




Customs Clearance Process Validation Checklist

Documentation Review & Accuracy

Ensuring all required documents are present, complete, and accurate for customs clearance.


Commercial Invoice - Uploaded Copy

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Packing List - Uploaded Copy

 Upload File

Bill of Lading/Air Waybill - Uploaded Copy

 Upload File

Invoice Currency

- ☐ USD
- ☐ EUR
- ☐ GBP
- ☐ JPY
- ☐ Other

Invoice Number

Enter a number...

Description of Goods (as per Invoice)

Write something...

Terms of Sale (Incoterms)

- ☐ FOB
- ☐ CIF
- ☐ EXW
- ☐ DDP
- ☐ Other

Invoice Date

Enter date...

Importer & Exporter Verification

Confirming the legality and validity of both the importer and exporter involved in the shipment.

Importer Legal Entity Type

- ☐ Individual
- ☐ Company (Limited Liability)
- ☐ Partnership
- ☐ Trust
- ☐ Other

Importer Registration Number/Tax ID

Write something...

Importer Country of Registration

- ☐ United States
- ☐ Canada
- ☐ Mexico
- ☐ China
- ☐ Germany
- ☐ United Kingdom
- ☐ Other

Exporter Name

Write something...

Exporter Contact Person

Write something...

Exporter Verification Status

- ☐ Verified
- ☐ Pending Verification
- ☐ Not Verified

Notes/Comments Regarding Importer/Exporter Verification

Write something...

HS Code Classification & Valuation

Verification of correct Harmonized System (HS) code assignment and valuation of goods for duty calculation.

HS Code Assigned by Importer/Exporter

- ☐ Correct
- ☐ Incorrect - Requires Correction
- ☐ Uncertain - Requires Further Investigation

HS Code

Write something...

Declared Value (Currency)

Enter a number...

Valuation Method Applied

Write something...

Valuation Method Documentation

- ☐ Documentation Complete & Available
- ☐ Documentation Incomplete
- ☐ Documentation Not Available

Supporting Valuation Documentation

 Upload File

Applicable Duty Rate (%)

Enter a number...

Valuation Justification (If Required)

Write something...

Regulatory Compliance & Permits

Checking for adherence to relevant import/export regulations, licenses, permits, and restricted items.

Applicable Trade Agreements Utilized?

- ☐ NAFTA/USMCA
- ☐ EU Trade Agreement
- ☐ ASEAN
- ☐ Other (Specify in LONG_TEXT)
- ☐ None


Required Permits/Licenses (Select All That Apply)

- ☐ Import License
- ☐ Export License
- ☐ Health Certificate
- ☐ Phytosanitary Certificate
- ☐ Cites Permit
- ☐ Other (Specify in LONG_TEXT)
- ☐ Not Applicable

Specify any 'Other' Permits/Licenses (if selected above)

Write something...

Upload Copies of Required Permits/Licenses

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Compliance with Sanctions Regulations?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Describe steps taken to ensure compliance with Sanctions Regulations (if 'Yes' selected above)

Write something...

Date of Permit/License Expiration (if applicable)

Enter date...

Customs Broker Performance

Evaluating the customs broker's adherence to processes, accuracy in submissions, and responsiveness.

Number of Clearance Errors in Last Quarter

Enter a number...

Broker Response Time to Queries (Average)

☐ Within 1 Hour

☐ 1-4 Hours

☐ 4-8 Hours

☐ 8+ Hours

Summary of Broker Communication Effectiveness

Write something...

Services Provided by Broker (Select all that apply)

- ☐ Classification
- ☐ Documentation
- ☐ Duty Payment
- ☐ Permit Acquisition
- ☐ Regulatory Advice
- ☐ Compliance Audits

Overall Broker Satisfaction Level

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

Last Broker Performance Review Date

Enter date...

Any Issues or Concerns Regarding Broker Performance?

Write something...


Record Keeping & Audit Trail

Validating the existence and accuracy of records related to the customs clearance process (e.g., declarations, invoices, correspondence).

Date of Customs Declaration Submission

Declaration Reference Number

Copy of Customs Declaration Form


 Upload File

Notes/Comments on Declaration Submission (e.g., special instructions, clarifications)

Date of Customs Clearance Approval

Summary of Customs Authority Communication (Emails, Letters, Phone Logs)

Supporting Documentation (e.g., commercial invoice, packing list)

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Payment Method Used for Duties & Taxes

- ☐ Bank Transfer
- ☐ Credit Card
- ☐ Other

System Integration & Data Flow

Ensuring seamless integration and accurate data transfer between internal systems and customs authorities.

Data Transmission Frequency

Data Transmission Method

- ☐ API
- ☐ EDI
- ☐ Manual Upload
- ☐ SFTP

System Integration Point(s)

- ☐ ERP System
- ☐ Warehouse Management System (WMS)
- ☐ Transportation Management System (TMS)
- ☐ Customs Broker System

Describe Data Fields Transferred

Data Transmission Error Rate (%)

Enter a number...

Last Data Integration Test Date

Enter date...

Describe any data mapping errors encountered recently

Write something...

Risk Assessment & Mitigation

Reviewing and validating the processes for identifying and mitigating customs-related risks (e.g., penalties, delays).

Identify Potential HS Code Misclassification Risks

- ☐ Low
- ☐ Medium
- ☐ High

Estimated Value of Goods at Risk (USD)

Enter a number...

Describe Mitigation Strategies for HS Code Risks

Write something...

Which of the following documents are particularly vulnerable to fraudulent modification?

- ☐ Commercial Invoice
- ☐ Packing List
- ☐ Certificate of Origin
- ☐ Bill of Lading

Date of Last Risk Assessment Review

Enter date...

Is there a process for verifying the authenticity of supplier documents?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Describe any recent customs audits or penalties encountered and corrective actions taken.

Write something...

Post-Clearance Review & Reporting

Analyzing customs clearance data to identify trends, areas for improvement, and potential errors.

Clearance Completion Date

Enter date...

Total Duties Paid

Enter a number...

Delays Encountered (Days)

Enter a number...

Summary of Any Issues/Deviations

Write something...

Compliance Status (e.g., Compliant, Minor Issue, Major Issue)

- ☐ Compliant
- ☐ Minor Issue
- ☐ Major Issue

Contributing Factors to Delays (Select all that apply)

- ☐ Incorrect Documentation
- ☐ Customs Authority Query
- ☐ Broker Error
- ☐ Importer/Exporter Error
- ☐ System Issues

Corrective Actions Proposed/Taken

Write something...

Review Performed By

Training & Competency

Verifying that personnel involved in customs clearance are adequately trained and possess the necessary competency.

Number of employees involved in customs clearance

Enter a number...

Which customs clearance training modules have employees completed?

- ☐ HS Code Classification
- ☐ Import Regulations
- ☐ Export Regulations
- ☐ Valuation Methods
- ☐ Document Preparation
- ☐ Customs Broker Communication

Date of last customs clearance training

Enter date...


Describe the onboarding process for new customs clearance personnel.

Write something...

Training delivery method (select one)

- ☐ Online Modules
- ☐ Classroom Training
- ☐ Mentorship Program
- ☐ Combination of Methods

Upload copies of training certificates (if applicable)

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Score on recent customs clearance knowledge assessment (out of 100)

Enter a number...