

SHAHIN COMPLIANCE & VERIFICATION

Doc Reference: AUD-SHN-2026-v1
Issued by: Tendify Operational Hub
Target Role: Logistics Managers & Compliance Officers
Validity: 2026 Standard

PRINTABLE AUDIT CHECKLISTS & DISPUTE TEMPLATES

1. PRE-TRIP INSPECTION AUDIT FORM (JEBEL ALI / PORT EXIT)

To be completed by the fleet inspector or driver prior to exit through port customs barriers.

Truck Plate No:

Driver Name:

Date/Time:

Container / Bill of Lading (B/L) No:

IoT Smart Seal Serial No:

Inspector Sign:

#	Checkpoint / Category	Verification Standard	PASS	FAIL
1.1	GPS Power Connection	SecurePath Premium LED indicator shows active continuous power from main chassis.	☐	☐
1.2	Backup Battery Status	Internal battery fully charged (> 12-hour standalone buffer operation confirmed).	☐	☐
1.3	GPS Antenna & Cables	Antenna line clear of metal obstruction; tamper-evident seals intact on harness.	☐	☐
1.4	Smart Seal Latch & Lock	Electronic Seal cable mechanically locked; green/red armed signal active.	☐	☐
1.5	Portal Telemetry Ping	Live position verified on Shahin portal dashboard within the last 3 minutes.	☐	☐
1.6	Corridor Route Assignment	Driver briefed on authorized Virtual Corridor; mobile app navigation dispatches live.	☐	☐

2. FLEET RENEWAL & COMPLIANCE SYNC MATRIX (MULKIYA VS. SIRA)

Use this tracking sheet to align vehicle registration renewals (Mulkiya), SIRA hardware certificates, and insurance coverage to prevent sudden gate lockouts.

Vehicle ID	Plate No	Mulkiya Expiry	SIRA Cert Expiry	Insurance Expiry	Sync Status	Action
TRK-001	DUBAI 45120	14 / 10 / 2026	12 / 10 / 2026	20 / 10 / 2026	ALIGNED	Schedule Inspection
TRK-002	DUBAI 88912	05 / 11 / 2026	15 / 10 / 2026	10 / 11 / 2026	GAP DETECTED	Renew SIRA Cert
TRK-003	DUBAI 12043	22 / 12 / 2026	20 / 12 / 2026	25 / 12 / 2026	ALIGNED	OK
TRK-004	DUBAI 67390				Pending Audit	Audit Required
TRK-005	DUBAI 31105				Pending Audit	Audit Required

3. OFFICIAL FINE DISPUTE & TELEMETRY APPEAL LETTER TEMPLATE

Copy or print this official letter format on your company letterhead when appealing automated non-transmission fines caused by system or telecom errors.

OFFICIAL APPEAL LETTER FORMAT

Date: [DD/MM/YYYY]

To: Dubai Customs / Security Industry Regulatory Agency (SIRA) – Shahin Compliance Division

Subject: Appeal Against Automated Non-Compliance Fine No: [INSERT FINE NUMBER]

Dear Compliance Committee,

We are writing to formally appeal Fine Reference [INSERT FINE NUMBER] issued against vehicle plate number [INSERT PLATE DETAILS] on [INSERT DATE OF INCIDENT] for alleged non-transmission / route deviation.

Upon internal audit, we confirm that the vehicle was fully compliant, and the telemetry gap was caused by an external technical issue rather than unauthorized hardware tampering. Please note the following supporting details:

- **SIRA Certificate No:** [INSERT CERTIFICATE NUMBER]
- **GPS Vendor Name:** [INSERT SIRA APPROVED VENDOR NAME]
- **Root Cause:** [Select: Telecom Cellular Outage / Gate Scanner Delay / Technical Bug]

Attached Proof Documents:

1. Raw Device Data Log (.CSV/BUFFER File showing continuous offline recording).
2. Telecom Operator Network Incident Confirmation Reference No: [INSERT TICKET NO].
3. Pre-Trip Inspection Sheet verified prior to departure.

We request the review board to evaluate the attached hardware telemetry logs and waive the penalty registered under our trade license.

Sincerely,

[Authorized Manager Name]

[Company Name & Stamp]

[Trade License Number]

[Contact Phone & Email]