

Transport Operations Compliance Checklist

Transport & Logistics

ADMINISTRATION CHECKS

Are all reconciliations up to date?

☐ Yes☐ No☐ NA

Does Holiday planning impact on the needs of the business?

☐ Yes☐ No☐ NA

Is Cascade fully utilised with absence/holidays being recorded correctly?

☐ Yes☐ No☐ NA

Are all Digi Cards downloaded for drivers?

☐ Yes☐ No☐ NA

Are all vans downloaded?

☐ Yes☐ No☐ NA

Are Infringements fed back, documented and escalated when needed?

☐ Yes☐ No☐ NA

Are warehouse Template Audits being used and is feedback given?

☐ Yes☐ No☐ NA

Are training Matrix and Records updated?

Are cross training for drivers with other areas evidenced?

AUDIT VERIFICATION

Manager's signature

Name of the inspector/manager

GENERAL INFORMATION

Is daily inspection record completed every day and are actions carried out?

Is shift handover form completed every day and are actions carried out?

Is Area zero Nil?

Is waste stored and/or disposed of correctly? Also, is compactor area clean?

Is interior's stock stored safely?

☐ Yes☐ No☐ NA

Are all products secured on trolley racks?

☐ Yes☐ No☐ NA

Is warehouse location utilised to warehouse systems and lines condensed?

☐ Yes☐ No☐ NA

Are old furniture items suitably bagged, sealed and collected?

☐ Yes☐ No☐ NA

Are weekly stock counts completed?

☐ Yes☐ No☐ NA

Are all returned items packaged and identified clearly?

☐ Yes☐ No☐ NA

Are all returned items booked into the correct inspections area on receipt?

☐ Yes☐ No☐ NA

Is product protection in force throughout the warehouse?

☐ Yes☐ No☐ NA

Did you find any items without suitable product protection

☐ Yes☐ No☐ NA

Please mention the current stockholdings

textarea

HEALTH, SAFETY AND REPORTS

Is signing in book fulfilled by all visitors?

Yes

No

NA

Are high Visibility Vests, safety shoes and manual handling belts being used throughout the depot?

Yes

No

NA

Are trolleys stored correctly?

Yes

No

NA

Are Fire Exits clear of obstructions?

Yes

No

NA

Are there any obvious slip and trip hazards?

Yes

No

NA

Are Pedestrian areas obstruction free?

Yes

No

NA

Is weekly Fire Alarm test carried out?

Yes

No

NA

Is weekly Fire Marshall test finished?

☐ Yes☐ No☐ NA

Is Monthly EML test carried out?

☐ Yes☐ No☐ NA

Are Accident Reports logged and are copies sent to Head Office?

☐ Yes☐ No☐ NA

Are all employees using full uniform?

☐ Yes☐ No☐ NA

Is designated smoking area used and is the area tidy, with no evidence of smoking elsewhere on site?

☐ Yes☐ No☐ NA

Is Car park as well as loading area clean and dirt-free?

☐ Yes☐ No☐ NA

Are carpets, floors and work tops clean?

☐ Yes☐ No☐ NA

Are general office standards able to identify high standards at all times?

☐ Yes☐ No☐ NA

INSPECTIONS

Please mention the percentage vs stockholding

textarea

Are inspections lines clean with all items labelled?

Yes

No

NA

Are all items within the inspections lines and properly secured?

Yes

No

NA

Is the Job card system followed correctly?

Yes

No

NA

Are fire tags and batch labels replaced where required?

Yes

No

NA

Are inspection rooms neat and tidy?

Yes

No

NA

Are all items being worked on are booked into the inspections room?

Yes

No

NA

Are all stock repairs have parts on order?

Yes

No

NA

VEHICLE CHECKS

Are Vehicles clean inside and out?

Yes

No

NA

Do vehicles displaying a valid tax disc and O licence?

Yes

No

NA

Do vehicles have the correct product protection?

Yes

No

NA

Does each driver have a valid driving licence with the appropriate entitlement?

Yes

No

NA

Are all vehicles fully serviced?

Yes

No

NA

Is there a service schedule for all vehicles?

Yes

No

NA

Do all vehicles have a valid MOT certificate?

Yes

No

NA

Are hire vehicles authorised before ordering?

Yes

No

NA

Do all vehicles have padlocks in place?

Yes

No

NA

Are defect Reports completed and submitted?

☐ Yes☐ No☐ NA

Are defects noted on defect reports and are corrective actions taken?

☐ Yes☐ No☐ NA

Are tyre checks carried out ?

☐ Yes☐ No☐ NA