



# Transportation Management Compliance Checklist

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## Carrier Selection & Qualification

Ensuring carriers meet required legal, safety, and insurance standards.

### Carrier's Years in Business

Enter a number...

### Carrier Safety Rating (FMCSA)

- Satisfactory
- Needs Improvement
- Conditional
- Unsatisfactory



### Carrier's Insurance Certificate

 Upload File

### Insurance Coverage Amount (USD)

Enter a number...

### DOT Compliance Status

- Compliant
- Warning
- Out of Service

### Notes on Carrier Background Check

Write something...

## Rate Negotiation & Contract Management

Verification of compliant rate structures and adherence to contract terms.

### Target Rate Variance (%)

Enter a number...

### **Negotiation Strategy**

- Competitive Bidding
- Volume Discounts
- Strategic Partnership

### **Contract Start Date**

Enter date...

### **Contract Expiration Date**

Enter date...

### **Volume Commitment (Units/Year)**

Enter a number...

### **Summary of Negotiation Terms**

Write something...

### Payment Terms

- Net 30
- Net 15
- Other

### Signed Contract Document

 Upload File

## Shipping Documentation & Accuracy

Validation of accurate bills of lading, packing lists, and other shipping documents.

### Bill of Lading Number

Write something...

### Description of Goods

Write something...

### Number of Pallets

Enter a number...

### Gross Weight (lbs/kg)

Enter a number...

### Incoterms

FOB

CIF

EXW

DDP

### Shipping Date

Enter date...

### Packing List (if applicable)

 Upload File

### Document Accuracy Verified By:

Shipping Clerk

Warehouse Manager

# Hazardous Materials Compliance

Ensuring proper classification, packaging, and labeling of hazardous materials.

## Proper Shipping Name Verification

- Verified and Accurate
- Requires Review
- Not Verified

## UN Number Assigned?

## Packing Group Number

### Hazard Class Determination

- Class 1 (Explosives)
- Class 2 (Gases)
- Class 3 (Flammable Liquids)
- Class 4 (Flammable Solids)
- Class 5 (Oxidizing Substances)
- Class 6 (Toxic Substances)
- Class 7 (Radioactive Materials)
- Class 8 (Corrosives)
- Class 9 (Miscellaneous Dangerous Goods)
- Not Applicable

### Packaging Verification Notes

Write something...

### Packaging Certification (if required)

 Upload File

### Date of Certification Review

Enter date...

# Customs & Import/Export Regulations

Compliance with all applicable customs laws, duties, and documentation requirements.

## Importer of Record (IOR) Name

## HS Code

## Country of Origin

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

## Date of Import/Export

### Required Import/Export Permits

- Import License
- Export License
- Customs Bond
- Other

### Supporting Documentation (e.g., Commercial Invoice, Packing List)

 Upload File

### Description of Goods

Write something...

### Declared Value (USD)

Enter a number...

## Driver Safety & Compliance

Verification of driver licensing, hours of service, and vehicle maintenance records.

### Driver's DOT Number

Enter a number...

### License Expiration Date

Enter date...

### Medical Certification Expiration Date

Enter date...

### Driving Record Check Status

- Completed
- Pending
- Not Required

### Hours of Service (HOS) Compliance

- Compliant
- Minor Violation
- Major Violation

### Copy of Driver's License (Front & Back)

 Upload File

### Vehicle Inspection Report Score (Last Inspection)

Enter a number...

### Last Break Taken (Start Time)

Enter time...

## Security Procedures & Risk Mitigation

Assessment of security protocols for cargo protection and loss prevention.

### Security Risk Assessment Completed?

- Yes
- No
- N/A

### Security Incident Response Time (minutes)

Enter a number...

### Security Measures Implemented (Check all that apply)

- Background Checks for Employees
- Video Surveillance Systems
- Access Control Systems
- Cargo Tracking Technology
- Security Personnel
- Cybersecurity Protocols

### Summary of Recent Security Vulnerabilities Identified

Write something...

### Date of Last Security Audit

Enter date...

### Upload Security Audit Report

 Upload File

## Record Keeping & Audit Trail

Maintaining comprehensive records of transportation activities for auditing purposes.

### Record Creation Date

Enter date...

### Shipment ID

Enter a number...

### Summary of Transportation Activities

Write something...

### Scanned Bill of Lading

 Upload File

### Total Shipment Weight (kg)

Enter a number...

### Audit Status

- Not Audited
- Audited
- Corrective Actions Required

### Audit Completion Date

Enter date...

### Auditor Signature

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# Regulatory Updates & Training

Staying current with changes in transportation regulations and providing necessary training.

## Date of Last Regulatory Update Review

## Summary of Recent Regulatory Changes

## Applicable Regulations (select all that apply)

- DOT Regulations
- IMDG Code
- Customs Regulations
- HAZMAT Regulations
- Other (Specify)

## Number of Employees Trained on New Regulations

### Date of Next Regulatory Training Session

Enter date...

### Training Modules Covered (Select all that apply)

- DOT Compliance
- HAZMAT Handling
- Customs Procedures
- Security Protocols

### Proof of Training Certificates (upload)

 Upload File