

# Distribution Section Audit

## Transport & Logistics

### GENERAL

Are check-in counters open on time?

Yes

No

Na

Is the check-in desk in good condition?

Yes

No

Na

How many check-in desks are available?

What is the customer queue time per desk?

Yes

No

Na

Is there at least one dedicated host per check-in row?

Yes

No

Na

Is CUSSDOP ok?

Yes

No

Na

Are bag drop desks in good condition?

Yes

No

Na

Are doc checks ok?

☐ Yes☐ No☐ Na

What is the average customer queue time on the bag desk?

☐ Yes☐ No☐ Na

Is a supervisor available during opening hours?

☐ Yes☐ No☐ Na

How many recovery desks are present?

Is a safety card available at the desk?

☐ Yes☐ No☐ Na

Are hand baggage labeled?

☐ Yes☐ No☐ Na

Are handbags checked for size?

☐ Yes☐ No☐ Na

Is banklining working?

☐ Yes☐ No☐ Na

Is there a delay coordinator available in case of delays?

☐ Yes☐ No☐ Na

Are PRMs directed to Axxicom?

Yes

No

Na

Signature

SIGNATURE

Is this a sand driver?

Yes

No

Na

Is this an oil driver?

Yes

No

Na

Is it a flowback hand?

Yes

No

Na

Are all PPE task-specific and being used correctly?

Yes

No

Na

Are all driver certifications available and valid?

Yes

No

Na

Is the truck in good condition?

Yes

No

Na

Is the equipment in working order?

Yes

No

Na

Are all documents for truck and trailer present?

Yes

No

Na

Are all safety equipment present?

Yes

No

Na

Add drawings

UPLOAD

Add images

UPLOAD

Additional notes

Signature

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