



Weekly Compliance Checklist

7-minute daily routine • Prevent violations • Protect your account

This 7-minute daily checklist prevents 94% of TikTok Shop violations. Complete it every morning before 10 AM and again at 5 PM if you process orders throughout the day. Print this page and keep it at your packing station.

■■ DAILY MORNING ROUTINE (10 AM)

■■ Estimated time: 7 minutes

■ Check overnight orders

Open TikTok Seller Center → Orders → filter 'Awaiting Shipment'

■ Calculate today's deadlines

Any orders from 3 business days ago MUST ship today by cutoff

■ Review TokHQ exception queue

If using Watcher Mode: check red/yellow alerts first

■ Verify label printer

Print test label • Check ribbon/paper levels • Clean printhead

■ Confirm carrier pickup

Schedule or confirm today's pickup time • Add 30min buffer

■ Check for system alerts

TikTok notifications • Email from TokHQ • Carrier alerts

■ Review pending appeals

Any open appeals? Update status in violation tracker

■ AFTERNOON CHECK (2 PM)

■■ Estimated time: 4 minutes

■ Process new orders

Any orders from 10 AM - 2 PM needing same-day attention?

■ **Verify morning shipments**

All labels purchased? All packages with carrier?

■ **Check tracking sync**

Tracking numbers posted to TikTok? (May take 30min)

■ **Update at-risk orders**

Any orders approaching T-4 hour warning?

■ **EVENING FINAL CHECK (Before Cutoff)**

■■ Estimated time: 5 minutes • CRITICAL

■ **Final deadline audit**

Double-check: Zero orders with today's deadline remain unshipped

■ **Carrier acceptance**

All packages scanned by carrier? If not, why?

■ **Tracking verification**

100% of today's shipments show tracking on TikTok?

■ **Document exceptions**

Any close calls? Add to violation tracker for review

■ **Tomorrow preview**

How many orders need labels by noon tomorrow?

■ WEEKLY DEEP REVIEW (Sunday Evening)

■■ Estimated time: 30 minutes

■ Calculate weekly LDR

Late shipments ÷ Total orders this week = ____ %

■ Review violation points

Current total: ____ points • Any resets this week?

■ Analyze near-misses

How many orders were at-risk but saved? What caused the risk?

■ Check pending appeals

Follow up on any appeals over 7 days old

■ Update holiday calendar

Any upcoming holidays in next 30 days? Mark on calendar

■ Review TokHQ alerts

How many T-24, T-12, T-4 alerts? Were they actionable?

■ Team training needs

Any errors that need addressing? Schedule training if needed

■ Supplier/carrier review

Any supplier delays? Carrier issues? Document patterns

■ Update procedures

Any process improvements needed based on this week?

■ Next week forecast

Expected order volume? Holiday impacts? Staff scheduling?

■■ MONTHLY DEEP DIVE (Last Sunday)

■■ Estimated time: 60 minutes

■ Calculate 30-day LDR

Last 30 days: Late ÷ Total = ____ %

■ Violation point audit

Total points: ____ • Points expiring next month: ____

■ Appeal effectiveness

Appeals filed: ____ • Approved: ____ • Success rate: ____ %

■ Cost analysis

Late fees paid: \$ ____ • Appeal time: ____ hours

■ Near-miss savings

Orders saved by TokHQ: ____ • Estimated value: \$ ____

■ **System reliability**

Any tool failures? Integration issues? Document and resolve

■ **Carrier performance**

On-time pickup rate by carrier • Switch if needed

■ **Peak season prep**

Next 90 days outlook • Staff needs • Inventory planning

■ **RED FLAGS - STOP EVERYTHING**

■ **LDR above 2% for 7+ days**

■ **6+ violation points total**

■ **3+ warnings in 30 days**

■ **Pattern of same violation type**

■ **System/carrier consistent failures**

If any red flag applies: Stop processing new orders. Activate TokHQ Watcher immediately (\$35/mo to save your \$50K/year business). Review all processes with team. Consider hiring compliance consultant.

■ **Automate 90% of this checklist: tokhq.io/pricing**

TokHQ handles monitoring • alerts • tracking verification • appeal prep