Arrivals

Day-time Arrivals

When a trailer arrives at the OME Facility it is required to report to the dispatch office where they will submit their Bill of Lading. The door seal is checked against the Bill of Lading to ensure that the numbers match and that the seal is unbroken. If, there is any abnormality the driver is refused entry until the contents of the trailer have been verified at a higher level. Once, the trailer is cleared the all of the information from the Bill of Lading is entered into the system manually to create the trailer record.

After-Hours Arrivals

When a trailer arrives after hours the security guard receives the bill of lading and checks the seal number and the trailer number against the one on the bill of lading to ensure everything is correct. If it is, the trailer is admitted and instructed to find the first available spot to park. If not, the trailer is instructed to return during the normal business hours of 0600 to 1800. When a trailer is admitted it is recorded on the after-hours arrival log with the date, time, trailer number, seal number remarks and who accepted it, the bill of lading is then placed with the After Hours Arrival log for the dispatcher when he arrives in the morning.

The next morning that the dispatch office is open the Dispatcher takes the After Hours arrival log along with the bills of lading and manually goes out and searches for the trailers in the yard to identify where the trailer was parked when it arrived. When has located all of the trailers he then enters all of the information from the Bill of Lading into the system.

Issues:

* Not recording the place the trailer is parks after hours causes loss of time looking for parked trailers
* Manually entering Bill of Lading is a time consuming task