

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?

Yes No NA

Are cross training for drivers with other areas evidenced?

 Yes No NA

AUDIT VERIFICATION

Manager's signature

SIGNATURE

Name of the inspector/manager

GENERAL INFORMATION

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

 Yes No NA

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

 Yes No NA

Is Area zero Nil?

 Yes No NA

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

 Yes No NA

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