**DSP Checklist**

A DSP checklist can be used over the course of developing your plan and the review stages to make sure that nothing has been forgotten. Once again you may have your own way of going about ensuring the requirements of the DSP are being met. The following table is not exhaustive but sets out a few key pointers.

| Category | Subject Query | Comments (add you own) |
| --- | --- | --- |
| The Delivery and Service Plan | Has a DSP Champion been nominated? Are they well versed on their roles and responsibilities as well as the team generally? |  |
| Was there a prior Construction Logistics Plan (CLP) or Workplace Travel Plan (WTP) for the location? Has this been consulted? |  |
| Is the level of the DSP suitable for the location it covers? Has consideration been given to the allocation of time and resources? |  |
| Is waste (refuge) and recycling being considered as well as deliveries and servicing? Are sustainability practices adopted? |  |
| Are there any planning or environmental health conditions being met or any forthcoming legislation and disruptions taking effect? |  |



| Category | Subject Query | Comments (add you own) |
| --- | --- | --- |
| Reducing delivery, collection and servicing frequencies | Is there an opportunity for the organisation to establish a centralised procurement system? |  |
| Is there an opportunity for combined procurement within the same shared building or with neighbouring organisations? |  |
| What type of deliveries are received and dispatched from site and what are the expectations around personal deliveries to site. |  |
| Have you considered increasing your Point of Sale (POS) area by delivering items to an external location and collected upon request? |  |
| Are out of hours deliveries currently undertaken and have you considered nigh time or ‘inter peak’ deliveries and collections? |  |
| Identify and promote safe and legal loading locations | Is the delivery location on street and hinder visibility and sightlines? Do vehicles damage the kerbside and reduce visual amenity? |  |
| Is the delivery location off street and is this well signposted and designated in a logical position that maximises manoeuvrability? |  |
| Is the delivery point for your exclusive use or shared as a combined delivery facility? Does this cater for all freight types and methods? |  |
| Is there a map of the delivery location(s) and is this communicated to suppliers / contractors? Is a code of conduct applied? |  |
| Is a delivery booking system in place and are operations to and rom site well coordinated? Have green route options also explored? |  |



| Category | Subject Query | Comments (add you own) |
| --- | --- | --- |
| Using freight operators who demonstrate best practice | Are freight operators required to be members of the Fleet Operator Recognition Scheme (FORS)? What is your policy on this subject? |  |
| Are freight operators required to be members of ECO Stars (Efficient and Cleaner Operations) and is something that you would pursue? |  |
| Have local suppliers and sustainable delivery methods been explored to help support local businesses to achieve accreditations? |  |
| Health and Safety on the premises and on site. | Will implementing the DSP lead to reduced noise, visual and air pollution during different times of the day and season? |  |
| Will new and existing operations be sustainable long term and cater for staff needs; ensuring good morale amongst the team? |  |
| Has consideration been given to the working practices on site across different staff roles including wider travel requirements / needs? |  |
| Ongoing activity taking place to develop your DSP | Does the DSP have an action plan that can be updated throughout its lifetime but is simple and easy to understand and use? |  |
| Are there clear ways of monitoring the measures that have been decided. Has the WHO, WHAT, WHEN, HOW principle been applied? |  |
| Local Authority and statutory requirements | Does the DSP reference any planning conditions that have been set or refer to legislation that influence any decisions or changes? |  |
| Does the DSP consider highways and transportation as well as sustainable travel and road safety issues and topics? |  |
| Does the DSP document meet any other statutory or discretionary requirements and have you been informed of any at all? |  |

