

3rd PARTY COACHING FORM

OWNER: SMSA EXPRESS TRANSPORTATION LLC

DEPARTMENT: ADAFZ

Name	Tanvir Ansari	Employee Number	298245	Date	20-Sep-25
Position	Cleaner	Department	HLG	Timing	15:00-Hrs

Coaching for the following	Description and Comments
Office Cleaning	Ensure daily morning clean fround & first floor including table + chair +windows+ dustbin
Warehouse Cleaning	Entire warehouse should be clean / mop on daily basis
Customs Officer Room	Ensure daily morning and evening clean the room
TAPA Awareness	Breif on TAPA process
Bonded Area	Ensure to check nothing wastage kept under bonded area
Facility outside area	Daily Morning & evening clean the door + stair and remove unnecessary stuff (if any)
Pantry	Ensure clean pantry area and maintain good housekeeping
Washroom	Ensure daily after 2 hours clean the washrooms

Coach Atif Abbasi

Coach \_\_\_\_\_ Atif Abbasi  
Position \_\_\_\_\_ Ops Agent  
I Acknowledge the understanding of this coaching I will take necessary  
action to implement this is my work flow and / as per the companies  
policies and guidelines

Signature \_\_\_\_\_  
  
Signature \_\_\_\_\_ TANQIR