

Project Cargo Clearance Checklist

A coordinated customs, port, heavy-lift, road-movement and site-readiness checklist.

RESOURCE	REVIEWED	USE
SAS-KC-PRJ-03	JULY 2026	OPERATIONAL GUIDANCE

IMPORTANT

This resource is general operational guidance, not a customs ruling or legal advice. Requirements and rates can change, and additional approvals may apply by commodity, origin, destination, customs regime and port. Confirm the current position with TRA, the relevant regulator and your licensed clearing and forwarding agent before shipment.

Project cargo starts with engineering data

Heavy, oversized, high-value or technically complex cargo needs one shared data set for customs, the port, lifting teams, transport engineers and the destination site. Freeze this data before booking.

Critical cargo data sheet

DATA FIELD	REQUIRED DETAIL
Cargo identity	Technical name, function, model, serial number, condition and intended project use.
Commercial identity	Supplier, importer, owner, consignee, value, currency, Incoterm, origin and contract reference.
Physical data	Piece count; dimensions of every unit; net and gross weight; centre of gravity; lifting and securing points.
Packing	Crate / skid design, weather protection, hazardous components, marks and photographs.
Transport	Vessel and discharge plan, terminal, trailer configuration, axle-load study, route and site-access conditions.
Regulatory	HS code, duty treatment, permits, exemptions / remissions, special-load approvals and inspection requirements.

Integrated document checklist

WORKSTREAM	DOCUMENTS / EVIDENCE	OWNER CHECK
Customs	Final invoice; packing list; transport document; authorization letter; declaration; HS rationale; permits; exemption or remission approval if claimed.	☐ Complete ☐ Reconciled
Technical	Datasheets; drawings; serial-number list; dimensions; weights; centre-of-gravity data; lifting points; photographs; material safety data where relevant.	☐ Issued for operation
Port / terminal	Arrival notice; discharge plan; heavy-lift request; crane / gear needs; storage plan; terminal release; verified gross mass where applicable.	☐ Slot and resources confirmed
Road movement	Trailer and tractor data; route survey; bridge and overhead-clearance study; axle-load distribution; special-load approval; escort / traffic plan where instructed.	☐ Route released
Site delivery	Site method statement; crane plan; ground-bearing review; access window; offloading crew; exclusion zone; emergency plan.	☐ Site ready
Commercial	Freight and insurance evidence; port estimates; storage / demurrage controls; transporter quote; crane quote; contingency approval.	☐ Budget approved

Pre-arrival control plan

WHEN	DECISION GATE	DO NOT PROCEED UNTIL
Before purchase / shipment	Classify and screen	HS code, importability, permits, tax / relief position and technical data are understood.
Before vessel booking	Confirm discharge	Port / terminal accepts the cargo and required lift resources, berth window and handling method are feasible.
Before origin dispatch	Freeze documents	Invoice, packing list, drawings, weights, dimensions and transport document instructions reconcile.
Before vessel arrival	Prepare clearance	Agent has lodged or prepared the declaration; permits, release funds and inspection plan are ready.
Before port collection	Release movement	Customs and terminal releases, trailer, route, special-load requirements and site window are all confirmed.
Before final delivery	Release site	Access, ground condition, crane, rigging, exclusion zone and responsible personnel are ready.

Heavy-lift and abnormal-load controls

- TPA tariff provisions distinguish heavy-lift handling and may apply additional charges based on package weight and service. Obtain a current operational quotation rather than relying on historic tariff examples.
- TANROADS publishes the EAC Vehicle Load Control (Special Loads) Regulations 2018 and vehicle-dimension rules. Confirm the current special-load approval process and route conditions directly with TANROADS.
- Route surveys should check bridges, pavement capacity, weighbridges, corners, gradients, overhead lines, height restrictions, urban time windows, road works and final-site access.
- The customs description, engineering drawings and physical cargo must agree. Undeclared accessories, split shipments or incorrect weights can disrupt both clearance and transport approvals.
- Plan for weather, storage, demurrage, standby equipment and inspection access. Assign cost and approval owners before arrival.

Go / no-go meeting

- [] Cargo measurements and weights independently verified.
- [] Customs code, value, permits and relief treatment confirmed.
- [] Port handling method and equipment confirmed in writing.
- [] Transport equipment and axle-load plan approved.
- [] Route and any special-load conditions released.
- [] Customs, terminal and shipping-line releases available.
- [] Site access, lifting plan and ground conditions accepted.
- [] Named leads for customs, port, transport, HSE and site.
- [] Incident, weather and delay contingencies funded.
- [] Final handover and proof-of-delivery pack defined.

ONE SOURCE OF TRUTH

Issue a controlled cargo register with revision status. Customs, port, transporter and site teams should all work from the same dimensions, weights, marks and piece count.

Official sources and verification links

- **TRA Import Procedures:** <https://www.tra.go.tz/page/import-procedures>
Core declaration, licensed-agent and import-document requirements.
- **TANROADS Acts and Regulations:** <https://www.tanroads.go.tz/acts-regulations>
Official listing of EAC special-load, vehicle-dimension and load-control regulations.
- **TANROADS Weighbridges:** <https://www.tanroads.go.tz/weighbridges>
Official weighbridge network information for route planning.
- **TPA Sea Port Tariff Book:** <https://ports.go.tz/index.php/en/services/tariff-books/sea-port-tariff-book>
Official port tariff and heavy-lift handling provisions.
- **TPA Cargo Services:** <https://www.ports.go.tz/index.php/en/services/main-ports-services/cargo-service>
Official descriptions of container, break-bulk and specialist cargo services.
- **Tanzania Trade Portal:** <https://trade.tanzania.go.tz/>
Commodity-specific permit and clearance procedure search.

Source pages were reviewed in July 2026. Always open the live source to check for later notices, amendments, fees or commodity-specific procedures.