

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