

# Logistics Internal Audit Report

## Title Page

- Title: Internal Audit Report – [Logistics Company Name]
- Audit Area: (e.g., Fleet Management, Supply Chain Efficiency, Inventory).
- Date:
- Prepared By: (Internal Audit Team).

## Executive Summary

- Key findings: Process inefficiencies, delays in deliveries, inventory discrepancies.
- Recommendations summary.

## Introduction

- Purpose: Ensure smooth operations, cost efficiency, and adherence to contracts.
- Scope: Include fleet, warehouse, and distribution operations.

## Objectives and Scope

- Assess compliance with vendor contracts and delivery timelines.
- Identify inefficiencies in route planning, asset usage, and inventory handling.

## Methodology

- Techniques: GPS tracking analysis, inventory sampling, route optimization study.
- Criteria: Internal benchmarks, contractual obligations, industry best practices.

## Findings and Observations

- Examples:
  1. High fuel consumption due to inefficient routes.
  2. Mismanagement of inventory leading to delays.

3. Non-compliance with delivery SLA agreements.

### **Recommendations**

- Implement route optimization software, improve warehouse management systems, and monitor SLA compliance closely.

### **Conclusion**

- Assurance of smoother logistics post-implementation of recommendations.

### **Action Plan**

- Timeline and responsible parties for process improvements.