
Response:	

3.8.3.	Please briefly answer the following questions: a) Which categories of employees have access to detailed data about the flow of materials and goods? b) Which categories of employees are authorised to change this data? Are changes comprehensively documented?
Response:	

3.8.4.	Describe briefly what requirements regarding security & safety you require from your trade partners and other contact persons in order to avoid abuse of information (e.g. endangering of the supply chain through unauthorised transfer of shipping details).
Response:	

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4.	**Financial solvency** ***(Article 39 (c) UCC, Article 26 UCC IA, AEO Guidelines Part 2 Section III)***

4.1.	Have any bankruptcy or insolvency proceedings been initiated in respect of your company's assets in the last three years? Yes/No. If yes, please provide details.
Response:	

4.2.	Has your company a consistently good financial standing within the meaning of Article 26 of the UCC IA, sufficient to meet its financial commitments, over the last 3 years? If yes, please provide evidence such as a letter from your auditors or an audited report, a copy of your finalised accounts (including your management accounts) - if your accounts have not been audited, evidence from your bank or financial institution. If no, please supply full details.
Response:	

4.3.	If you are a newly established business provide all records and information in relation to your financial status e.g. latest cash flow, balance sheet and profit and loss forecasts, approved by the directors/partners/sole proprietor.
Response:	

4.4.	Is there anything you are aware of that could impact on your financial solvency in the foreseeable future? Yes/No. If yes, give details.
Response:	

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5.	**Practical standards of competence or professional qualifications** **(Article 39 (d) UCC, Article 27 UCC IA, AEO Guidelines Part 2 Section IV)**
5.1.	**Practical standards of competence**
5.1.1.	Do you or the person in charge of your customs matters have practical experience of a minimum of three years in customs matters? Yes/No If yes, please provide details proving this experience.
Response:	
5.1.2.	Do you or the person in charge of your customs matters comply with a quality standard concerning customs matters adopted by a European Standardisation body, when available? Yes/No If yes, please provide details on this quality standard
Response:	

5.2	**Professional qualifications**
5.2.1.	Have you or the person in charge of your customs matters successfully completed training covering customs legislation consistent with and relevant to the extent of your involvement in customs related activities, provided by any of the following (i) a customs authority of a Member State, (ii) an educational establishment recognised, for the purposes of providing such qualification, by the customs authorities or a body of a Member State responsible for professional training, (iii) a professional or trade association recognised by the customs authorities of a Member State or accredited in the Union, for the purposes of providing such qualification? Yes/No If yes, please provide details regarding the training you or the person in charge of your customs matters have successfully completed.
Response:	

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6.	**Safety and security requirements** ***(Article 39 (e) UCC, Article 28 UCC IA, AEO Guidelines Part 2 Section V)***
6.1.	**General information on safety and security**
6.1.1	Please give the name and the position of the person competent for safety and security related questions.
Response:	
6.1.2.	a) Have you carried out a risk and threat assessment for your business? Yes/No b) Is there a security plan in place for each site (where appropriate)? Yes/No How often are those documents reviewed and updated?
Response:	
6.1.3.	Describe briefly what security risks (within the company or in your business dealings with customers, suppliers and external service providers) you have identified in relation to the AEO security criteria?
Response:	

6.1.4.	How are security measures implemented and coordinated in your company and who is responsible for them?
Response:	

6.1.5.	If you have several premises in your company, is the implementation of the security measures harmonised in all of these locations? Yes/No
Response:	
6.1.6.	a) Do you have any security instructions? How are they communicated to your staff and people visiting your company premises? b) How are they documented (manual, work guidelines, information sheet, etc.)?
Response:	

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6.1.7.	a) Have you had any security incidents over the last year? Yes/No. If yes, please give a brief description of the incidents and what measures you have introduced to prevent them from re-occurring? b) Do you keep records of security incidents and the measures taken? Yes/No
Response:	

