



Freight Forwarding Documentation & Compliance Checklist 2026

Pre-Shipment Documentation Audit

Verification of all required commercial invoices, packing lists, and certificates of origin to ensure accuracy and completeness before transit.

Document Review Date

Commercial Invoice Verified

☐ Yes☐ No☐ N/A

Packing List Accuracy

☐ Matches Manifest☐ Discrepancies Found

Upload Verified Commercial Invoice

Discrepancy Notes

Write something...

Auditor Signature

Customs & Regulatory Compliance

Review of Harmonized System (HS) codes, export/import licenses, and compliance with international trade regulations and sanctions.

HS Code Verification Status

- ☐ Verified and Accurate
- ☐ Pending Classification
- ☐ Discrepancy Found

Required Regulatory Certificates

- ☐ Certificate of Origin
- ☐ Phytosanitary Certificate
- ☐ Import/Export License
- ☐ Certificate of Analysis
- ☐ C-TPAT Certification

Customs Declaration Date

Enter date...

Upload Customs Clearance Permit



Upload File

Regulatory Discrepancy Notes

Write something...

Compliance Officer Approval

Transport & Logistics Instructions

Validation of Bill of Lading (BoL), Air Waybills (AWB), or Sea Waybills, including precise routing instructions and carrier details.

Mode of Transport

- ☐ Air Freight
- ☐ Ocean Freight
- ☐ Road Freight
- ☐ Rail Freight

Carrier Name

Write something...

Bill of Lading / Waybill Number

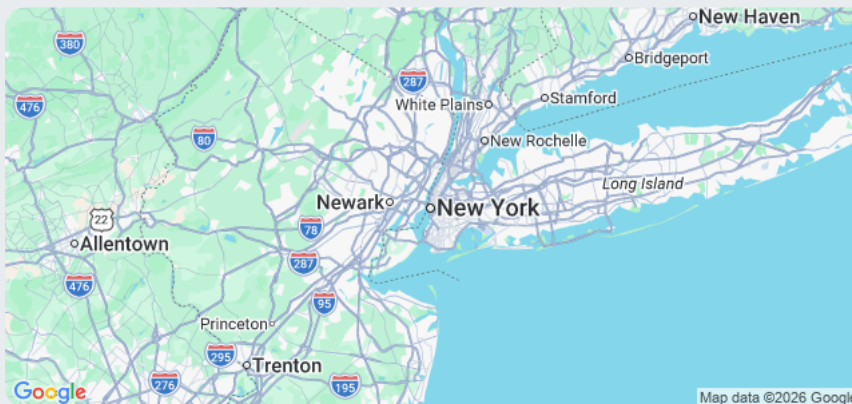
Write something...

Scheduled Departure Date

Enter date...

Port of Loading / Origin Point

 [Set My Current Location](#)



Required Handling Instructions

- ☐ Fragile
- ☐ Keep Upright
- ☐ Temperature Controlled
- ☐ Do Not Stack

Transport Instruction Document (PDF/Image)

 Upload File

Logistics Coordinator Verification

Cargo Manifest & Weight Verification

Cross-referencing physical cargo counts, weight, and dimensions against the manifest to prevent discrepancies and overweight penalties.

Total Gross Weight (kg)

Enter a number...

Total Net Weight (kg)

Enter a number...

Total Package Count

Enter a number...

Weight Discrepancy Detected

- ☐ No Discrepancy
- ☐ Minor Discrepancy (<5%)
- ☐ Major Discrepancy (>5%)

Weight Bridge / Scale Certificate

 Upload File

Verifier Signature

Insurance & Risk Management

Verification of marine/cargo insurance coverage, proof of value, and completion of necessary indemnity forms.

Insurance Coverage Type

- ☐ All-Risk Cargo Insurance
- ☐ Carrier Liability Only
- ☐ Third-Party Liability
- ☐ No Insurance Provided

Total Insured Value (USD)

Enter a number...

Insurance Policy Expiry Date

Enter date...

Certificate of Insurance (COI)

 Upload File

Risk Mitigation Steps Taken

- ☐ Tamper-Evident Seals Applied
- ☐ GPS Tracking Active
- ☐ Specialized Packaging Used
- ☐ High-Value Security Escort

Compliance Officer Approval

Special Handling & Compliance Requirements

Inspection of documentation for hazardous materials (HAZMAT), temperature-sensitive goods, or high-value security requirements.

Special Handling Requirements

- ☐ Perishable / Temperature Controlled
- ☐ Hazardous Materials (HAZMAT)
- ☐ Fragile / High-Value
- ☐ Dangerous Goods (DG)
- ☐ Stacking Restrictions Apply

Special Handling Instructions

Write something...

Safety Data Sheet (SDS) / MSDS Upload

 Upload File

Compliance Certificate Expiry Date

Enter date...

Compliance Officer Verification

Digital Documentation & Data Integrity

Ensuring all electronic data interchange (EDI) filings, digital signatures, and automated tracking updates are synchronized and error-free.

Date of Electronic Filing

Enter date...

EDI Transmission Status

- ☐ Success
- ☐ Failed
- ☐ Pending
- ☐ Manual Intervention Required

Digital Waybill/BoL Copy

 Upload File

Verified Data Fields

- ☐ Consignee Details
- ☐ Shipper Information
- ☐ Description of Goods
- ☐ Container/Pallet Numbers
- ☐ Incoterms

System Error/Discrepancy Notes

Write something...

Compliance Officer Validation

Post-Shipment & Record Keeping

Archiving of all processed documents for audit trails, customs inspections, and future-year regulatory compliance reviews.

Date of Document Archiving

Archive Reference Number

Digital Copy of Completed Waybill

 **Upload File**

Storage Location Status

- ☐ Cloud Storage
- ☐ Physical Archive
- ☐ ERP/TMS Integrated

Compliance Officer Verification

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✔ Finish

✎ Generate Sample Report