PETPOOJA

CHECKLIST

Logistics and Distribution Daily Dispatch Checklist for India

Vehicle and driver readiness, load planning, e-way bill and documentation, loading and sealing, tracking, proof of delivery, returns, and warehouse safety for logistics, distribution, and transport businesses. Every task is labelled by frequency and mapped to Indian regulations.

Updated July 2026 11 Pages FY 2026-27

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75+
Checklist Items
Gate-in to gate-out

8+1
Sections + Quick Ref
Daily summary + 8 sections

E-way Bill
Compliance Built In
GST goods movement

3
Business Types
Logistics, distribution, transport

All
India Rules Mapped
GST, MV Act, Carriage by Road

01 Daily Quick Reference

Print this one page and pin it at the dispatch desk. Tick off each task every day.

When	Task	Who
Shift start	Dispatch plan reviewed: today's orders, routes, vehicles, and drivers assigned	Dispatch in-charge
Vehicle in	Vehicle papers checked: RC, fitness, permit, insurance, PUC, FASTag active	Gate / transport
Vehicle in	Driver licence valid for the vehicle class; driver fit, not fatigued	Transport in-charge
Pre-load	Pick list verified against order; FIFO / batch and expiry respected	Warehouse staff
Pre-load	Weight and volume within the vehicle's rated capacity, no overloading	Loading supervisor
Pre-load	Packing intact, labels and delivery addresses correct, fragile items marked	Warehouse staff
Loading	Goods counted, checked for damage, and load secured before dispatch	Loading supervisor
Loading	Cold-chain items pre-cooled and loaded last; temperature logged	Warehouse staff
Dispatch	Tax invoice, e-way bill, delivery challan, and LR ready and matched	Dispatch desk
Dispatch	E-way bill generated for consignments of Rs 50,000 or more; Part B filled	Billing / dispatch
Dispatch	Seal applied, seal number recorded, trip sheet issued to driver	Dispatch desk
Dispatch	Documents matched to the physical load: quantity and description agree	Dispatch desk
In transit	GPS tracking on, driver reachable, delivery windows confirmed	Control room
In transit	Route followed as planned; long or unplanned stops checked	Control room
Delivery	Proof of delivery collected, damage / shortage noted at the point of delivery	Driver
Delivery	COD amounts collected and recorded against each invoice	Driver
Returns	Returned and rejected goods logged, inspected, and put on hold	Warehouse staff
Shift end	PODs, COD cash, and trip sheets reconciled; exceptions escalated	Dispatch in-charge
Shift end	Vehicle fuel, km, and any damage logged; next-day plan drafted	Transport in-charge
Shift end	Vehicle service and fitness due-dates checked; booked if due	Transport in-charge

How to Use This Checklist

This checklist covers the daily dispatch cycle for a warehouse or distribution operation, from vehicle readiness to proof of delivery and reconciliation. Each item is labelled by frequency. This quick reference lists only the critical daily tasks. Detailed steps and legal references are in Sections 01-08 that follow. Adapt items to your operation: cold-chain, hazardous-goods, and inter-state items apply only where relevant.

02 Vehicle and Driver Readiness

A vehicle that cannot legally move is a delivery that will not happen

6	FASTag	Every trip
Papers to Carry	Mandatory on Toll	Driver Fitness Check
RC, fitness, permit, insurance, PUC, DL	*Electronic toll on national highways*	*Licence valid, driver not fatigued*

Vehicle Documents and Condition

- ✓ **Vehicle carries valid RC, fitness certificate, permit, insurance, and PUC** — Every trip
  Every goods vehicle carries a current Registration Certificate, fitness certificate, national or state goods-carriage permit, third-party insurance, and a valid Pollution Under Control certificate. Expired papers make the vehicle non-compliant and uninsured on the road.
  Motor Vehicles Act 1988; Central Motor Vehicles Rules 1989

- ✓ **FASTag active and recharged for national-highway tolls**
  FASTag is mandatory for electronic toll payment. A blocked or low-balance tag means double toll and delays at plazas. Check the balance before long-haul trips.