6.1.8.	a) Have you already been certified/authorised/approved by another public agency or authority for (transport, civil aviation, etc.) security purposes? Yes/No. If yes, please provide a copy of the certificate/authorisation/approval and give details of the premises/sites, which are covered by the relevant certificate/ authorisation/ approval. b) Provide a list of any independently accredited standards/licences/authorisations to which you adhere and specify what control/audits these standards are subject to. c) Have you planned to apply, or have you already applied for any other certification/authorisation/approval for security purposes (e.g. regulated agent, known consignor, etc.? Yes/No If yes, please provide details.
Response:	
6.1.9.	Are there particular security and safety requirements for the goods you are importing/exporting?
Response:	

6.1.10.	a) Do you use the services of a security company? If so, which company do you use? b) Has this company made a threat assessment of your company? If so, describe briefly what security risks they have identified in relation to the AEO security criteria.
Response:	

6.1.11.	Do your customers or insurance company impose any safety and security requirements on you? Yes/No If yes, provide details.
Response:	

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6.2.	**Building security** ***(AEO Guidelines Part 2 Section V, Subsection 2)***

6.2.1.	a) Give a brief description of how the external boundary of your company's premises is secured. How is compliance with these procedures checked? b) How, by whom and at what intervals are checks carried out on the fences and buildings? How are these checks and their results recorded? c) How are security incidents reported and dealt with?
Response:	

6.2.2.	a) What types of access are there to your business premises? b) How are these managed? c) Are access points restricted to time/day?
Response:	

6.2.3.	Are the premises adequately illuminated (e.g. continuous light, movement sensors, twilight switch)?
Response:	
6.2.4.	How is the administration of keys handled in your company (e.g. location, access, logging)? Does written documentation exist for this? Yes/No
Response:	

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6.2.5.	a) Is the parking of private vehicles permitted on the premises? b) If yes, for which persons? c) Who gives the approval? d) Are the vehicles checked (at the entrance to the premises or at the car park entrance)? e) Do you have written instructions? Yes/No
Response:	

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6.3.	**Access to premises** ***(AEO Guidelines Part 2 Section V, Subsection 3)***

6.3.1.	a) Describe briefly how the process of access to your premises (buildings, production areas, warehouses etc.) is regulated for staff, visitors, other persons, vehicles and goods? b) Who checks that the prescribed procedures are complied with?
Response:	

6.3.2.	a) Describe the procedures that are to be followed if an unauthorised person/vehicle is discovered on company premises (grounds or buildings)? b) How are these procedures communicated to the staff (e.g. action plan, manual, working guidelines, training)?
Response:	

6.3.3.	Present a site plan for each location of your company that is involved in customs related activities (e.g. layout plan, draft) from which the frontiers, access routes and the location of the buildings can be identified, if available.
Response:	

6.3.4.	If applicable provide details of any other companies that are co-located on the same premises.
Response:	

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6.4.	**Cargo units (as containers, swap bodies, transport boxes)**
	(AEO Guidelines Part 2 Section V, Subsection 4)
6.4.1.	Is access to cargo units subject to rules/restrictions? Yes/No If yes, how are such restrictions enforced?
Response:	

6.4.2.	Describe briefly what measures are in place to prevent unauthorised access to and tampering with cargo units (particularly in open storage areas) (e.g. constant supervision, training staff and making them aware of risks, seals, instructions on procedures to follow in the case of unauthorised entry)?
Response:	

6.4.3.	a) Do you use seals to prevent unauthorised tampering with goods? If you do, what kind? Do these seals satisfy any specific standards (e.g. ISO)? b) How do you ensure that goods are not tampered with if seals are not used?
Response:	

6.4.4.	What control measures do you use for checking cargo units (e.g. seven-point inspection process: front wall, left side, right side, floor, covering/roof, inside/outside of doors, outside/undercarriage)?
Response:	

6.4.5.	Please answer the following questions: a) Who is the owner/operator of the cargo units? b) Who maintains/repairs the cargo units? c) Are there regular maintenance plans? d) Are external maintenance works checked?
Response:	

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6.5.	**Logistical processes** ***(AEO Guidelines Part 2 Section V)***

