

PRICESMART
shopping

SITE INSPECTION UNIT





What is Site Inspection Unit?

The Site Inspection Unit was established for the purpose of examining containerized shipments at the importers' premises where that it would be tedious to examine such shipments at the regular Custom areas such as the public warehouses at the ports.



What steps must an importer take to apply for a site inspection and cold storage privilege with the Jamaica Customs Agency?

- 1 visit the Jamaica Customs Agency's Website (jca.gov.jm)
- 2 complete the Site Inspection & Cold Stores Application Form available on the website
- 3 along with a formal letter addressed to the relevant Senior Director based on the warehouse location

What's next?

A directive will be given by the Senior Director to the director/manager of the unit to conduct an inspection of the location using an approved checklist to include but not limited to the following:



REQUIREMENTS

- 1.The Structural Security (perimeter fencing, lighting and the structure of the building)
- 2.The Check Points and Access Control (Security personnel, access control procedure, CCTV surveillance system, clearly marked signage)
- 3.Suitability of the Examination Site (paved landing or ramp, physical structure for the examination of cargo as well as to protect the Customs Officers, proper restroom facilities, lighting and ventilation, adequate warning signs.
- 4.Staff and Equipment (number of staff provided for the offloading and examination process, type of equipment provided for the timely unloading and examination of the cargo.
- 5.Sealed detention area for the detention of goods should the need arise.
- 6.Evidence of valid regulatory certificates as deemed necessary
- 7.Evidence of valid equipment and forklift operators certificates

Based on the report submitted by the director and manager, a determination will be made by the Senior Director regarding the approval or denial of site examination privilege. The decision taken will be communicated to the importer in writing.



Import Release and Site Inspection: **A Seamless Chain in Customs Operations**

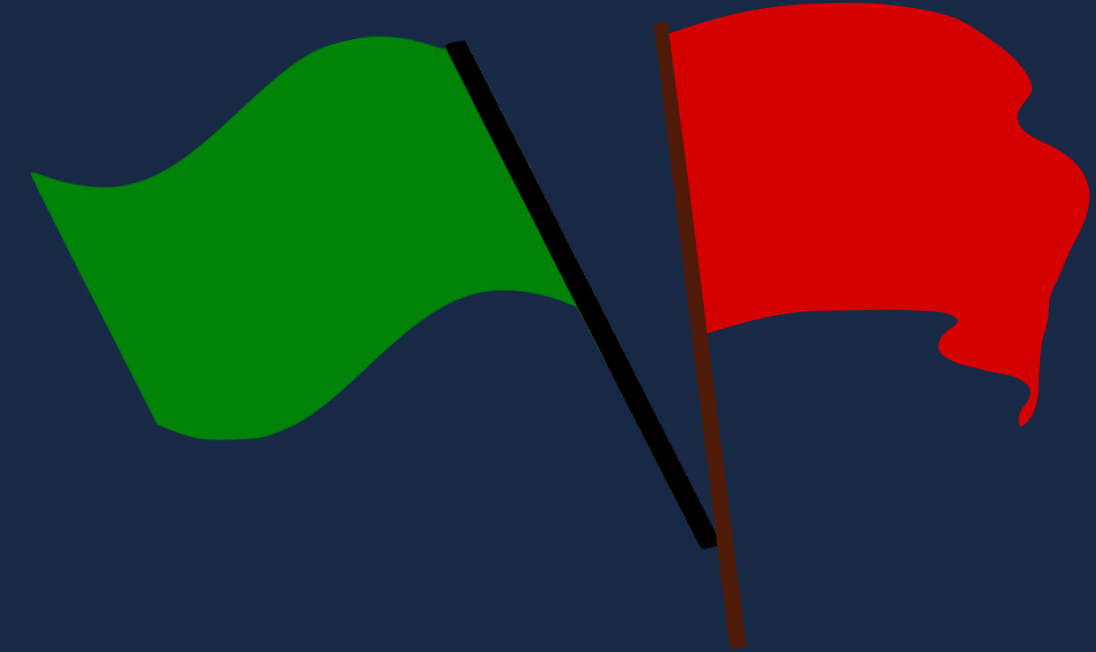


BOX 30-SITE (\$55,000) 1 CONTAINER

The Import Release Room processes containers flagged for inspection. Once identified, these containers are directed to the Site Inspection Unit, where a customs officer visits the premises to examine the goods and ensure compliance with all regulations.

