Compliance & Documentation Gap Checklist â Sample

Overview

Sample operating document ´• July 2026

How to score

Green = evidence controlled and buyer-ready ´• Yellow = partial ´• Red = missing or unusable
Close red items before expanding buyer outreach.

Company & capability

Item | Status | Notes

Company profile | Yellow | Needs export-facing rewrite

Factory capability summary | Yellow | Capacity basis unclear

Export history summary | Red | Not provided

Technical package

Product specifications | Yellow

Drawings / CAD / model sheets | Red

MOQ / lead time split (sample vs production) | Yellow

Warranty / service scope | Red

Compliance evidence

Certifications mapped to model/legal entity | Yellow

Test reports | Red

HS code assumptions (for discussion only) | Yellow

Destination labeling notes | Red

Commercial terms

Payment terms draft | Yellow

Incoterms preference | Red

Buyer-facing evidence package ready | Red

SAMPLE FRAMEWORK ONLY. Not legal advice. Not customs brokerage. Not certification approval. Not a guarantee of market entry, buyer introductions, orders, or commercial

Compliance & Documentation Gap Checklist â Sample

Sample operating document ´• July 2026

Priority gap actions

1) Control drawings/specs revision status
2) Map certificates to exact model and legal entity
3) Publish warranty, spare parts, and service geography
4) Complete Incoterms and payment assumptions for RFQ responses