

Audit Check Sheet – ISAGO Cargo and Mail Handling Compliance

Audit Date: _____

Auditor Name: _____

Location/Station: _____

1. Regulated Agents

- Verify that procedures are in place for managing cargo accepted through regulated agents.
 - Are regulated agent documents validated and maintained?
 - Is secure chain-of-custody assurance evident?
-

2. Cargo Acceptance

- Confirm that cargo acceptance procedures include:
 - Verification of documents (AWB, declarations)
 - Physical inspection where applicable
 - Visual checks for damage, leakage, or mislabeling
 - Verify compliance with Dangerous Goods Regulations (DGR) during acceptance.
 - Ensure shipment readiness criteria (weight, dimensions, and packaging) are documented and enforced.
-

3. Shipment Verification

- Confirm procedures for verifying:
 - Consistency between documentation and physical goods
 - Labeling, routing, and handling instructions
 - Verify secure handover protocols, including timestamping, signature logging, and scan records.
-

4. Cargo Bulk Load Preparation

- Confirm preparation procedures for loose and bulk-loaded cargo ensure:
 - Accurate weight and dimension checks
 - Application of restraint systems
 - Compliance with aircraft loading instructions
 - Verify bulk cargo is sorted and segregated per destination and load plan.
-

5. Shipments Movement

- Confirm cargo movement within warehouse and airside areas follows a documented routing and handling protocol.
 - Verify all movements are tracked and traceable through manual or electronic records.
 - Ensure safeguards are in place to protect shipments from damage, delay, and loss.
-

6. Cargo and Mail Communication

- Verify timely communication of cargo readiness, delays, and discrepancies to relevant parties (airline, forwarding agent, and consignee).
 - Confirm standard messaging formats (e.g., FHL, FWB, LDM) are used correctly and transmitted securely.
-

7. Special Cargo – Dangerous Goods

- Confirm that all DG shipments are accepted, documented, and handled according to IATA DGR requirements.
 - Verify separation, storage, and loading of DG cargo align with segregation and stowage mandates.
-

8. Other Special Cargo

- Confirm documented procedures for:
 - Live animals (AVI)
 - Perishables (PER)
 - Valuables (VAL)
 - Human remains (HUM)
 - Verify handling of these items is performed by trained personnel and monitored for compliance.
-

9. Scales Verification

- Confirm all weighing devices used for cargo are:
 - Calibrated and certified
 - Tagged with validity dates
 - Inspected and recorded periodically
-

10. Cargo Security

- Verify that procedures for cargo screening, tamper prevention, and storage in secure areas are implemented.
 - Confirm staff access to secure zones is controlled and logged, and that breaches are reported and managed appropriately.
-

11. Documentation and Records

- Ensure operational documents (AWB, DGD, NOTOC, EDI messages) are available, complete, and stored in accordance with IATA and regulatory standards.
 - Confirm documentation control processes include periodic reviews and currency validation.
-

12. Training Requirements

- Confirm cargo staff receive:
 - Functional cargo and mail training
 - Dangerous goods awareness or specialist DG training
 - Training on handling special cargo and security-sensitive shipments
 - Verify all training records match job functions and are current.
-

Audit Summary

- **Compliance Status:**
 - ☐ Compliant
 - ☐ Minor Non-compliance (Action Required)
 - ☐ Major Non-compliance (Immediate Action Required)
- **Auditor Comments:**

• **Corrective Action Required (If applicable):**

• **Follow-up Audit Required:** ☐ Yes / ☐ No

Auditor Signature: _____ **Date:** _____

Auditee Representative: _____ **Date:** _____