



Import Documentation Support — Checklist

Use this checklist to verify that all documentation required for customs clearance in SADC countries is present, correct, and consistent before the shipment departs. Missing or incorrect documents are one of the most common causes of customs delays.

1. Shipment Identification

Importer / Client		Supplier	
Product Description		HS Code	Country of Origin
Invoice Number	B/L or AWB Number	Container / Seal No.	Import Country
Reviewed by (Africa Opal)		Review Date	

2. Commercial Documents

Commercial Invoice

Document Check	OK	Missing	Incorrect	Notes
Correct importer & exporter details	■	■	■	
Full product description	■	■	■	
HS code stated	■	■	■	
Unit price and total value correct	■	■	■	
Currency stated	■	■	■	
Payment terms stated	■	■	■	
Country of origin stated	■	■	■	
Invoice date correct	■	■	■	
Signed and stamped	■	■	■	

Packing List

Document Check	OK	Missing	Incorrect	Notes
Matches invoice exactly	■	■	■	
Carton quantities correct	■	■	■	
Individual weights stated	■	■	■	

Document Check	OK	Missing	Incorrect	Notes
Gross and net weights stated	■	■	■	
Dimensions per carton stated	■	■	■	
Item marks / numbers match	■	■	■	

3. Transport Documents

Bill of Lading (B/L) or Air Waybill (AWB)

Document Check	OK	Missing	Incorrect	Notes
Shipper details correct	■	■	■	
Consignee details correct	■	■	■	
Notify party correct	■	■	■	
Port of loading / discharge correct	■	■	■	
Vessel / flight details correct	■	■	■	
Container / seal number matches	■	■	■	
Description of goods matches invoice	■	■	■	
Number of packages matches packing list	■	■	■	
Freight terms correct (prepaid / collect)	■	■	■	

4. Customs & Regulatory Documents

Certificate of Origin

Document Check	OK	Missing	Incorrect	Notes
Country of origin correct	■	■	■	
Issued by authorised body	■	■	■	
Signed and stamped	■	■	■	
Consistent with invoice and packing list	■	■	■	
Form D / SADC preferential origin (if applicable)	■	■	■	

Certificate of Conformity (CoC)

Document Check	OK	Missing	Incorrect	Notes
Issued by recognised inspection body	■	■	■	
Product description matches invoice	■	■	■	
Standards compliance stated	■	■	■	
Inspection date stated	■	■	■	

Document Check	OK	Missing	Incorrect	Notes
Valid for this shipment	■	■	■	

Import Permit / Licence (where required)

Document Check	OK	Missing	Incorrect	Notes
Permit number recorded	■	■	■	
Product within permit scope	■	■	■	
Permit not expired	■	■	■	
Permit covers full quantity	■	■	■	

5. Additional Documents (as applicable)**Phytosanitary / Health Certificate**

Document Check	OK	Missing	Incorrect	Notes
Required for agricultural / food products	■	■	■	
Issued by government authority	■	■	■	
Valid for destination country	■	■	■	
Product description matches	■	■	■	

Test / Lab Certificates

Document Check	OK	Missing	Incorrect	Notes
Accredited laboratory used	■	■	■	
Tests match required standards	■	■	■	
Certificate covers this batch	■	■	■	
Pass result confirmed	■	■	■	

Fumigation Certificate

Document Check	OK	Missing	Incorrect	Notes
Required for wood packaging materials	■	■	■	
Methyl bromide or heat treatment stated	■	■	■	
Date within acceptable range	■	■	■	

6. Overall Documentation Status

OVERALL RESULT	■ PASS	■ FAIL	■ ON HOLD
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Issues / Documents to be corrected before shipment

Inspector Name

Signature

Date

Client Approval