
Overview

What this standard is about

This standard is about completing post journey reports and checks. It deals with checking any documentation, checking the condition of the vehicle and confirming any faults or damage have been reported. It involves dealing with any returned loads and re-tasking or rescheduling of driver or vehicle if required.

Who this standard is for

This standard is relevant to all operatives at every level in logistics operations. Operatives could, for example, be working in warehousing and storage, transport, or freight forwarding

SFLT053 SQA Unit Code (HA62 04)

SfL53 Post journey reports and checks

Performance criteria

You must be able to:

- P1 confirm the return of vehicles in accordance with operational and organisational procedures
- P2 confirm the condition of the vehicle on completion of the schedule
- P3 take appropriate action if faults or defects are found on the vehicle
- P4 confirm that documentation and other records relating to the vehicle comply with legal, operational and organisational procedures
- P5 confirm that documentation and other records relating to the driver comply with legal, operational and organisational procedures
- P6 re-task or re-schedule vehicles and drivers as a result of the drivers report
- P7 ensure that return loads are dealt with in accordance with operational and organizational procedures
- P8 comply with organisation's procedures and all relevant **legal, safety and operating requirements**

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Knowledge and understanding

You need to know and understand:

- K1 documentation systems and procedures
- K2 recording and documentation procedures
- K3 the relevant legislation, regulations and codes of practice in relation to the allocation of resources: e.g. drivers hours and licence regulations, vehicle operators licensing requirements and environmental operating procedures
- K4 methods of communication e.g. oral, written, electronic
- K5 relevant health, safety and environmental issues
- K6 what the relevant **legal, safety and operating requirements** relating to post journey reports and checks

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Additional Information

Glossary

1. **Legal, safety and operating requirements:** safety regulations, codes of practice, load restrictions, working time directive, transport regulations

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SfL53 Post journey reports and checks

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Suite Traffic Office

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