

What are inventories and why are they so important? An inventory is basically a descriptive listing of all your personal and household effects that will be accompanying you to the post or going into storage. The main importance of your inventories is that they constitute a legal record of your possessions and their replacement value which can be used to protect and indemnify you in the event of damage or loss. Despite the precautions taken by Packers and Freight Forwarders, the possibility of damage or loss is a risk in any removal. Consequently, some claims are made every year against the Crown or its underwriters. Getting your inventory completed accurately and on time is the first step towards availing yourself of the loss and damage protection to which you are entitled under FSD 15. (The topics of "Insurance" and "Claims" are dealt with in Sections 2.3.6 and 4.1.3 respectively).

Inventories must be submitted on Form EXT-378/378A or any other form which provides similar information. One original and two copies of each of the following are required:

1. Air Shipment
2. Sea Shipment (or Road Shipment)
3. Accompanying Baggage
4. Storage
5. Private Storage

In addition to the forms required by your employer, make two more for yourself. Take one along in your accompanying baggage and leave the other with a friend or in your safety deposit box.

When completing your inventories, it is for your own good to be as detailed as possible. Make reference to characteristics like Manufacturer's name, make, model, serial number, size and so forth when such details are available. Because insurance is now based on replacement value in Canada without reference to depreciation, it is no longer necessary for you to indicate the original purchase cost of listed items. However, the Year of Purchase and Condition of your effects are essential to determining their fair replacement value.

Hint - With inflation, you might be surprised to find out how much it costs to replace items you purchased years ago. To help you provide accurate figures in the Replacement Value column, check your newspaper advertising supplements or visit local retailers. Employees overseas will often find that Catalogues such as Sears and T. Eaton are received at posts.

To assist with your inventories, you may wish to refer to the following advice and look at the examples of completed forms in Figure 10:

1. Items like kitchenware, books, records, audiotapes and clothing may be entered in groups. If you do so, you should try to state the quantity of each item in the group. The maximum amount payable for any one group may not exceed \$300.