

# Transport & Logistics Site Audit

## Transport & Logistics

### COMPANY DETAILS

Please specify the number of staff members

What does the company specializes in?

Since when is the company operating?

DATE

2017-01-01

What do you believe is your competitive advantage?

textarea

Do you see any improvements in your business, to become more competitive?

textarea

what are the primary goals of your business over the next 24 months?

textarea

What obstacles would you face to achieve the goals?

textarea

## DISTRIBUTION/TRANSPORT DEPARTMENT

Which of the following are inspected in distribution/transport department?

☐ load Calculation ☐ Damaged Stock ☐ Manual Handling ☐ Fatigue

Which of the following are inspected in distribution/transport department?

☐ Time ☐ Documentation ☐ Customer Service ☐ Communication ☐ Induction

Which of the following are inspected in distribution/transport department?

☐ Induction ☐ Security ☐ Accidents ☐ Conflicts ☐ Navigation

Does the Transport department has a proper staff retention program?

Yes

No

NA

Does the Transport department has a proper working culture and ownership?

Yes

No

NA

## SALES AND SERVICE DEPARTMENT

Does the sales department has proper communication?

Yes

No

NA

Does the sales department has proper customer services (internal/external)?

Yes

No

NA

Which of the following are inspected in Sales department?

☐ Documentation ☐ Client Data Access ☐ Products financial reports ☐ Lead generation

Which of the following are inspected and implemented in Sales department?

☐ Computers ☐ Advertising ☐ Merchandising

Does the sales department has a proper staff retention program and culture?

☐ Yes ☐ No ☐ NA

Does the Sales department has a proper KPI system and sales reporting?

☐ Yes ☐ No ☐ NA

Does the Sales department has a territory and time management?

☐ Yes ☐ No ☐ NA

Which of the following are inspected in the sales department?

☐ Reports ☐ Customer Issues ☐ Dispute Resolution ☐ Networking

Is the professional development, work culture and initiatives checked in sales department?

☐ Yes ☐ No ☐ NA

## WAREHOUSE CHECKS

Please select which of the following are inspected in your warehouse?

☐ Manual Handling ☐ Waste ☐ Documentation ☐ Paper Flow ☐ Stock control

Is there any damaged stock in your warehouse?

☐ Yes ☐ No ☐ NA

Please select which of the following are inspected in your warehouse?

☐ Stock Control ☐ Stock Rotation ☐ Picking & Packing ☐ Induction

Are employees aware and follow S.O.P?

☐ Yes ☐ No ☐ NA

Do employees have basic computer knowledge?

☐ Yes ☐ No ☐ NA

Is there proper security, efficiency and communication system?

☐ Yes ☐ No ☐ NA

Is there a proper customer service? (internal/external)

☐ Yes ☐ No ☐ NA

Does the warehouse department has a proper staff retention program?

☐ Yes ☐ No ☐ NA

Does the warehouse department has a proper working culture and ownership?

☐ Yes ☐ No ☐ NA