Regime types like IM4, IM5, IM7, IM8, and IM9 are handled in the Import Release Room. Each one uses a Customs Procedure Code (CPC) that starts with the regime type followed by three zeros—like IM4000 or IM5000. This four-digit code is the first part of the CPC and matches what's selected in Box 1 of the eSAD form.

Import Release and Site Inspection: **A Seamless Chain in Customs Operations**



The supervisor is emailed, along with the assigned clerk, a list of companies that have site  privileges.

If the supervisor is unfamiliar with a particular company, she will liaise with the Site Inspection  Unit supervisor to confirm the company's status.



There is a dedicated Site Folder on the Z Drive which contains this list.

The list is updated daily and shared with all relevant personnel and units — including Site Inspection Unit (SIU), the Exit Gate, and others — to guide processing for the following day.

If a company is granted same-day site clearance, this information is also included for timely processing. 

Site entries are IM4 or
IM7

All site entries should
have site in box 30

Sometimes the system
randomly select
entries for site

1		2		2 Exporter / Consignor TRN.		KINGSTON WHARVES LIMITED	
		IWEB GROCERS INTERNATIONAL INC. 9835 NW 14 ST DORAL, FL 33172 USA		3. Pages 1 2		4. Load List C 1 2 Manifest 2025 246	
				5. Items 3		6. Total packages 66	
				7. Commercial Reference number 2025 CWPS4M299546			
		8 Importer / Consignee TRN. 0027009480000 REASONABLE BRANDS LIMITED KINGSTON 32 STUDIO ONE BOULEVARD KINGSTON CSO KINGSTON JAMAICA		9 Person/Entity Responsible for Financial Settlement TRN. REASONABLE BRANDS LIMITED 32 BRENTFORD ROAD KINGSTON 5			
				11 Trading US con. US cty.		12 Additional Value details 48,607.27	
		13 CAF Trmt					
		14 Declarant / Representative TRN. 1094432330001 FONTANO THOMPSON CUSTOMS BROKER LIGUANEA 10 GLENHOPE AVENUE KINGSTON 6		15 Country of export United States of America		15. C.E. Code a US b	
				16 Country of origin United States of America		17 C.D. Code a JM b	
				17 Country of Destination Jamaica			
		18 Identity and nationality of active means of transport on arriv/dept. SEABOARD GEMINI LR		19 Ctr. <input checked="" type="checkbox"/>		20 Delivery terms CFR	
		21 Identity and nationality of active means of transport crossing the border SEABOARD GEMINI		22 Currency & total amount invoiced USD 20,492.50		23 Exchange Rate 158.1290	
		24 Nature of 1 1 transac.					
		25 Mode transport 1 at border		26 Inland Mode of 3 transport		27 Place of Loading/Unloading USMIA MIAMI	
		28 Financial and Banking data Bank Code					
		29 Office of entry/exit JMKWL KINGSTON WHARVES LIM		30 Location of goods SITE			
		31 Packages and description of goods Marks and numbers - Containers No(s) Number and kind Marks & no of packages Nbr & Kind Tariff Description Commercial Description		32 Item 1 No.		33 Commodity code 34029090 00	
		BEAUTY SUPPLIES 2X40FT CONT:BSIU9716380 SEFU4214623 33 PX Pallet OTHER FABULOSO		34 Cty. Orig. Code a US b		35 Gross weight (kg) 8,701.500	
				36 TradeAgm			
				37 PROCEDURE 4000 000		38 Net weight (kg) 8,701.500	
				39 Quota			
				40 AWB/BL/Previous Document CWPS4M299546			
				41 Statistical Units KGM 8,701.500		42 Item price 2,205.00	
				43 V.M. 9 code			
		44 Add. info Documents Produced Certificates and autho-		45 Adjustment 1		46 Customs Value	

How do we know when an entry is for site?

