Checklist – Preparing an international sea freight shipment

Essential checks before your goods are shipped

This checklist helps you gather the information needed to prepare an international sea freight shipment and identify the main points to check with your logistics partners.

File reference : _____ **Date :** _____

Origin : _____ **Destination :** _____

1 Information about the goods

- ☐ Nature and description of the goods identified.
- ☐ Number of packages or pallets confirmed.
- ☐ Gross weight, dimensions and total volume checked.
- ☐ Collection and delivery locations defined.
- ☐ Special requirements communicated (sensitive or regulated goods, or goods requiring specific handling).

2 Transport arrangements

- ☐ FCL or LCL shipment type considered according to requirements.
- ☐ Information required to assess transport options provided.
- ☐ Collection and delivery arrangements clarified.

3 Commercial and transport documents

- ☐ Commercial invoice prepared or necessary information gathered.
- ☐ Packing list available and consistent with other documents.
- ☐ Sea transport document planned (Bill of Lading or sea waybill, as appropriate).
- ☐ Certificates, licences, permits or specific supporting documents identified where required.

4 Customs formalities

- ☐ Origin, value and customs classification of goods checked.
- ☐ EORI number verified where required.
- ☐ Applicable export, import or transit formalities identified.
- ☐ Responsibilities for customs formalities clarified.

Plan ahead and coordinate everyone involved

5 Deadlines and planning

- [ ] Estimated dates and overall lead times reviewed.
- [ ] Cut-off deadlines for goods and documents confirmed.
- [ ] Port operations, transshipments and final delivery taken into account.
- [ ] Free time conditions and potential charges for storage, demurrage or container detention checked against shipment conditions.

6 Packaging, loading and safety

- [ ] Packaging suited to the characteristics of the goods.
- [ ] Protection, securing and lashing requirements identified.
- [ ] Wooden packaging checked for ISPM 15 compliance where required by the destination.
- [ ] Verified gross mass (VGM) arranged for the relevant containers.
- [ ] Special handling requirements communicated.

7 Incoterms® and responsibilities

- [ ] Agreed Incoterms® rule and named place specified.
- [ ] Allocation of costs and responsibilities between seller and buyer clarified.
- [ ] Transport arrangements and insurance cover reviewed in light of contractual obligations and requirements.

8 Coordination and final checks

- [ ] Contacts and individual responsibilities identified.
- [ ] Essential information shared with the relevant parties.
- [ ] Deadlines and communication arrangements confirmed.
- [ ] Contact procedure defined in case of changes or unexpected events.

Preparing a sea freight shipment?

Garsou-Angenot's Sea Freight department assesses your international sea freight transport requirements for both imports and exports, in FCL and LCL.

Sea Freight department

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This checklist is intended as a preparation aid. It does not replace verification of the regulatory, documentary, contractual and operational requirements applicable to each shipment.