- ✓ **Pre-trip vehicle inspection: tyres, brakes, lights, load body, and reflectors** — Every trip
  A quick walk-around catches worn tyres, weak brakes, failed indicators, and a damaged load body before they cause a breakdown or an accident. Reflective tape and rear markings are intact for night running.

- ✓ **Fuel, AdBlue, and coolant topped up; breakdown kit and spare on board**
  The vehicle carries a spare wheel, jack, tools, first-aid box, fire extinguisher, and wheel chocks. A stranded vehicle mid-route delays every delivery behind it.

Driver Readiness

- ✓ **Driver holds a valid licence for the vehicle class and any endorsement** — On assignment
  The driver has a valid licence for the vehicle category (LMV-Transport, HMV) and any endorsement needed to carry hazardous goods. Keep a copy on file and re-verify on renewal.
  Motor Vehicles Act 1988

- ✓ **Driver is fit and rested; working and driving hours within limits**
  A fatigued driver is a safety risk to the load and to the public. Working hours for motor transport workers are capped (broadly 8 hours a day, with a rest interval after 5 hours of continuous work and daily rest between shifts). Do not push a driver past a safe continuous stretch to save time.
  OSH Code 2020, which has replaced the Motor Transport Workers Act 1961

- ✓ **Driver briefed on route, deliveries, PODs, and COD collection**
  Before leaving, the driver has the route plan, the list of drops with contacts, the documents for each consignment, POD instructions, and any cash-on-delivery amounts to collect.

- ✓ **Driver carries all vehicle and consignment documents**
  The driver carries the vehicle papers and, for each consignment, the tax invoice, e-way bill (or its number), delivery challan, and lorry receipt. Missing documents at a check post mean detention of the vehicle and goods.

03 Order Picking and Load Planning

The right goods, in the right order, loaded the right way

FIFO	100%	Capacity
Stock Rotation	Pick Accuracy Target	Never Exceeded
First-In-First-Out / batch and expiry	*Right SKU, right quantity*	*Weight and volume within rating*

- ✓ **Pick list generated per order and verified against the invoice** — Per order
  Every dispatch starts from a pick list tied to a confirmed order. Pickers confirm SKU, batch, and quantity. A wrong pick becomes a wrong delivery, a return, and a lost day.
- ✓ **FIFO / FEFO followed; batch numbers and expiry checked** — Every pick
  Stock is picked First-In-First-Out, or First-Expiry-First-Out for dated goods, so nothing ages out in the warehouse. Batch numbers are recorded for traceability and recall.
- ✓ **Goods checked for damage and correct packing before staging**
  Damaged, leaking, or poorly packed items are pulled before loading, not discovered by the customer. Fragile and heavy items are packed and labelled for safe transit.
- ✓ **Load planned by drop sequence and weight distribution**
  Loads are built last-in-first-out by delivery sequence so the first drop is at the door. Heavy items go low and forward for stability. This cuts delivery time and prevents load shift.
- ✓ **Weight and volume kept within the vehicle's rated capacity** — Every load
  The planned load stays within the vehicle's gross weight and axle limits. Overloading is illegal, unsafe, and attracts heavy penalties, and it voids insurance in an accident.
  Motor Vehicles (Amendment) Act 2019
- ✓ **Cold-chain and hazardous items segregated and planned separately**
  Temperature-controlled goods are staged for last-minute loading, and hazardous or incompatible items are kept apart and planned into suitable vehicles. Mixing incompatible goods is a safety and compliance risk.
- ✓ **Multi-drop routes grouped to cut distance and time**
  Drops are grouped by area and sequenced into an efficient route. Good route planning saves fuel and hours and gets more deliveries done per vehicle per day.

04 Dispatch Documentation and E-way Bill

Goods without the right paperwork get detained, not delivered

Rs 50,000	Part A + B	LR
E-way Bill Threshold	E-way Bill Sections	Consignment Note
Consignment value, CGST Rule 138	*Details + vehicle number*	*Carriage by Road Act 2007*

Invoice and E-way Bill

✓ **Tax invoice raised with correct GST, HSN, and consignment value** — Every dispatch

Each consignment moves on a valid tax invoice (or delivery challan where there is no sale) with the correct HSN codes, tax, and value. The invoice value drives whether an e-way bill is needed.

CGST Act & Rules

✓ **E-way bill generated for consignments of Rs 50,000 or more** — Every dispatch

An e-way bill is generated on the GST portal for movement of goods where the consignment value exceeds Rs 50,000. Part A carries the invoice and party details; Part B carries the vehicle number. Intra-state thresholds vary by state, so confirm your state's rule.

CGST Rules, Rule 138

✓ **Part B (vehicle number) updated before the goods move**

The e-way bill is not valid for movement until Part B carries the transporting vehicle number. On transhipment or a vehicle breakdown, Part B is updated to the new vehicle before the goods move again.

✓ **E-way bill validity tracked against distance and route**

An e-way bill is valid for a limited period based on the distance to be covered. Plan the trip so the goods reach before it expires, and extend it correctly if a genuine delay occurs. Expired e-way bills invite detention and penalty.

CGST Rules, Rule 138

Consignment Note and Records

✓ **Lorry receipt / consignment note issued for goods carried by the transporter**

A goods transport agency issues a consignment note (lorry receipt) for the goods it carries. It records the consignor, consignee, goods, and terms, and is the basic contract of carriage.

Carriage by Road Act 2007 & Rules 2011

✓ **Documents matched: invoice, e-way bill, LR, and physical load agree** — Every dispatch

Before the gate, the dispatch desk checks that the invoice, e-way bill, LR, and the physical goods all match on quantity and description. A mismatch is the most common reason for detention at a check post.

✓ **Driver given a document set (or digital access) for every drop**

The driver leaves with a document set per drop, physical or on a phone, so proof is available on demand during transit and at delivery.

Moving Goods Without a Valid E-way Bill Is Costly

Moving taxable goods above the threshold without a valid e-way bill can lead to detention of the goods and the vehicle under Section 129 of the GST law, and release requires payment of a penalty equal to 200% of the tax payable where the owner of the goods comes forward. The e-way bill must be valid and its Part B must match the vehicle actually carrying the goods. Always confirm the current rule and your state's intra-state threshold, as GST provisions are revised from time to time.

05 Loading, Securing and Sealing

How the load leaves the dock decides whether it arrives intact

No	Sealed	Secured
Overloading	Every Vehicle	Load Lashed
Within GVW and axle limits	*Seal number recorded*	*No shift in transit*

✓ **Goods counted and signed off against the pick list at loading** — Every load

The loading supervisor counts every carton and confirms it against the pick list and invoice before it goes on the vehicle. Short or excess loading is caught at the dock, not at delivery.

✓ **Load within gross weight and axle limits; no overloading** — Every load

The loaded weight stays within the vehicle's gross vehicle weight and axle-load limits. Overloading attracts a penalty of Rs 20,000 plus Rs 2,000 for every additional tonne under Section 194, and the vehicle cannot move until the excess is removed. It also damages the vehicle and road and makes braking dangerous.

Motor Vehicles (Amendment) Act 2019, Section 194

✓ **Load secured: lashed, chocked, and evenly distributed**

The load is strapped, roped, or chocked so it cannot shift, topple, or fall in transit. Weight is spread evenly. An unsecured load causes damage, accidents, and rejected deliveries.

✓ **Cold-chain items loaded last into a pre-cooled vehicle; temperature logged** — Cold chain

Reefer or insulated vehicles are pre-cooled before perishables or pharma are loaded, loading is quick to hold the cold chain, and the start temperature is logged. Food and drug cold-chain records are kept for compliance.

