

Appendix 5 : CONSIGNMENT CIRCULATION PLAN

9.30 Collection / Distribution

Distribution of consignments to units
Collection of consignments from units

Collection of internal deliveries
Collection of announcements
Collection of documents to be signed

10.30 Arrival at HM (From campus)

Sorting the consignments
Registration
Distribution planning of consignments to units

Planning internal deliveries
Reading and stamping announcements
Checking and planning documents to be signed

11.00 Internal Distribution

Making internal deliveries
Distribution of announcements to bulletin boards
Circulation of documents to be signed

11.30 Leaving for Post Office: Consignment delivery and collection

12.30 Arrival at HM (From the Post Office)

LUNCH BREAK

13.00 Sorting Consignments

Registration
Distribution of consignments to units

14:00 Collection - Distribution

Distribution of consignments to units
Collection of consignments from units

Collection of internal deliveries
Collection of announcements
Collection of documents to be signed

15:00 Arrival at HM (From campus)

Sorting the consignments
Registration

Reading and stamping announcements
Checking and planning documents to be signed
Planning internal deliveries

15:30 Leaving for Post Office : Consignment deliveries

16:00 Internal Distribution

Making internal deliveries
Distribution of announcements to bulletin boards
Circulation of documents to be signed

17:00 Arrival at HM (From the Post Office)

Daily report and closing procedure