

# Quick tips for effective equipment control

## The daily habits of good equipment controllers

- + Record and advise all physical movements electronically
- + Send all transactions to CHEP everyday
- + Reconcile your dockets against your own internal paperwork, e.g. dispatch consignment notes or invoice records
- + Review corrections and outstanding transactions

## The monthly habits of good equipment controllers

- + Make regular contact with trading partners to build rapport and resolve reconciliation items
- + Identify opportunities to communicate conformance / non-conformance of equipment control within your organisation e.g. Newsletters / Tool Box meetings

## Best practice trading

- + Agree on trading arrangements with any new trading partners up front
- + Include these arrangements in the appropriate supply agreements
- + Communicate these within your business
- + Talk with trading partners before rejecting transactions, provide a window of time for correspondence to flow back
- + Review trading arrangements periodically with trade partners to identify any trends and resolve any ongoing issues



For more information on best practice tips and training resources, visit: [CHEP.com](https://www.chep.com)

If you would like to discuss these best practice tips in more detail, please contact your account manager or call customer service on **13 2437 (13 CHEP)**.