

	Export Control Plan Certificate Control Policy	SHPP 2019 1.4 Export Control Plan
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Objective: To ensure complete, accurate, and truthful information is provided on export documentation.

Responsibility: Management

Frequency: When exporting product

Procedure:

1. Management will review all Production Records, Shipping Records, and Export Records prior to applying for an export certificate to ensure all information is complete and accurate.
2. The export certificate number will be provided on the Export Record. A copy of the export certificate will also be attached to the Export Record.
3. Verification of the export certificate and Export Record will be completed as described in the Export Controls Standard Operating Procedure.
4. Management will verify that all lot numbers in the shipment match the lot numbers on the Export Record and Shipping Record.
5. A final review of the certificate will be conducted to ensure that the consignment details, including attestations are accurate.

Approved by (signature): _____ Printed name: _____

Approved date: _____ Revision date: _____