



## **IMPORT COMPLIANCE ORGANIZATION**

### **ROLES AND RESPONSIBILITIES**

#### **TITLE: DIRECTOR, IMPORT COMPLIANCE**

**Reports to the Vice-President Corporate Compliance and Vice President, Procurement Operations**

- **Establish and maintain Import Compliance Organization**
- **Issue Statements of Corporate Policy**
- **Maintain access to Fluor Upper Management**
- **Ensure the Compliance Group is accountable for its roles/responsibilities**
- **Maintain interface with Customs Border Patrol (CBP) to foster compliance**
- **Ensure monitoring and self-audit activities are timely executed**
- **Direct the effort for globally rolling out the Import Compliance Manual**
- **Direct the effort for training globally all disciplines involved in import activities**
- **Encourage and support continuing education for team members**
- **Direct the effort to select a designated, primary Customs House Broker**
- **Direct any efforts required around CBP audits**
- **Consult with Fluor Law Department as/if required**



## **TITLE: IMPORT COMPLIANCE COORDINATOR (MANAGER)**

### **Reports to the Director, Import Compliance**

- **Lead the training efforts for all disciplines globally involved in import activities**
- **Champion the 'reasonable care' cause for all import activities**
- **Establish and maintain interface with the selected Customs House Broker**
- **Ensure records are maintained as required and set out by Customs Border Protection (CBP)**
- **Develop Practices for Recordkeeping**
- **Develop Practices for Classification of goods and provide classification assistance as required**
- **Maintain interface with CBP to foster compliance**
- **Lead support for any efforts required around audits**
- **Lead support for ensuring monitoring and self-audit activities are conducted timely**
- **Key involvement in selection of a primary Customs House Broker**
- **Provide key support for rolling out the Import Compliance Manual to Fluor's global offices**
- **Lead the effort for training globally all disciplines involved in import activities**
- **Manage subordinates in terms of discipline, professionalism & continuing education**
- **Create and maintain internal Import Library**
- **Assign tasks to subordinates as/if required**
- **Perform all other tasks as might be assigned by the Director, Import Compliance**
- **Perform all other tasks as might be assigned by the Director, Import Compliance**
- **Lead support/assist with review and requests for binding rulings**
- **Lead support for conducting post entry transaction reviews**



## **TITLE: IMPORT COMPLIANCE COORDINATOR**

### **Reports to the Import Compliance Coordinator (Manager)**

- **Support the training efforts for all disciplines globally involved in import activities**
- **Champion the 'reasonable care' cause for all import activities**
- **Establish/maintain interface with the selected Customs Broker as directed by the Manager**
- **Ensure records are maintained as required and set out by Customs Border Patrol (CBP)**
- **Maintain interface with CBP as directed by Import Compliance Mgr to foster compliance**
- **Provide support/assistance for any efforts required around audits**
- **Provide support for ensuring monitoring and self-audit activities are executed timely**
- **Provide support/assistance in the selection of a primary Customs House Broker**
- **Provide support when rolling out the Import Compliance Manual to Fluor's global offices**
- **Support the effort for training globally all disciplines involved in import activities**
- **Always have discipline, professionalism & continuing education as priorities**
- **Assign tasks to subordinates as/if required**
- **Assists as required in post entry transaction reviews**
- **Perform other tasks as might be assigned by the Director or Manager, Import Compliance**