

**NTA INSPECTORS' CHECKLIST IN THE CONDUCT
OF INSPECTION AND EVALUATION**

- 1. Bring copy of the following:
 - a. authority to inspect;
 - b. approved request for inspection;
 - c. inspection report form; and
 - d. ECC/ICC form;

- 2. Undertake ocular and physical inspection and evaluation of the commodity subject of exportation/importation if the goods conform to those declared in the request for inspection;

- 3. Obtain, in the presence of an exporter/importer representative, samples of the commodities of adequate representation from the whole exportation/importation (taken in 3 increments/times from each of the bales comprising 3% of the whole lot of exportation or ~~importation~~, as follows: (1) for tobacco cut/powder – 1.5 kilos/bale; (2) tobacco leaf in bundles – 3 bundles/bale; and (3) Loose leaves – 50 pieces/bale; for tobacco products -); and

- 4. Mark and sign all inspected and evaluated tobacco and tobacco products cases, cartons, bobbins or any kind of packaging, by sealing the same with tamper proof NTA sticker.