6.5.1.	a) Which means of transport are normally used by your company? b) Does your company carry out all its own transport, or does it also use external service providers (e.g. freight forwarders/carriers)? c) How do you establish whether the freight forwarder/carrier meets the required security standards (e.g. by means of a security certificate, declarations or agreements)? d) Do you take other measures for outsourced transport activities with a view to meeting security standards? If appropriate, please outline the nature and scope of your measures in this respect.
Response:	

6.6.	**Incoming goods** ***(AEO Guidelines Part 2 Section V)***

6.6.1.	a) Describe briefly the procedure for ensuring the security and safety of incoming goods? b) Describe briefly how the compliance with these procedures is checked?
Response:	

6.6.2.	Are your employees informed about security arrangements with suppliers, and how is compliance ensured?
Response:	

6.6.3.	a) Describe briefly how checks on the integrity of the seals on incoming goods are conducted? b) Are incoming goods sealed if appropriate? Yes/No c) Does your company deal with specific types of goods requiring specific security measures (e.g. air cargo/air mail)? If yes, what routines/measures are in place?
Response:	

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6.6.4.	Are the incoming goods marked and if yes, how?
Response:	

6.6.5.	Describe briefly the process for counting and weighing incoming goods?
Response:	

6.6.6.	Describe briefly how, when and by whom incoming goods are checked against the accompanying documents and entered in your records?
Response:	

6.6.7.	a) Are the sections responsible for the purchase of goods, the receipt of goods and general administration clearly separated? Yes/No b) Do integrated internal control mechanisms exist between the sections? Yes/No. If yes, how are they executed?
Response:	

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6.7.	**Storage of goods** ***(AEO Guidelines Part 2 Section V)***
6.7.1.	Please describe at which locations you have set aside areas for the storage of goods?
Response:	
6.7.2.	a) Please describe briefly the routine for allocating a storage position for incoming goods. b) Do you have outdoor storage locations? Yes/No. If yes, please describe them briefly.
Response:	

6.7.3.	Do you have documented procedures for stock-taking and dealing with irregularities detected during stock-taking? Yes/No If yes, please describe your arrangements in brief.
Response:	

6.7.4.	Are goods of different risk levels stored separately? Yes/No a) Please describe the criteria for any separate storage (e.g. hazardous goods, high-value goods, chemicals, weapons, air cargo/air mail)? b) Please describe how you ensure that the goods are immediately recorded in the logistical accounts/stock records?
Response:	

6.7.5.	a) Describe briefly how goods are protected against unauthorised access to the warehousing premises? b) Describe briefly how compliance with these procedures is checked?
Response:	
6.7.6	If storage of goods is outsourced to a third party, please describe briefly how and where the goods are stored and your control measures you use to supervise the handling of goods.
Response:	

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6.8.	**Production of goods** ***(AEO Guidelines Part 2 Section V)***

6.8.1.	a) Describe briefly what locations/areas are designated for the production of goods? b) If production is carried out by an external partner (e.g. job processing, drop shipments), describe briefly how the integrity of the goods is ensured (e.g. contractual agreements)?
Response:	
6.8.2.	Are there any security measures protecting goods against unauthorised access to the production zone? Yes/No. If yes, describe briefly what these measures are and whether they exist in written form. Describe briefly how compliance with these procedures is checked?
Response:	

6.8.3.	Describe briefly the procedures for packing products and whether they exist in written form.
Response:	

6.8.4.	If final product packaging is outsourced to a third party, describe briefly how the integrity of the goods is guaranteed?
Response:	

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6.9.	**Loading of goods** ***(AEO Guidelines Part 2 Section V)***

6.9.1.	a) Describe briefly how loading of goods is managed in your company (e.g. allocation of responsibilities, checks on goods, and means of transport, recording of results, provision of information, etc.)? b) Are there any written instructions on how the process should be organised? Yes/No
Response:	

6.9.2.	a) Are outgoing goods or vehicles sealed? Yes/No? If yes, how, by whom and what sort of seals do you use? b) Are any seal numbers mentioned in the documents accompanying the goods? Yes/No c) How do you keep a record of your seals?
Response:	

