

Cash Office and Payroll Checklist

Transport & Logistics

DOCUMENTATION

Is the previous audit filed?

☐ Yes☐ No☐ Na

Is the membership valid?

☐ Yes☐ No☐ Na

GENERAL

Is the load labeled correctly?

☐ Yes☐ No☐ Na

Is the driver wearing the correct PPE?

☐ Yes☐ No☐ Na

Is the assistant having correct PPE?

☐ Yes☐ No☐ Na

Is a secured fire extinguisher available on site?

☐ Yes☐ No☐ Na

Is a dangerous goods operator card available in vehicles?

☐ Yes☐ No☐ Na

Does the driver have a valid license?

☐ Yes☐ No☐ Na

Is the vehicle carrying hazardous waste?

☐ Yes☐ No☐ Na

Is the vehicle registered for the same?

☐ Yes☐ No☐ Na

Are lights functional in vehicles?

☐ Yes☐ No☐ Na

Is the windscreen in good condition?

☐ Yes☐ No☐ Na

Are tires in good condition?

☐ Yes☐ No☐ Na

Are side and rear mirrors working well?

☐ Yes☐ No☐ Na

Is the vehicle insured?

☐ Yes☐ No☐ Na

Does the insurance cover oil spills?

☐ Yes☐ No☐ Na

Is the waste manifest signed correctly?

Yes

No

Na

Is the vehicle inspected daily?

Yes

No

Na

Are tanks and containers in good condition?

Yes

No

Na

Is there a valid trim card for load?

Yes

No

Na

Are drivers and assistants trained to operate the vehicle?

Yes

No

Na

GENERAL COMPLIANCE

Is the vehicle compliant?

Yes

No

Na

Additional comments

Signature

SIGNATURE

OPERATIONAL REQUIREMENTS

Is the vehicle clean to be operated safely?

Yes

No

Na

Is the drip tray in good condition?

Yes

No

Na

Does the operator manual have all procedures?

Yes

No

Na

Is the hose in good condition?

Yes

No

Na

Is the pump secured?

Yes

No

Na

Is the pump neat?

Yes

No

Na

Is the spill kit complete?

Yes

No

Na

Is the spill kit in good condition?

Yes

No

Na

Is a fully stocked first aid kit available?

Yes

No

Na

Are oily rags and filters contained using the proper method?

Yes

No

Na

PROCESS APPLICATION

Is spill procedure followed?

Yes

No

Na

Are fire safety procedures followed?

Yes

No

Na

Are health and safety procedures followed?

Yes

No

Na