

# Transport Managers Audit Document

## Transport & Logistics

### AUDIT VERIFICATION

Transport Manager's signature

SIGNATURE

Operations Manager's signature

SIGNATURE

Date of completion

DATE

2017-01-01

### COMPANY FLEET INSURANCE AND ACCIDENTS

How many company fleet insurance policy's do inter-line have?

1

2

3

4

5

Who are the Policy's with?

Yes

No

NA

Company Fleet Insurance is valid until?

DATE

2017-01-01

How many company vehicles are under the fleet insurance?

Are all fleet vehicles fully insured?

Yes

No

NA

Are all plant vehicles fully insured?

Yes

No

NA

## CPC CHECKS

To complete a CPC (certificate of professional competence) course there is a need of Transport Manager, is this scheduled?

Yes

No

NA

Is Inter-Line on schedule to meet the required standards and deadlines regarding CPC legislation?

Safe

At Risk

NA

Mention the Date from which CPC is mandate

DATE

2017-01-01

Are records kept on Driver CPC?

Yes

No

NA

Is HR updated on CPC information?

Yes

No

NA

## DRIVER TRAINING, RECORDS AND CHECKS

Are all staff Forklift certificates updated?

Yes

No

NA

Mention today's date

DATE

2017-01-01

Are all HIAB certificates updated?

Yes

No

NA

Are all "Manual Handling" certificates updated?

Yes

No

NA

Is training of LGV staff active?

Yes

No

NA

Are all records properly maintained (incidents/accidents)?

Yes

No

NA

When is the next date our Insurance requires an update on Staff Driving licences?

DATE

2017-01-01

When and who was the last driver you randomly breathalysed in accordance with the Company Policy?

textarea

Mention the Date

DATE

2017-01-01

Is there a record keeping of Plant safety (DM)

Yes

No

NA

## INCIDENTS & ACCIDENTS

Are all incidents & accidents reported to the Operations Manager/Director?

Yes

No

NA

please upload evidence of any incident or accident

UPLOAD

## OPERATORS LICENCE AND TAX

When is the Operators Licence due for renewal?

DATE

2017-01-01

Is the Company complying to all the requirements to safeguard the Operators Licence?

Yes

No

NA

Are all fleet vehicles fully taxed?

Yes

No

NA

## TACHOGRAPH MANAGEMENT

Are Driver Tachographs filled?

☐ Yes☐ No☐ NA

Demonstrate the record keeping on for F.T.A. Tachograph infringements?

☐ Yes☐ No☐ NA

## TRANSPORT MANAGER RESPONSIBILITIES

Mention the Date of last Load Inspection

Are regular visits being carried out to meet other Managers, to ensure efficiency?

☐ Yes☐ No☐ NA

Is the company/driver handbook being adhered too by all drivers?

☐ Yes☐ No☐ NA

Are branch transfers completed within 36 Hrs of receiving a purchase order?

☐ Yes☐ No☐ NA