



Outbound Shipping Quality Control & Load Integrity Audit 2026 Checklist

Pre-Loading Documentation Review

Verification of all shipping manifests, commercial invoices, packing lists, and required regulatory permits to ensure data accuracy before loading.

Audit Date

Order/Shipment Reference Number

Shipping Manifest Verification Status

- ☐ Verified & Accurate
- ☐ Discrepancies Found
- ☐ Missing Documentation

Documents Present

- ☐ Commercial Invoice
- ☐ Packing List
- ☐ Certificate of Origin
- ☐ Bill of Lading (BOL)
- ☐ Hazardous Materials Declaration

Discrepancy Notes & Corrective Actions

Write something...

Auditor Authorization

Packaging & Unitization Inspection

Assessment of outer packaging integrity, labeling legibility, pallet wrapping stability, and adherence to unitization standards.

Packaging Condition Status

- ☐ Intact
- ☐ Damaged
- ☐ Compromised

Unitization Methods Used

- ☐ Stretch Wrapping
- ☐ Strapping/Banding
- ☐ Pallet Jack/Forklift Secured
- ☐ Shrink Sleeving
- ☐ Crating

Label Legibility Check

Write something...

Total Number of Units/Pallets Inspected

Enter a number...

Detailed Damage or Discrepancy Notes

Write something...

Photographic Evidence of Packaging

 Upload File

Load Configuration & Weight Distribution

Audit of load balancing within the trailer/container, checking for weight distribution compliance and prevention of shifting during transit.

Load Balancing Status

- ☐ Centered
- ☐ Weight Distribution Optimized
- ☐ Imbalanced - Requires Re-stacking

Total Gross Weight (kg/lbs)

Enter a number...

Weight Distribution Methods Used

- ☐ Dunnage/Airbags
- ☐ Blocking and Bracing
- ☐ Load Leveling
- ☐ Weight Spacing Mats

Load Distribution Observations

Write something...

Load Configuration Photo

 Upload File

Warehouse Supervisor Verification

Cargo Securement & Bracing Verification

Inspection of dunnage, straps, airbags, and blocking/bracing mechanisms to ensure all cargo is immobilized and secured against movement.

Dunnage Type Used

- ☐ Airbags
- ☐ Wooden Blocking/Bracing
- ☐ Strapping/Webbing
- ☐ Foam Padding
- ☐ Other

Securement Checkpoints Verified

- ☐ Load Center of Gravity Verified
- ☐ Strap Tension Inspected
- ☐ Weight Distribution Checked
- ☐ Anti-slip Mats Installed

Identified Risks or Gaps

Write something...

Number of Straps/Tie-downs Used

Enter a number...

Photo Evidence of Secured Load

 Upload File

Inspector Verification

Container & Trailer Integrity Check

Physical inspection of the transport unit for structural damage, leaks, cleanliness, odor, and presence of debris or pests.

Trailer/Container Condition Status

- ☐ Excellent - No visible damage
- ☐ Good - Minor cosmetic wear
- ☐ Damaged - Requires immediate repair
- ☐ Unserviceable - Do Not Load

Identified Structural Issues

- ☐ Door Seal/Gasket Damage
- ☐ Floor Holes or Damage
- ☐ Roof Leaks or Punctures
- ☐ Side Wall Dent/Breach
- ☐ Presence of Odor or Contaminants
- ☐ Presence of Pests/Insects

Detailed Damage Description

Write something...

Photo Evidence of Container/Trailer

 Upload File

Inspection Date

Enter date...

Inspector Authorization

Seal & Security Protocol Verification

Validation of high-security bolt seals, verification of seal numbers against documentation, and confirmation of tamper-evident features.

Seal Type

- ☐ Bolt Seal
- ☐ Cable Seal
- ☐ Plastic/Wrap Seal
- ☐ High-Security Electronic Seal

Seal Number

Write something...

Seal Application Date

Enter date...

Time of Sealing

Enter time...

Photo of Applied Seal

 Upload File

Security Features Verified

- ☐ Tamper-evident tape intact
- ☐ Locking mechanism functional
- ☐ No visible signs of manipulation
- ☐ Number matches Manifest

Security Officer Verification

Temperature & Environment Compliance

For sensitive goods, verification of pre-cooling temperatures, continuous monitoring setup, and airflow unobstructed status.

Cargo Temperature Requirement Type

- ☐ Ambient
- ☐ Chilled/Refrigerated
- ☐ Frozen
- ☐ Deep Freeze

Target Temperature Setpoint (°C/°F)

Maximum Allowable Temperature Deviation

Enter a number...

Pre-Loading Temperature Log Date

Enter date...

Time of Temperature Verification

Enter time...

Temperature Sensor Calibration Certificate

 Upload File

Humidity Control Measures Verified

- ☐ Desiccant Packs Present
- ☐ Humidity Sensors Active
- ☐ Vented Container Settings Confirmed
- ☐ Moisture Barrier Intact

Quality Controller Verification

Final Dispatch & Gate-Out Authorization

Final sign-off on driver identification, departure time logging, and completion of the outbound shipping release workflow.

Dispatch Date

Actual Departure Time

Driver Name

Vehicle/Trailer License Plate Number

Gate Exit Status

- ☐ Cleared
- ☐ Held for Inspection
- ☐ Rejected/Re-work Required

Signed Shipping Manifest Copy

 **Upload File**

Warehouse Supervisor Authorization

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✔ Finish

✎ Generate Sample Report