

CUSTOMS INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Documentation & Declarations

- Yes No — All shipments have complete and accurate customs declarations
- Yes No — Necessary import/export permits and licenses are present
- Yes No — Goods are classified correctly under the Harmonized System (HS)
- Yes No — Supporting invoices and documents are consistent with the shipment

Physical Inspection of Goods

- Yes No — Goods match the declared contents
- Yes No — No prohibited, restricted, or undeclared items present
- Yes No — Packaging is intact and free of tampering
- Yes No — Items are properly labeled and marked for identification

Security & Compliance

- Yes No — All seals are intact and match documentation
- Yes No — Inspection was conducted in a secure, designated area
- Yes No — Chain of custody maintained during inspection
- Yes No — Inspection complied with national and international regulations

Inspection Tools & Technology

- Yes No — Scanners and detection tools are operational and calibrated
- Yes No — Inspection personnel have access to updated customs databases
- Yes No — Digital records of inspections are maintained securely
- Yes No — Any alarms or alerts were properly logged and followed up

Personnel & Procedures

- Yes No — Inspectors followed proper safety protocols
- Yes No — Identification badges were worn by all staff
- Yes No — Time and date of inspection were logged accurately
- Yes No — Supervisory oversight was present when required

Communication & Reporting

- Yes No — Any discrepancies were documented and reported immediately
- Yes No — Importer/exporter was notified of any holds or required actions
- Yes No — Inspection findings were entered into the customs system
- Yes No — Copies of reports were provided to relevant departments

FINAL NOTES

Inspector Comments:

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

I confirm this inspection was completed accurately

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