
Freight Forwarding Training Course: Cargo Documents, Customs Entries and Clearance Control

8 – 12 March 2027
Madrid





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Ref: 669_33228 Date: 8 – 12 March 2027 Location: Madrid Fees: 4800 GBP

Programme Summary

The freight forwarding training course runs for one week for logistics, shipping and trade operations managers, ending in a shipment documentation and clearance control file. Late or inconsistent paperwork holds cargo, adds storage charges and exposes buyers and sellers to disputes. The programme follows a consignment from booking to release, building each document set on prepared shipment data from sea, air and road cases. Mars Training Centre UK delivers this programme on freight forwarding to mixed-organisation cohorts.

The Business Case

A shipment moves only as fast as its documents allow. Mismatched descriptions, wrong classification or a missing licence stop cargo at the border, while delays raise demurrage and storage costs. A common checking method lets managers approve document sets, assign responsibility between forwarder, shipper and broker, and trace the cause of each hold.

- Cargo Release Time: Shortens as document sets are checked against one another before lodgement.
- Storage and Demurrage Cost: Falls as holds are traced to their source and prevented.
- Trade Compliance Exposure: Falls as classification, valuation and origin records are kept consistent.

Principles and Evidence Base

- Incoterms Rules of the International Chamber of Commerce: Define who arranges and pays for each stage, and are applied in Sessions 1 and 2.
- WCO Harmonized System: Provides the product classification used for customs entries, and is applied in Session 3.
- WTO Customs Valuation Agreement: Sets the basis for declared value, and is applied in Session 3.
- FIATA Model Documents and UCP 600: Frame forwarder transport documents and letter of credit presentation, and are applied in Sessions 2 and 4.

Intended Participants

- Logistics managers who book, route and monitor international consignments.
- Trade operations leads who prepare and check export and import document sets.
- Heads of shipping and customs who supervise brokers and clearing agents.
- Administration and contract managers who file shipment records and settle freight claims.

Typical functions include manufacturers, traders, freight forwarders and government trade bodies.



Learning Outcomes

1. Participants will be able to construct a shipment document plan that assigns each document to a responsible party.
2. Participants will be able to evaluate commercial invoices, packing lists and transport documents for consistency.
3. Participants will be able to diagnose the cause of a customs hold from the entry and supporting records.
4. Participants will be able to prioritise the checks that stop classification, value and origin errors.
5. Participants will be able to justify the choice of Incoterms rule and payment document for a given sale.
6. Participants will be able to design a clearance control file that tracks one shipment from booking to release.

Programme Structure

Day 1: Freight Forwarding Roles and Shipment Flow

Who does what between booking and release, and which documents prove it?

- Forwarder, Shipper and Broker Responsibility Map
- Sea, Air and Road Booking Sequence
- Incoterms Cost and Risk Transfer Chart
- Export and Import Document Inventory
- Shipment Milestone Tracker

Day 2: Transport and Trade Documents

How are bills of lading and trade documents prepared and matched?

- Bill of Lading Data Check
- Air Waybill Field Review
- Commercial Invoice and Packing List Match
- Origin Evidence Sheet
- Letter of Credit Presentation Check

Day 3: Customs Entries and Valuation

What must a customs entry state, and how is it supported?

- Harmonized System Classification Worksheet
- Customs Value Build-Up
- Licence and Permit Requirement Table
- Customs Entry Data Check
- Duty and Tax Calculation Sheet



Day 4: Inspection, Holds and Cargo Release

How are inspections and holds handled so that cargo is released on time?

- Inspection and Examination Procedure Map
- Hold Cause Tree
- Cargo Insurance and Claim Record
- Demurrage and Storage Cost Log
- Release Authorisation Checklist

Day 5: Clearance Control File for One Shipment

Do the documents, entry and release records support one controlled shipment?

- Applying the Session 1 Responsibility Map
- Testing the Session 2 Document Match
- Reviewing the Session 3 Customs Entry Data Check
- Checking the Session 4 Release Authorisation Checklist
- Completing the Clearance Control File

Methodology

The programme uses a structured exercise method built on a shared case of a mixed sea and air consignment with a letter of credit sale. Participants prepare each document set from prepared shipment data, find the planted errors, and then adapt the checks to a shipment of their own organisation.

- Suggested activity: Matching an invoice, packing list and bill of lading and marking each discrepancy.
- Suggested activity: Building a customs value and classification worksheet for a mixed consignment.
- Suggested activity: Tracing a held container to its cause and agreeing a corrective action.

Capstone Output

Each participant completes a clearance control file for one shipment. It holds a responsibility map, a document match record, a customs entry data check, a hold cause tree and a release checklist. The file is used at work as a standard for checking document sets before lodgement and for briefing brokers and agents.

Frequently Asked Questions

Is freight forwarding training suitable for managers without a customs background?

Yes. Freight forwarding is taught through prepared shipment cases and templates, assuming logistics, trade or administration experience but no customs qualification.



Which standards does freight forwarding training rest on?

Freight forwarding training rests on the Incoterms rules, the WCO Harmonized System, the WTO Customs Valuation Agreement, FIATA model documents and UCP 600 for letters of credit.

How is the file from freight forwarding training used at work?

You use the clearance control file as a standard for checking document sets before lodgement, tracing holds to their cause and briefing brokers and agents.

How does freight forwarding differ from import-export finance training?

Freight forwarding centres on moving cargo and the documents that release it, while import-export finance training covers payment terms, credit and currency exposure.