Logistics Standard Operating Procedure (SOP)

Freight Management

Date: [Insert Date]

Prepared by: [Your Name]

Department: Logistics

1. Purpose

This document outlines the standard operating procedures for effective freight management within the logistics department.

2. Scope

This SOP applies to all personnel involved in the freight management process including procurement, transport, and delivery.

3. Responsibilities

- Logistics Manager: Oversee the freight operation procedures.
- Warehouse Staff: Prepare and load freight for shipment.
- Transport Coordinator: Schedule and coordinate transport logistics.

4. Procedure

4.1 Freight Request

All freight requests must be submitted via the freight management system.

4.2 Scheduling

The Transport Coordinator will schedule pickups and deliveries based on freight request priority and availability.

4.3 Documentation

Ensure all shipping documents are completed and verified before dispatch.

5. Compliance

All procedures must comply with local, national, and international regulations concerning freight transport.

6. Review and Amendments

This SOP will be reviewed annually and amended as necessary to reflect best practices and regulatory changes.

Approved by: [Approver's Name]

Position: [Approver's Position]

Date of Approval: [Insert Date]