

Besser. Berger

# Audit Checklist Vehicle Fleet Partners permanent Subcontractors

Vers.1 - English  
as of September 9th, 2019  
created by JANPA / approved by JANPA  
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## Audit Checklist Subcontractors

|                                                               |                                                                              |
|---------------------------------------------------------------|------------------------------------------------------------------------------|
| Name of the auditor at Berger Logistik<br><i>Markus Jager</i> | Team / position at Berger Logistik<br><i>Dispatcher of the Network Fleet</i> |
|---------------------------------------------------------------|------------------------------------------------------------------------------|

|                                                                                                                                                      |                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Audited company                                                                                                                                      | Relevant data of the audited company<br>(e.g. turnover etc.)                                       |
| Company name and address (stamp is sufficient)<br><b>"TRANSBUD-KATOWICE" S.A.</b><br>40-706 Katowice, ul. Kolejowa 17<br>NIP 634 019 58 10<br>- 14 - | Total vehicle fleet: 206<br>Vehicles under contract with Berger Logistik: 31<br>Other information: |
| Conversational partner<br><i>Monika Pasiut</i>                                                                                                       | Position<br><i>Zastępca Kierownika działu transportu ds. spedycji zewnętrznych</i>                 |

## Checklist legal conformity

How does the company ensure compliance with national and international laws and regulations?

**Verification:** *The company Transbud has the legal adviser.*

Is the adherence to minimum wage laws of the following countries granted?

Germany (MiLoG) ☒ yes ☐ no

**Verification:** (e.g. copy of pay slip with MiLoG payment) *Please see the attachement nr1*

France („Loi Macron“) ☒ yes ☐ no

**Verification:** (e.g. copy SpSi registration, copy of pay slip with Loi Macron payment) *Please see the attachement nr2*

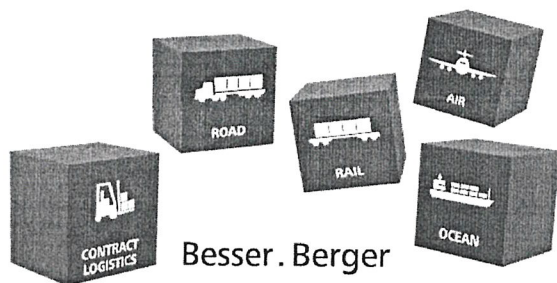
Does the company ensure compliance regarding working hours and driving times and does the company keep complete records (according to EU regulation 561/2006 – restrictions regarding working hours and driving times 2002/15)?

☒ yes ☐ no

**Verification:** (e.g. digital extract of speedometer) *Please see the attachement nr3*

Does the company have a currently valid operating license?

☒ yes ☐ no



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**Verification:** (e.g. commercial register, transport license, etc.) *Please see the attachement nr4*

## Checklist Quality, Security and Health

Does the company have a valid certification from an independent organisation?  
(e.g. ISO 9001, ISO 14001, SQAS, IFS Logistics, BRC, etc.)

☐ yes ☒ no

**If yes, which one?**

Does the company ensure the statutory additional training for drivers (in accordance with EU Directive 2003/59/EC) as well as the special training in terms of products or customer training?

☒ yes ☐ no

**Verification:** (e.g. copy of C95 training) *eco-driving*

Does the company carry out ADR transports and therefore has a Dangerous Goods Safety Advisor (safety advisor according to ADR/RID 1.8.3.)?

☒ yes ☐ no

**If yes, check the validity of the training documents of the Dangerous Goods Safety Advisor.**

**Verification (valid certificate Dangerous Goods Safety Advisor):** *Please see the attachement nr5*

Is it ensured that drivers transporting ADR goods carry a valid ADR certificate and that all requirements regarding ADR regulations are met?

☒ yes ☐ no

**Verification:** (e.g. copy of ADR certificate) *Please see the attachement nr6*

Does Berger Logistik have a 24/7 emergency number of the company?

☒ yes ☐ no

**If yes, which one?** 0048 506 011 759

Is the company informed about the 24/7 emergency number of Berger Logistik?

☒ yes ☐ no

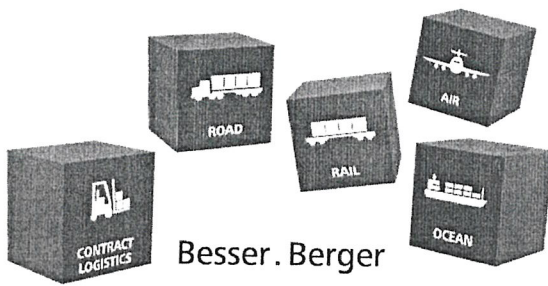
Is there an effective system for passing on all relevant information regarding the transport order to the driver?

☒ yes ☐ no

**If yes, which one?** Transics

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Are all deviations and complaints completely documented and communicated to Berger Logistik?

☒ yes

☐ no

If yes, how? Verification: (e.g. e-Mail / GPS Styletronic) by e-mail

## Personal review

Overall impression of vehicles / employees / premises etc.

Concluded agreements for further cooperation

Delivered documents / received documents

Z-ca Kierownika Działu Transportu  
ds. spedycji zewnętrznych

Monika Pasiut

Signature

16.09.2019, Katowice

Date, Place