

# SOP: Cargo Documentation and Verification Processes

This SOP details the **cargo documentation and verification processes**, covering the preparation, validation, and handling of all necessary shipping documents. It includes procedures for verifying cargo details against shipping manifests, ensuring accuracy in bills of lading, customs declarations, and compliance with regulatory requirements. The goal is to maintain the integrity of cargo records, facilitate smooth logistics operations, and prevent errors or delays during transportation and delivery.

## 1. Purpose

To define procedures for the accurate preparation, validation, and verification of cargo documentation to ensure regulatory compliance and efficient logistics operations.

## 2. Scope

This SOP applies to all personnel responsible for preparing, reviewing, and handling cargo documentation in shipping and logistics operations.

## 3. Responsibilities

Role	Responsibility
Documentation Clerk	Prepare and assemble all required shipping documents.
Verification Officer	Inspect and verify cargo details and documentation against shipping manifests and regulatory requirements.
Logistics Supervisor	Review completed documentation and maintain record integrity.
Customs Liaison	Ensure accuracy and compliance with customs and legal requirements.

## 4. Procedure

### 4.1 Document Preparation

- Collect cargo-related data (weight, dimensions, value, description, hazardous classification, etc.).
- Complete the required shipping documents, including:
  - Bill of Lading
  - Commercial Invoice
  - Packing List
  - Export/Import Licenses (as required)
  - Customs Declarations
  - Certificates (e.g., certificate of origin, fumigation, etc.)
- Ensure proper signatures and company stamps are in place.
- Store original documents securely; prepare copies as necessary.

### 4.2 Verification

- Cross-check cargo data on documents against the physical cargo and shipping manifests.
- Confirm that all document details (quantities, weights, origin, consignee, etc.) are correct and consistent.
- Verify that documentation complies with all relevant regulations and destination country requirements.
- Escalate any discrepancies or errors to the Logistics Supervisor for resolution before shipment.

### 4.3 Handling and Handover

- Ensure all documentation is ready and correct before cargo loading.
- Provide required documents to the shipping line, transporter, or carrier.
- Hand over customs documentation to the Customs Liaison or freight forwarder for clearance.
- File copies in the cargo records archive for future reference and audit purposes.

## 5. Compliance & Record-Keeping

- Abide by all applicable international, national, and local regulations (IMDG, IATA, customs, etc.).
- Maintain documentation for a minimum period as per company policy or statutory requirements.
- Facilitate periodic audits of cargo documentation and cargo record-keeping systems.

## 6. References

- International Maritime Dangerous Goods (IMDG) Code
- International Air Transport Association (IATA) Regulations
- Customs regulations of origin, transit, and destination countries
- Company Logistics Manual

## 7. Revision History

Version	Date	Description	Approved by
1.0	2024-06-18	Initial SOP Template Release	Logistics Manager