

SHIPMENT RELEASE CHECKLIST

发运放行检查表 · Industrial equipment shipped from China · October 2026

SINOSPECT

Sample sheet: complete it for the order · 示例表：按订单填写

Equipment 设备:

Factory 工厂:

Incoterms rule and named place 贸易术语及指定地点:

Purchase order no. 订单号:

Destination 目的地:

Date 日期:

How to fill in 填写说明: Release the equipment for shipment when every line in section A is PASS or NA. For each line, look at the evidence itself, write its reference or photo number, and mark FAIL with the reason when it is missing. Section B compares the documents field by field before the bill of lading is issued. The release decision and the signatures go in section C; the balance payment usually follows it.
A 部分每一项均为合格或不适用时，方可放行发运。每一项都要查看证据本身，写下其编号或照片编号；缺少证据时标为不合格并注明原因。B 部分在签发提单前逐项核对单据。放行决定及签字填在 C 部分；尾款通常在放行后支付。

A Release conditions 放行条件

#	Release condition 放行条件	Evidence to see 需查看的证据	Result 结果	Reference, photo no., remarks 参考编号、照片编号、备注
			PASS / FAIL / NA	
1	The model, serial numbers and configuration match the approved specification. 型号、出厂编号和配置与批准的技术规格一致。	Nameplate photographs, final inspection report 铭牌照片、最终检验报告		
2	The FAT is passed, and every punch-list item that blocks shipment is closed. 出厂验收试验合格，所有影响发运的遗留问题均已关闭。	Signed FAT record, punch list with closure evidence 签字的验收记录、遗留问题清单及关闭证据		
3	The conformity file the destination asks for is ready. 目的国要求的符合性文件已备齐。	Certificates, declarations, test reports listed by the importer 进口商列明的证书、声明及试验报告		
4	Batteries, fuel and other hazards are identified and declared to the carrier. 电池、燃油及其他危险因素已识别并向承运人申报。	Hazard screening sheet, SDS, UN 38.3 summary, carrier acceptance 危险品筛查表、安全技术说明书、UN 38.3 测试概要、承运人接受确认		
5	The packing is approved and photographed before each crate is closed. 包装已获批准，每个木箱封箱前均已拍照。	Packing specification, photographs inside each open crate 包装规范、每个木箱封箱前的内部照片		
6	The final packed weights and dimensions are measured. 包装后的最终重量和尺寸已实测。	Cargo data sheet, weighing record 货物数据表、称重记录		
7	Loading, lashing and the seal are recorded. 装柜、绑扎及封条均有记录。	Loading tally, lashing photographs, container and seal numbers 装柜理货单、绑扎照片、箱号及封条号		
8	The invoice, packing list, draft bill of lading and certificates agree with each other. 发票、装箱单、提单草稿及各类证书内容一致。	Section B of this sheet 本表 B 部分		

B Document consistency 单据一致性核对

Tick each document that shows the same value; circle a difference and correct it before the bill of lading is issued.
数值一致的单据打勾；有差异的圈出，并在签发提单前更正。

	Contract / PO 合同 / 订单	FAT record 验收记录	Invoice 发票	Packing list 装箱单	Draft B/L 提单草稿	Certificates 证书
Description and model 品名及型号						
Serial numbers 出厂编号						
Number of packages 件数						
Gross and net weights 毛重及净重						
Dimensions 尺寸						
Incoterms rule and named place 贸易术语及指定地点						
Seller, buyer, consignee 卖方、买方、收货人						
HS code 海关编码						
UN number, if any 联合国编号（如有）						
Origin 原产地						

C Release and sign-off 放行及签字

Release decision 放行决定	
☐ Released for shipment 准予发运	☐ Held, pending the items listed 暂缓，待以下事项完成

Buyer's representative 买方代表	Factory representative 工厂代表	Date 日期