

TIRREN

LOGISTICS CONTROL

Container Loading & Shipment Release Checklist

Final shipment gate after QC, packing and document reconciliation

SHIPMENT GATE

Do not close the shipment until product quantities, QC disposition, packing labels, shipping documents and visible container condition have been reconciled.

1 • Shipment identity

Field	Entry
Project	[PROJECT]
Shipment No.	[SHIP-001]
Container No.	[NUMBER]
Seal No.	[NUMBER]
Container Type	[20GP / 40GP / 40HQ / LCL / OTHER]
Loading Date	[DATE]
Port of Loading	[PORT]
Destination / Port	[PORT / CITY]

2 • Pre-loading checks

Check	Result	Reference / Comment
Released quantities match packing list	[PASS / FAIL]	
QC holds / NCRs closed or formally dispositioned	[PASS / FAIL]	
Room/building/floor labels checked	[PASS / FAIL]	
Heavy / fragile handling labels checked	[PASS / FAIL]	
Package condition acceptable before loading	[PASS / FAIL]	
Container interior dry, clean and visibly suitable	[PASS / FAIL]	
Container / seal numbers recorded	[PASS / FAIL]	
Photo record started	[PASS / FAIL]	

3 • Loading record

Pack ID	Product	Room / Zone	Qty	Load Position / Notes	Photo
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]
[PACK ID]	[CODE / DESC]	[ROOM / ZONE]	[QTY]	[POSITION / NOTES]	[PHOTO REF]

4 • Shipment documents

Document	Status / Reference
Commercial invoice	[REFERENCE]
Packing list	[REFERENCE]
Bill of lading / booking	[REFERENCE]
Certificate / origin document if applicable	[REFERENCE]
Insurance document if applicable	[REFERENCE]
Product evidence / technical pack included or sent separately	[REFERENCE]

5 • Final release

Release	Entry
Released to ship	[YES / NO]
Outstanding issue	[DETAIL / NONE]
Released by	[NAME / ROLE]
Date / Time	[DATE / TIME]
Final Seal No.	[NUMBER]