

Per-Load Carrier Vetting Record

@BrokerOpsNotes

One sheet per load. Record what you checked, when, where, and who checked it.

1. Load & carrier

LOAD #	DATE / TIME CHECKED	CHECKED BY
CARRIER NAME	MC #	DOT #

2. Operating authority

AUTHORITY STATUS

☐ Active ☐ Not active ☐ Pending ☐ Not checked

VERIFIED HOW / WHERE

☐ FMCSA SAFER ☐ FMCSA L&I ☐ Carrier monitoring service ☐ Other (see notes)

3. Insurance (COI)

CARGO INSURANCE ON FILE?	CARGO POLICY EXPIRY
☐ Yes ☐ No ☐ Requested	
LIABILITY INSURANCE ON FILE?	LIABILITY POLICY EXPIRY
☐ Yes ☐ No ☐ Requested	
COI HOLDER MATCHES? (YOUR COMPANY LISTED CORRECTLY)	
☐ Yes ☐ No ☐ Not checked	

4. Contact & identity

WHO YOU SPOKE TO (NAME)	ROLE	PHONE
HOW IDENTITY VERIFIED		
☐ Called number on FMCSA record	☐ Confirmed with insurance agent	☐ Carrier monitoring service
☐ Email domain matches carrier	☐ Other (see notes)	☐ Not verified

5. Red flags & notes

RED FLAGS NOTED

☐ None noted ☐ Yes - describe below

RED FLAGS (DESCRIBE)	NOTES / WHERE EVIDENCE IS SAVED

TEMPLATE ONLY. NOT LEGAL ADVICE.

Check requirements with a qualified transportation attorney. This is a blank record-keeping template from a workflow researcher (not a freight broker). It does not tell you which checks are required or sufficient.

What it is for

Use one sheet (or one spreadsheet row) per load. Fill it in at the time you do the check, so the record shows what you saw, when, where, and who checked.

Suggested steps

1. Fill in load #, date/time, carrier name, MC # and DOT # before the load is tendered.
2. Authority: record the status the source showed at that moment, and where you looked.
3. Insurance: note whether a current COI is on file for cargo and liability, plus the policy expiry dates.
4. COI holder: note whether your company is listed correctly as certificate holder.
5. Contact & identity: record who you spoke to and how you confirmed they represent the carrier.
6. Red flags: describe anything unusual. Use Notes for anything that does not fit a checkbox, and for where screenshots or exports are saved.
7. Checked by: initials or name of the person who did the check.

Tips

- Adapt the options to your own process. An editable spreadsheet version (.xlsx) with dropdowns is available from the same page.
- Do not overwrite old records; start a new sheet when you re-check a carrier for a new load.
- Keep this record with the rest of the load file.

Disclaimer

This template is provided as-is for general record-keeping. It is not legal, insurance or compliance advice, and using it does not by itself make any vetting process adequate. Requirements depend on your contracts, insurers and applicable law. Check requirements with a qualified transportation attorney.

Broker Back-Office Notes (@BrokerOpsNotes) - workflow research for small US freight brokers.