FileViewWindowHelp

View Version (2) SAD

100 %

GOVERNMENT OF JAMAICA
JAMAICA CUSTOMS AGENCY

C87e
eSAD for Multiple Regimes

~ Country Above Self ~

Selectivity control document

Customs Office
JMKWL KINGSTON WHARVES LIMIT

ModelIM4

Customs reference2025 C6

17/06/2025

Declarant reference2025 CWPS4M291188

Assessment reference2025 A6

17/06/2025

Nbr of Items5

Declarant
1094432330001

Selected
Red

FONTANO THOMPSON CUSTOMS BROKER
LIGUANEA 10 GLENHOPE AVENUE
KINGSTON 6

Assigned Section	Assigned Officer	Officer Type	Selection Criteria involved	Assigned	Completed / Re-Assigned	Check	Comments
CHQEPU		Officer	EPU-CNTRL-1	18/06/25 10:14		<input type="checkbox"/>	
CHQRMU	rmu_ops4	Officer	JCA-BPD02	18/06/25 10:14		<input type="checkbox"/>	
CHQVAL		Chief	COMVER	18/06/25 10:14		<input type="checkbox"/>	
CHQVAL		Officer	COMVER	18/06/25 10:14		<input type="checkbox"/>	
KWLIMREL	No examiner	Officer	EXAMKWL1			<input type="checkbox"/>	

red or
yellow

How to calculate customs administration fee for site container/s?

SITE CLEARANCE General Importer

PROCESSING FEE \$15,000
EXAMINATION FEE \$40,000

Note!!!

There is a single flat rate processing fee of \$15,000, regardless of the number of containers.
However, the examination fee is charged per container.

File View Window Help

Detailed Declaration - View [2025]

File Edit View Help

SAD - Assessment Notice

Customs Office
JMKWI KINGSTON WHARVES LIMIT

Identification of the declaration

Model Customs reference Declarant reference Assessment reference Nbr of Items
IM 4 2025 C 22662 19/02/2025 2025 ASSZX411304 2025 A 22660 / 19/02/2025 10

Declarant
1094432330001

Company
0027009480000

FONTANO THOMPSON CUSTOMS BROKER
LIGUANEA 10 GLENHOPE AVENUE
KINGSTON 6

REASONABLE BRANDS LIMITED
KINGSTON 32 STUDIO ONE BOULEVARD
KINGSTON CSO
KINGSTON
JAMAICA

Mode of payment Account number Receipt number and date Statement number and date
CASH R 17472 19/02/2025

Cash Items taxes

Code	Description	Amount
ICD	IMPORT CUSTOMS DUTY	1,031,671.11
SCF	STANDARDS COMPLIANCE FEE	15,765.66
ENV	ENVIRONMENTAL LEVY	26,276.49
CAF	CUSTOMS ADMINISTRATION FEE	215,000.00
GCT	GENERAL CONSUMPTION TAX	1,305,915.52

Total Cash Items Taxes 2,594,628.39

Cash Global taxes

Code	Description	Amount
PA1	PCS Tariff Fee	3,166.13
S05	PAJ - Full Container Loads(FCL)	83,110.91
STD	STAMP DUTY	100.00

Total Cash Global Tax... 86,377.04

Guarantee Items taxes

Code	Description	Amount
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Guarantee Global taxes

Code	Description	Amount
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What is the next step after the release has been generated?

