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

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