

Round sheet template

What actually happened on the route. Reasons in words, because 'access' hides the one thing you could fix.

Record contamination at the bin, with the crew looking at it — not when the invoice is queried. Note anything that will recur next week, so the same locked gate on the same Tuesday becomes a conversation rather than a monthly surprise.

ROUND	DATE	VEHICLE
DRIVER	CREW	DEPOT

STOPS

Customer, address, container and service due in the detail below. Tick the outcome here.

STOP DETAIL

One line per row above.

Customer — address — container — service due — reason if not lifted

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CONTAMINATION FOUND

Which customer, which container, what was in it, and whether the load was taken anyway.

ACCESS PROBLEMS AND ANYTHING THAT WILL RECUR

Parked cars, locked gates, keys, codes, roadworks. The ones that repeat are a commercial conversation.

TIPS AND WEIGHBRIDGE

Site — time in — ticket number — weight

Site — time in — ticket number — weight

Site — time in — ticket number — weight

Any load refused — see the rejected load record

ROUND CLOSE

START TIME	FINISH TIME
ODOMETER START	ODOMETER FINISH
DRIVER SIGNATURE	CHECKED IN BY