

Logistics Standard Operating Procedure

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IFA Inc.

[8200 Yamper Philson Street, Battle Ground, WA 92555
admin@ifainc.com | 222 555 7777]

Prepared By : Louis Nimbleton
Department : Logistics
Effective Date : March 01, 2050
Approved By : Dwayne Porter

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 accomplished on time and efficiently. They also review logistic system

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