FSSAI; Drugs and Cosmetics Rules

✓ **Hazardous goods labelled, placarded, and carried with the TREM card** — Hazmat

Dangerous goods carry the correct class labels and emergency information panel, the vehicle displays hazard placards, and the driver carries the transport emergency (TREM) card and is trained to handle a spill or fire.

Central Motor Vehicles Rules, Rules 129-137

✓ **Vehicle sealed and the seal number recorded on the trip sheet**

Where goods move under seal, the seal is applied after loading and its number is recorded on the trip sheet and documents. An intact matching seal at delivery is proof the load was not tampered with.

✓ **Loading dock and material handling kept safe throughout**

Dock levellers, wheel chocks, and stop signals prevent a vehicle rolling during loading. Staff keep clear of moving forklifts and reversing vehicles. Most warehouse injuries happen at the dock.

06 Route, Tracking and In-Transit

A delivery you cannot see is a delivery you cannot promise

GPS	Windows	Contact
Live Tracking On	Delivery Slots Met	Driver Reachable
Every vehicle, every trip	*Customer time commitments*	*Control room in touch*

✓ **GPS tracking active and monitored from dispatch to delivery** — Every trip

Every vehicle is tracked live so the control room can see location, speed, and stoppages, warn customers of delays, and respond to a breakdown or route deviation.

✓ **Route followed as planned; deviations flagged and explained**

The driver follows the planned route and sequence. Unplanned stops or detours are visible on GPS and are checked, both for on-time delivery and for security of the load.

✓ **Delivery windows and customer commitments tracked**

Time-slotted deliveries (retail docks, plants, distributors) are sequenced to hit their windows. A missed slot can mean a wasted trip and a return.

✓ **Driver reachable and reporting progress through the day**

The driver stays reachable and updates the control room or app at each drop. Silence on a route is treated as an exception to investigate, not ignored.

✓ **In-transit issues escalated: breakdown, accident, delay, or damage**

A defined escalation path handles a breakdown, accident, long delay, or damaged load, with backup arranged so downstream deliveries are protected.

✓ **Driving hours and rest respected on long hauls**

On long-distance runs, the driver takes the required rest breaks and does not exceed safe continuous driving. Schedules are built around legal and safe hours, not against them.

OSH Code 2020 (formerly the Motor Transport Workers Act 1961)

07 Delivery and Proof of Delivery

The job is not done until receipt is proven and money is accounted for

POD	At the door	COD
Collected Every Drop	Damage Noted	Cash Reconciled
Signed or e-POD	*Before the driver leaves*	*Against each invoice*

Delivery and POD

✓ **Goods delivered against the invoice and counted with the customer** — Every drop

At each drop, the consignee counts the goods against the invoice and delivery challan before signing. Getting the count agreed at the door prevents disputes later.

✓ **Proof of delivery captured: signed copy or e-POD with time and location** — Every drop

A signed delivery copy or an electronic POD (photo, signature, geo-tag, timestamp) is captured for every drop. This is the evidence for billing, disputes, and audits.

✓ **Damage, shortage, or rejection noted at the point of delivery**

Any shortage, damage, or rejection is recorded on the POD and communicated at once, with photos where possible. A claim raised later without proof at delivery is hard to win.

Cash and Exceptions

✓ **Cash-on-delivery amounts collected and recorded per invoice** — Every COD

COD is collected exactly as billed and recorded against each invoice, with a receipt where required. Cash discipline on the route prevents shortfalls at reconciliation.

✓ **Failed or partial deliveries logged with reason and next action**

A delivery that fails (customer closed, refused, wrong address) is logged with the reason and a re-attempt or return-to-warehouse decision, so it does not disappear.

✓ **Customer instructions and appointment deliveries honoured**

Special instructions (unloading help, gate timings, appointment slots, documents needed) are followed so the delivery is accepted the first time.

