



Reference _____ Date _____ Prepared by _____

1 SHIPMENT DETAILS

SHIPMENT REFERENCE NO.	BOOKING TARGET DATE
_____	_____
EXPORT PORT	DESTINATION PORT
_____	_____
FREIGHT FORWARDER	CARRIER / VESSEL
_____	_____
ESTIMATED CARGO WEIGHT (MT)	CONTAINER TYPE
_____	_____

2 REGULATORY PRE-CLEARANCE

<input type="checkbox"/> Basel notification submitted and acknowledged by export CA	Required
<input type="checkbox"/> Prior Informed Consent (PIC) received from import CA	Required
<input type="checkbox"/> PIC consent window is valid (not expired)	Required
<input type="checkbox"/> Transit country consents obtained (if applicable)	Required
<input type="checkbox"/> Movement document (Annex VI / VII) prepared and approved	Required
<input type="checkbox"/> Financial guarantee / insurance in place	Required

3 DOCUMENTATION CHECKLIST

- Waste characterisation / analytical report Required
- Generator certificate and chain of custody Required
- Export licence / permit Required
- Receiver facility licence (destination country) Required
- Basel movement document — all fields complete Required
- Packing list and weight certificates Required
- Insurance certificate Required

Operator Rule

Booking freight before PIC is confirmed restarts your compliance timeline and exposes the shipment to seizure at the port of export.

4 DECLARATION & SIGN-OFF

COMPLIANCE OFFICER

Name

Title

Company

Date

Signature

LOGISTICS MANAGER

Name

Title

Company

Date

Signature

Complete this package before booking freight. Retain with shipment file for minimum 3 years.