**DAILY LOG REPORT**

BY: LOGISTICS & PROCUREMENT COORDINATOR

DATE: THURSDAY, 26TH MARCH 2020

**SCHEDULED TASKS**

1. To follow up with Complete Freight with respect to the TTS Shipment to the UK by Sea Freight.
2. Follow up with Johnson at the Local Airport with respect to equipment to be sent to PHC.

**ACTION TAKEN**

1. **To follow up with Complete Freight with respect to the TTS Shipment to the UK by Sea Freight.**

Follow up continued with respect to the TTS Shipment. The Truck vis-à-vis the equipment is yet to get into the ports.

Spoke with Mr. Ken on the probable date the equipment will get in and subsequently depart. He couldn’t provide a substantive date or time. He reiterated that Complete Freight requires extra funds to prepare grounds (i.e. do all necessary paperwork/processes) prior to when the vessel gets in so as to avoid further delays. He made me understand that accounts department is yet to get to him in that regard.

The follow up continues.

1. **Follow up with Johnson at the Local Airport with respect to equipment to be sent to PHC.**

Equipment required for the scheduled project in PHC were sent to Johnson at the cargo section of the local airport yesterday. The equipment was not sent yesterday for some reasons. In following up, it was ensured that arrangements were made to ensure that the equipment leave as early as possible. This was achieved; as the equipment left before 8am this morning via Arik Air flight and the equipment were received accordingly in Port Harcourt.