**DAILY LOG REPORT**

BY: LOGISTICS & PROCUREMENT COORDINATOR

DATE: FRIDAY, 3RD APRIL 2020

**SCHEDULED TASKS**

1. To follow up with Complete Freight with respect to the TTS Shipment to the UK by Sea Freight.
2. To follow up with Mas Global Logistics with respect to the Clearing of Solar House Batteries
3. Start a review/study of past ISO Audit of Brone with the available documents.

**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. It is not certain when the container vis-à-vis the equipment will get into the ports given the current situation.

The follow up continues.

1. **To follow up with Mas Global Logistics with respect to the Clearing of Solar House Batteries**

The mail sent to Glory for updates is yet to be responded to. A reminder was sent in addition to the mail earlier sent but no response as at COB. Phone call to Glory was impossible as the provided phone number was not reachable.

The follow up continues.

1. **Start a review/study of past ISO Audit of Brone with the available documents.**

Continued the study of some ISO audits done in the past with the available documents. This study is to give me wider understanding of the ISO Audit process at Brone and prepare me for future Audits.

The study continues.