

Logistics Standard Operating Procedure

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Purpose

To provide efficient and coordinated storage and transport services to its customers.

Scope

This standard operating procedure shall apply to all the cargos that will be stored in the warehouse and delivered to the clients.

Definition

Cargos: it refers to the goods or materials that are carried by a large vehicle such as ships, planes, trains, or trucks.

Transport: it is the process of transferring goods from one place to another through a vehicle which could be a bus, truck, train, or plane.

Responsibility

Logistics Officer

Responsible for ensuring that the procurement, shipping, and warehouse are accomplished on time and efficiently. They also review logistic system

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