

INTRODUCTION TO THE ADMINISTRATIVE ELEMENTS

The administrative elements have been developed to assist firms in ensuring that documents attesting to the completion of the various checks are maintained along with other pertinent records. These elements also ensure that the personnel responsible for compliance are given authority commensurate with their responsibilities and receive all necessary training.

The content of these elements can be easily incorporated into a firm's existing office procedures. Such elements help establish a concept that export control issues play an important role in a firm's day-to-day operation.

Although the implementation of an EMS is entirely optional, as are most of the administrative elements, any exporting firm is required to maintain records relevant to all its export transactions. Consequently, the objective of "Administrative Element 3: Recordkeeping" is a regulatory requirement for all exporters.

The administrative elements consist of:

1. Management Policy
2. Responsible Officials
3. Recordkeeping
4. Training
5. Internal Reviews
6. Notification