

# SECURE EXPORTS SCHEME PROCESS MAP

This fact sheet explains the requirements for the process map necessary to support the Secure Exports Scheme (SES) security plan. A process map shows a company's processes from point of manufacture/packing to delivery to the port of export.

## WHAT IS THE PURPOSE OF THE SECURE EXPORT SCHEME?

The purpose of the Secure Exports Scheme is to help ensure that goods to be exported are packaged securely, with no other goods and conveyed to the place of shipment securely and without interference, before shipping.

## WHY IS A PROCESS MAP NECESSARY?

A process map is required to be lodged in support of your security plan — see Fact Sheet 34A. The process map gives Customs an overview of a company's entire export supply chain by illustrating the physical and documentary processes from production to delivery at the port of export.

## WHAT INFORMATION SHOULD A PROCESS MAP CONTAIN?

The process map should identify the physical activities from production to arrival at the port of export and link them with the documentation that is generated in relation to these activities ie, loading, transport, and invoicing.

An example of a basic process map follows overleaf.

## WHO WILL HAVE ACCESS TO THIS INFORMATION?

The process map is for Customs' purposes only and will not be shared. When the process map is finalised, Customs will only retain an electronic PDF copy of the map and the manual copy will be returned to you with your security plan. Access to the electronic PDF file is restricted and recorded.

## OTHER INFORMATION ABOUT EXPORTS

Other fact sheets may be accessed on our website [www.customs.govt.nz](http://www.customs.govt.nz)

## FOR FURTHER INFORMATION

Contact your nearest office of the New Zealand Customs Service, visit the Customs website [www.customs.govt.nz](http://www.customs.govt.nz), or call Customs on 0800 428 786 (0800 4 CUSTOMS).



# EXAMPLE PROCESS MAP

**NAME OF COMPANY:**

**DATE:**

