



# Checklist logistics department

Small optimizations – big effects

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Lennard Hofmann/ OSS-MC

# CHECKLIST LOGISTICS-CRITERIA

Small optimizations - big effects. Let us implement the following 12 key points together. This way, you can help us to prevent requests and objections on our part – for our mutual benefit of a quick and easy handling. **The checklist is designed to support:**

## 1. Labelling

Is every tool provided with the correct and complete material number, barcode GTIN 13 or lettering?



## 2. Completeness

- Are the tools complete?
- Are operating instruction, audit record, certificate and possible equipment obviously enclosed?



## 3. Varietal packing

Are the items packed varietal in labelled bags, cardboard boxes or pallets?



## 4. Quantity delivered

- Is the delivered quantity equal to the ordered quantity?
- Are the delivery documents adjusted accordingly in case of partial or over-delivery?



## 5. Marking requirements

- Are all delivery notes cumulatively attached outside or is it marked, where the delivery note and the invoice are located?
- Overseas shipment: Shipping marks based on Hoffmann specification attached?



## 6. Delivery note information

- |                     |                     |                      |                                 |
|---------------------|---------------------|----------------------|---------------------------------|
| ■ supplier no.      | ■ delivery note no. | ■ order no.          | ■ position no. acc. to HO-order |
| ■ item no. supplier | ■ item no. HO       | ■ quantity delivered | ■ item description              |
| ■ unit of quantity  | ■ UN numbers        | ■ contact person     |                                 |



## 7. Filling material

Has only been used packing paper, crumpled-up newspaper or bubble wrap? (no shreds of paper, Styrofoam chips and suchlike)



## 8. Packaging security

Are only adhesive tapes and welded PE-tapes used for fastening the cardboard box? No metal straps!



## 9. Number of packages

Is there a reference to the number of packages on every label?



## 10. Packaging material

- Is the agreed packaging material used (e.g. Euro-pallet, Hoffmann-cardboard box)? No wooden crates! (deviations only upon consultations)
- Freight must not be gas-flushed with methyl bromide (alternative: heat treatment)



## 11. Cross Docking

- Is the delivery note visible applied on the outside of the package and is it labelled as "Cross Docking"?
- Are no documents such as invoices or leaflets enclosed to the content of the package?



## 12. Punctual delivery and dispatch notification

Pay attention to on time delivery! Electronic dispatch notification required!  
Deliveries of more than 1.5t per and/or more than 15 loading devices, a goods announcement must be made at least 3 days before delivery, to the appropriate contact:

**BEC-Odelzhausen:** Mail: bec-lieferavis@hoffmann-group.com  
Contact person: Mr. Rudolf Schaeufler, Phone: +49 8134 5531-2001

**LC-Nuremberg:** Mail: lc-yardmanagement@hoffmann-group.com  
Fax: +49 911 6581-1900  
Contact person: Mr. Vitalij Michel, Phone: +49 911 6581-6128

**Supplier management:** Mail: l.hofmann@hoffmann-group.com  
Fax: +49 911 6581-1351  
Contact person: Mr. Lennard Hofmann, Phone: +49 911 6581-6351