08 Returns, Reconciliation and Records

Close the loop: goods, cash, and paperwork all accounted for

Same day	On hold	Logged
Trip Reconciled	Returns Quarantined	Every Trip
POD, COD, and returns closed	*Inspected before restock*	*Trip sheet, fuel, km, damage*

Returns Handling

- ✓ **Returned and rejected goods received, logged, and quarantined** — Every return
  Goods coming back are booked against the original invoice, inspected, and held separately until a decision. Sellable stock is returned to inventory; damaged or expired stock is segregated for disposal or claim.
- ✓ **Credit notes and claims raised for genuine returns and damage**
  A credit note or claim is raised promptly for accepted returns, shortages, or transit damage, with the POD and photos as support, so the customer account and the transporter claim are settled.
- ✓ **Reverse e-way bill / documentation handled for returns where required**
  Where returned goods above the threshold move back, the correct document (delivery challan or credit-note-based e-way bill) accompanies them. Returns are not exempt from goods-movement rules.

Reconciliation and Records

- ✓ **PODs, COD cash, and invoices reconciled at the end of every trip** — Daily
  At shift end, every drop has a POD, every COD amount is accounted for, and any exception is escalated. Cash collected matches cash deposited. This daily close prevents leakage.
- ✓ **Trip sheet, fuel, kilometres, and vehicle condition logged** — Daily
  The trip sheet records start and end km, fuel drawn, tolls, deliveries done, and any vehicle issue. These logs drive costing, maintenance, and fraud control.
- ✓ **Vehicle maintenance and service schedule kept up to date** — Scheduled
  Preventive service, tyre rotation, and repairs follow a schedule based on kilometres and the maintenance log. A well-maintained fleet breaks down less and passes fitness checks.
- ✓ **Dispatch register and statutory records maintained and retained**
  The dispatch register, e-way bill records, LRs, and PODs are filed and retained for the period the law requires. Clean records are the basis of any GST, transport, or customer audit.

09 Warehouse Safety and Statutory Compliance

A safe, compliant operation is a dispatch operation that keeps running

Trained	20+ / 10+	Valid
MHE Operators	PF / ESI Thresholds	Licences Current
Forklift and equipment	*PF: 20+ ; ESI: 10+ employees*	*Trade, fire, labour*

- ✓ **Forklift and material-handling operators trained and authorised** — Daily
  Only trained, authorised operators use forklifts, pallet trucks, and reach trucks. Equipment is inspected before use, load limits are respected, and pedestrians are kept clear of MHE paths.
- ✓ **Loading dock, aisles, and racking kept safe and clear** — Daily
  Dock edges are guarded, aisles are clear, and racking is loaded within its rated capacity and inspected for damage. Blocked fire exits and overloaded racks cause the worst warehouse incidents.
- ✓ **PPE worn and fire safety maintained across the warehouse** — Daily
  Staff wear safety shoes and high-visibility vests in operational areas. Fire extinguishers are serviced and accessible, exits are clear, and a fire drill is practised periodically.
  State fire rules; National Building Code 2016
- ✓ **Statutory licences current: trade, fire NOC, and warehouse approvals** — Renewal
  The trade licence, fire NOC, and any warehouse or storage approval (including cold storage or hazardous-goods licences where relevant) are valid and renewed on time.
- ✓ **PF for 20+ employees and ESI for 10+ deposited on time** — Monthly
  PF applies at 20 or more employees; ESI at 10 or more (20 in a few states) where wages are up to Rs 21,000/month. Both are deposited by the due date each month, with liability on the person in charge.
  EPF & MP Act 1952; ESI Act 1948
- ✓ **POSH Internal Committee and contract-labour compliance in place** — Compliance
  Operations with 10 or more employees have a POSH policy and Internal Committee. Where contract labour is engaged for loading and warehousing, the contractor's compliance and worker records are verified.
  POSH Act 2013; Contract Labour Act 1970
- ✓ **Driver and staff working hours, wages, and welfare compliant**
  Drivers and warehouse staff are paid at least the applicable minimum wage, working hours and rest follow the law, and welfare basics (drinking water, toilets, rest area) are provided.
  Minimum Wages Act 1948; OSH Code 2020 (formerly the Motor Transport Workers Act 1961)

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