**Notification of Visitors to Larson Davis/PCB**

**Purpose:**

 To assure proper screening of visitors, US Citizens and Foreign Nationals, occurs prior to the visit within the facility.

**Responsibilities:**

 Sales and Marketing, Engineering, Personnel and Purchasing

**Associated Documents:**

 ISO 9001, QSM, QAM

**Procedure:**

PCB maintains an open door policy enabling visits by US citizens and Foreign Nationals to PCB for discussion of business opportunities. As PCB is compliant to the U.S. Export Administration Regulations (EAR) and International Traffic In Arms Regulations (ITAR), it is necessary to record the purpose and associated details of the visit. This procedure is to restrict unlawful transfer of product and “Deemed Export” of restricted technologies.

 **For Sales and Marketing, and International Engineering Visitor(s) and Purchasing Vendor(s)**

Upon knowledge of a visit to PCB, the PCB host should:

* Complete form SM013
* Review the Denied Party or Entity lists as outlined in SM1012 Denied Party Procedure to assure the visitor(s) and/or organization(s) is not listed.
* Meet with the Export Manager to discuss the visit purpose of Foreign Nationals.
* Provide information as required by the Export Manager should it be determined that licensing is required prior to the visit.

# For visits by Foreign Nationals

The Export Manager should be consulted prior to the company visit to assure compliance to the Export Administration Regulations. When deemed necessary, proper licensing will be required prior to the visit. Within one week from completion of the visit or as identified by the Export Manager (ref SM013), the PCB host shall provide a written visit report summarizing details of the visit, including but not limited to:

* Topics of discussion
* Areas toured by the visitor
* PCB employees who took part in the discussions.

The Export Manager will call a follow-up meeting if further visit review is needed.

 The Export Manager will create a folder to be identified with Customer Name, Company, and date of visit. The folder will be stored within the Export Managers working area.

 The visit folder will remain on file for a period of 5 years from the date of visit.

**Referenced Documents:**

 SM013, SM1012

**Unusual Conditions:** None