How to Write an Export Compliance Manual

written by Lauri Moon | April 14, 2021

An Export Management and Compliance Program (EMCP) is a written set of export-related guidelines and operational policies, procedures, and safeguards that tell employees what is expected of them and provides management with a framework to evaluate whether: what should happen, does happen and what should not happen, does not happen.

A good EMCP should include:
• Reflect Operational Reality
• Be Up-to-Date and Current
• Appropriate Company-Specific Content
• Wide Distribution
• Fully Defines Standards of Conduct for Export Operations: Policies, Functions, Processes, Responsible Personnel
• Documents Procedures for Checks and Safeguards
• Integration of Policies and Procedures
• Monitoring to Continuously Improve and Ensure Integrity
• Adequate Resources
• A Compliant Corporate Culture

This webinar will:
• Identify the various control agencies and regulations
• Help you understand export control classification
• Define: What is an export, Technical data, Technical Services, US-Persons, and other key items
• Provide the steps in creating an EMCP by reviewing the structure of an actual plan
• How a Technology Control Plan (TCP) is integrated into a EMCP

Who should attend?
• Senior management
• Export compliance managers

- Logistics/Shipping
- Engineering
- Sales
- Facility security
- IT
- Human Resources

Speakers

Bob Imbriani, Executive Vice President, International for Team Worldwide & President of Team Ocean Services, Team International Trade Services

Bob Imbriani has been in the international/domestic transportation and logistics field for over four decades. He is currently Executive Vice President, International for Team Worldwide & President of Team Ocean Services, Team International Trade Services and Team Canada.

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