6.9.3.	Describe briefly how compliance with customers' security requirements for loading is guaranteed?
Response:	

6.9.4.	Describe briefly the arrangements that are in place which ensure that goods to be loaded and the loading process itself are not left unsupervised.
Response:	

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6.9.5.	Are the outgoing goods checked for completeness (e.g. counted, weighed)? Yes/No If yes, how and by whom?
Response:	

6.9.6.	Describe briefly how, when and by whom departing goods are checked against orders and loading lists and recorded out of the stock records?
Response:	

6.9.7.	Describe briefly what control mechanisms you have in place for detecting irregularities concerning the loading of goods?
Response:	

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6.10.	**Security requirements for business partners** ***(AEO Guidelines Part 2 Section V)***

6.10.1.	Describe briefly how your company verifies the identity of trade partners in order to secure the supply chain (information search before accepting orders or placing orders).
Response:	

6.10.2.	a) Which measures have you taken to confirm that your business partners ensure the security of their part of the international supply chain (e.g. security declarations, contractual requirements, trade partners with own AEO- status)? b) Describe briefly how compliance with these procedures is checked?
Response:	

6.10.3.	Over the last year, have you detected any breaches of the security agreements you have with partners? Yes/No. If yes, what measures have you taken?
Response:	

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6.11.	**Personnel security** ***(AEO Guidelines Part 2 Section V)***

6.11.1.	a) Describe briefly how your employment policy deals with security and safety requirements? Who is responsible for this area? b) Are the security procedures recorded in writing? Yes/No. c) Describe briefly how compliance with these procedures is checked?
Response:	
6.11.2.	To what extent are the following types of employees subjected to security checks (e.g. police checks to confirm that he/she has no criminal record): a) new employees who will be working in security-sensitive fields b) existing employees who are to be transferred into security-sensitive fields. How is it ensured that when staffs leave, they no longer have any physical or electronic access to company premises or data?
Response:	

6.11.3.	Is security and safety training provided for employees? Yes/No. If Yes: a) What is the frequency of security and safety training? b) Do you have yearly refresher training? Yes/No. c) Is this training internal or provided by an external supplier? d) Are there written records on this training? Yes/No.
Response:	

6.11.4.	Please answer the following questions: a) Specify the areas where temporary employees are used? b) Are these employees checked regularly according to security standards? If yes, how and by whom? Are there also security instructions for these employees?
Response:	

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6.12.	**External Services** ***(AEO Guidelines Part 2 Section V; Annex 2 to the AEO Guidelines, point 4.13)***

6.12.1.	Do you use any "external services" under contract, such as transportation, security guards, cleaning, supplies, maintenance etc.? Yes/No. If Yes: a) Describe briefly what services they provide and to what extent (for the ones that have not been described in the previous sections). b) Are there written agreements with the external service providers containing security requirements? Yes/No. c) Describe briefly how compliance with the procedures included in these agreements is checked?
Response:	

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Annex 1

Consent to disclose the AEO details on the TAXUD website

I hereby give my consent to the publication of the information in the AEO authorisation in the list of authorised economic operators.

Signature ……

Capacity of Signatory …….
(The completed questionnaire should be signed by a Director/Managing Partner/Sole Proprietor as appropriate but for this case it is recommended that consent is given by an authorised signatory)

Date ……

Consent to the exchange of the information in the AEO authorisation in order to ensure the implementation of international agreements with third countries on mutual recognition of the status of authorised economic operators and measures related to security

I hereby give my consent to the exchange of the information in the AEO authorisation in order to ensure the implementation of international agreements with third countries on mutual recognition of the status of authorised economic operators and measures related to security:

Signature ……

Capacity of Signatory …….
(The completed questionnaire should be signed by a Director/Managing Partner/Sole Proprietor as appropriate but for this case it is recommended that consent is given by an authorised signatory)

Date ……

If you have provided your consent for mutual recognition, please also provide the following information:

Transliterated name ……

Transliterated street and number ……

Transliterated postal code and city ……

Only Latin characters should be used as codified in http://www.unicode.org/charts/PDF/U0000.pdf

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