1. AFTER THE RELEASE HAS BEEN GENERATED, THE IMPORTER OR CUSTOMS BROKER COLLECTS THE ENTRY FROM THE OUTWARD TRAY, PRESENTING THEIR ID. OFFICERS SHOULD ENSURE THE INSPECTION ACT IS PROPERLY COMPLETED FOR EQ. RELEASE 1X 40'..... FOR SITE EXAMINATION AT 12 RED HILLS.

2. THE RELEASE IS THEN HANDED OVER TO THE TRUCKER TO FACILITATE THE EXIT OF THE GOODS FROM THE PORT VIA THE EXIT GATE.



3. FOR SITE ENTRIES, CONTAINERS MUST BE SEALED AND SENT TO THE DESIGNATED SITE UNIT FOR EXAMINATION.



IF A CONTAINER ARRIVES AT THE SITE UNIT WITH A TAMPERED SEAL, THIS CONSTITUTES A BREACH OF CUSTOMS ACT

SUCH AN ACT FALLS UNDER SECTION 55 - PENALTY FOR INTERFERING WITH SEAL, ETC., AND MAY RESULT IN PENALTIES FOR VIOLATING THE LAW.



EXAMINATION OFFICER

✓ The SIU supervisor will have a list of officers scheduled to visit the site

✓ Examination officer walks with a tablet (on ayscudat they will verify bl, invoice and all other information)

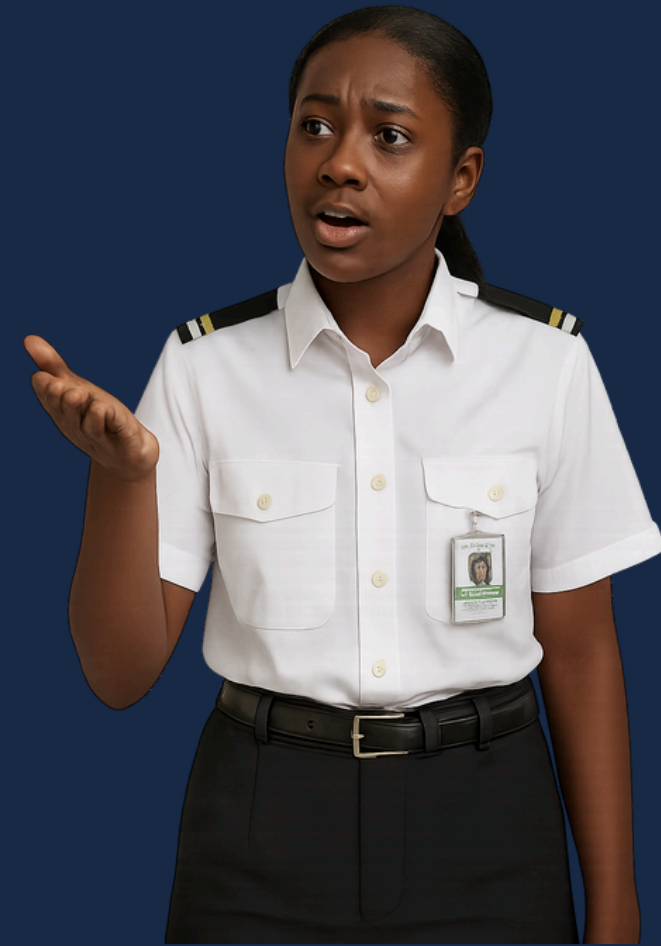
✓ Verify line and customs seal

✓ Officers will carry out their inspection. If they find any issues, they will place the entry in query, detain, or breach it, depending on the problem.

✓ The least amount you can verify for a container is 25%



QUESTIONS



What is Site Inspection Unit?

Which section of the Customs Act covers penalties for breaking or interfering with a container seal

Which box on an entry should indicate 'site'?

What is the processing fee for 10 containers on a site entry?



**THE
END**

