

Depot Briefing

Summarise the daily conversation between Logistics and Operations or Logistics and Production. The Sales Manager should be invited to attend although his or her presence is not mandatory. Use bullet points to summarise the discussion. Valid topics include, but are not limited to:

Incidents	Orders	Loading	Sales	The Weather	Contractors
Waste: R/A/G	Training	NCRs	Maintenance	Stocks	Objectives
Near Miss Reports	Incoming Materials	Staff Holidays and Sickness	Noise, Dust and Spills	Complaints/ Feedback	Trains and Ships

Site:

Date:

Time:

REVIEW

PLANNING (include any “opportunities for improvement” that were discussed)

Name those present: