

S. No.	Description	Remarks	Action Taken
1	Cleanliness and tidiness of workplace		
2	Arrangements of Shipments		
3	Staff Uniforms and ID badges		
4	Equipment in working condition: Computer, Printer, Scanner, Internet, Weighing Scale, Copier)		
5	System (SPOTS/Core etc.) Working		
6	Packaging Supplies Available		
7	Secret shipments stickers available and in use		
8	Exceptions, Returned, UTL Shipments Handling		
9	Pending Work (Shipment not processed same day of receiving / Shipments not out for delivery		
10	Weights discrepancy checks (AWB Vs Actual)		
11	Proper Filing (as per file register in Guide)		
12	Attendance Record		
13	DR Filling with complete information (Signature/Date/Time)		
14	MOH Bayans Stamped & Signed from both SMSA & MOH Staff / Bayan date and weight mentioned, Inside&Outside Region shipments are segregated		
15	Pending / Overdue Shipments Report is actioned		