



# Transportation Management Compliance Checklist

## Carrier Selection & Qualification

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

### Carrier's Years in Business

### Carrier Safety Rating (FMCSA)

- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Conditional
- ☐ Unsatisfactory

### Carrier's Insurance Certificate

[Upload File](#)

### Insurance Coverage Amount (USD)

### 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)

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**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?**

Enter a number...

**Packing Group Number**

Enter a 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)

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### 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

Write something...

### HS Code

Enter a number...

### Country of Origin

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


### Date of Import/Export

Enter date...

### 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)

## 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**

# Regulatory Updates & Training

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

## Date of Last Regulatory Update Review

Enter date...

## Summary of Recent Regulatory Changes

Write something...

## Applicable Regulations (select all that apply)

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

## Number of Employees Trained on New Regulations

Enter a number...

## 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