

**POLICY AND STANDARD OPERATING PROCEDURES  
IN THE INSPECTION AND EVALUATION OF LEAF TOBACCO,  
TOBACCO PRODUCTS AND OTHER TOBACCO RELATED  
SUPPLIES, MATERIALS AND INGREDIENTS FOR  
EXPORTATION AND IMPORTATION**

**I. Policy Statement**

It is the policy of the government to promote the balanced and integrated growth and development of the tobacco industry to help make agriculture a solid basis for industrialization by administering and regulating the exportation and importation of leaf tobacco, tobacco products and other tobacco related supplies, materials and ingredients.

**II. Policy Objective**

It is the objective of the government to prescribe the policy and standard operating procedures to facilitate the processing and inspection of exportation and importation of leaf tobacco, tobacco products and other tobacco related supplies, materials and ingredients in order to (1) determine the authenticity; (2) safeguard the quality of tobacco and tobacco products in relation to the NTA set standards (Annex "A" hereof); and (3) standardize and systematize the procedures in the inspection and evaluation.

**III. Coverage**

This policy and standard operating procedures shall apply to all exportations and importations of leaf tobacco, tobacco products and other tobacco related ingredients, supplies and materials, which includes, but not limited to the following:

- A. Unmanufactured Tobacco Leaf, either raw, whole or stemmed/stripped virginia, air-cured burley or dark cured native leaf tobacco, or partially, processed, blended, cased, flavored, tobacco wrappers, cutfillers ready for the manufacturing of tobacco products for smoking, sucking, chewing or snuffing;
- B. Manufactured Tobacco Products either cigars, cigarettes, cheroots, cigarillos, smoking & chewing/snuff tobacco & others containing tobacco;
- C. Tobacco midribs, stalks, scraps, stems, dust and refuse;
- D. Homogenized or reconstituted tobacco;
- E. Tobacco Leaf References (Supplies and Materials) for use in

products subject to export e.g. display cartoons, tipping papers, bobbins, and the like;

- F. Cigarette and cigar ingredients, e.g. tobacco essences and extracts, tobacco lyes and tobacco sauces/ flavorings, tobacco flour and tobacco powder and the like; and
- G. Machinery/Equipment/Facilities, to include the spare parts, needed in the manufacture of tobacco products and in the production of quality leaf tobacco.

#### IV. Scope/Limitation

This systems and procedures covers the conduct of actual ocular inspection and sampling for physico-chemical evaluation, quality assurance and commodity clearance procedures.

#### V. Procedures for Inspection

RESPONSIBLE PERSON/S	ACTIVITY/IES
A. Exporters/Importers	<p>File, through fax, duly accomplished Request for Inspection (I&amp;E MDRD Form No. 1).</p> <p>Note: In case of tobacco and tobacco products for export/import which are loaded/unloaded in ports of entry/discharge and/or stored near the NTA Branch Offices, the corresponding request for inspection shall be filed/faxed to the concerned branch office, which latter, through the authorized branch office personnel, shall undertake the ocular and physical inspection and the corresponding inspection report shall be signed by the concerned Branch Office Manager, issue the same to the exporter/importer and provide a copy to the MDRD.</p>
B. MDRD Manager	<ol style="list-style-type: none"> <li>1. Assigns NTA Inspectors per request;</li> <li>2. Advises exporter/importer of the date of inspection and the names of assigned NTA Inspectors</li> </ol>
C. NTA Inspectors (Supvg. TPRO, Sr. TPRO, TPRO III, Representative/s	<ol style="list-style-type: none"> <li>1. Bring copy of the authority to inspect approved request for inspection, inspection report and ECC/ICC forms.</li> </ol>

<p>from the Office of the Administrator and/or duly authorized NTA official or employee)</p>	<ol style="list-style-type: none"><li>2. Undertake ocular and physical inspection of the commodity subject of the exportation/ importation if the goods conform to those declared in the request for inspection.</li><li>3. Obtain, in the presence of an exporter/ importer representative, samples of the commodities of adequate representation from the whole lot of exportation/ importation. (Per specified sampling guidelines and procedure)</li><li>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; and</li><li>5. Prepare and submit to the MDRD Manager/Branch Manager the Inspection Report (I&amp;E MDRD Form No. 4) to be attested by the exporter/ importer's representative.</li></ol>
<p>D. MDRD Manager</p>	<ol style="list-style-type: none"><li>1. Receives and endorses inspection report to the Administrator; and</li><li>2. Forwards samples to the NTA Research Department for physico-chemical evaluation.</li></ol>

Approved:

ORIGINAL SIGNED

**CARLITOS S. ENCARNACION**  
Administrator

Date: \_\_\_\_\_