

# Local Delivery Depot - Queue Overflow Review

Document when waiting demand exceeded capacity and what affected the queue. Setting: Local Delivery Depot.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Queue Overflow Review

Queue location and observed time window \*

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Arrival pattern and approximate waiting conditions \*

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Bottleneck and temporary routing used \*

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Capacity change or information to test next time

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## Local Delivery Depot

Route wave and sorting or loading area \*

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Parcel group, tote reference or vehicle bay \*

Route order, loading cut-off or return-parcel handling

## Ownership and follow-up

Team or role responsible for the next action

Target follow-up date

Current state of this record \*

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

Next action and completion evidence

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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