

Public Transport Lost & Found Procedures Audit Checklist Template

Reporting & Documentation

Evaluates the process for reporting lost and found items, including forms, digital records, and data retention policies.

Number of Lost Item Reports Generated Daily

Date of Last Lost Item Report Audit

Reporting System Used (e.g., Manual Log, Digital Database)

- ☐ Manual Log
- ☐ Digital Database
- ☐ Other (Specify)

Description of Reporting Form/Template