Equipment Controller Task List

CHEP
A Brambles Company

Designed to assist with the effective management of CHEP hire equipment.

Tasks are broken down into daily, weekly & monthly frequency.

Daily
Weekly
Monthly

Printable version

		Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
1	Enter all **Transfer** Movements (On and Off) into myCHEP																									
2	Enter all equipment **Issue and Return** requests into myCHEP																									
3	Enter all **Exchange** movements into myCHEP																									
4	**Compliance check:** Internal document vs CHEP document																									
4a	Dispatch: From the previous day check that all movements have a corresponding transfer / exchange docket																									
4b	Receiving: From the previous day check that all movements have been entered correctly into myCHEP																									
5	**Reconcilation Dashboard:** Review and manage exceptions																									
5a	Ask trading partners for supporting documents **(POD)** if you do not have a copy of the transfer																									
5b	Raise **Corrections / Rejections** as required																									
6	**Filing:** File dockets by dispatch date																									
7	Review **Transfers Awaiting Authorisation** by other party (if applicable). If transfers are more than 7 days old follow up with your trading partner to ensure transfers are processed																									
8	Review **Suspended Dockets** – if information is missing re-submit with correct information																									
9	**Exchange Management:**																									
9a	Generate outstanding exchange list																									
9b	Forward copy of outstanding exchange list to site management																									
9c	Forward list of outstanding exchanges to individual trading partners to confirm in writing																									
9d	Arrange pickup of outstanding exchange balance with trading partner and coordinate with transport																									
9e	Follow up on outstanding aged 'Owed' exchanges (older than 7 days)																									
9f	Follow up on outstanding **aged transfers OFF** not invoiced																									
10	**Governance:** Ensure all data entry and corrections are up to date (Prior to Invoice date)																									
11	**Stocktake** all equipment types on site in line with invoice date																									
11a	Obtain a copy of your Invoice and check Invoice page																									
11b	Generate an Inventory Audit **(STAR)**																									
11c	Forward stocktake and reconciliation report to site management and CHEP																									
11d	Provide $ value against aged Exchanges owed & stocktake variance																									
11e	Setup meeting with site management to discuss the results																									
12	Report any areas of **Non Compliance** to management – Discuss in toolbox meetings																									
13	Meeting with site management – **Management Awareness**																									