

OS&D Exception Report – Dock

N-07

This form must be filled out on any freight that a Dock person cannot get a Dock Handling copy on when unloading a trailer (Unidentified Overages)

The Yellow copy is to be attached to the freight. The White copy is to be handed in with Unloading manifest.

Information to be entered is as follows:

Dock Person to fill in:

- Trailer number freight is being unloaded off of
- Origin of trailer
- Present Date
- Pro number (if available)
- Purchase Order Number (if available)
- Shipper's # or BL # (if available)
- Shipper Info: name, address, city and zip code (if available)
- Consignee Info: name, address, city and zip code (if available)
- Number of pieces:
__plts__ctns__drums__bndls
- Fill in Weight field if available
- Description of Freight – be as specific as possible
- Fill in HazMat info from labels on freight or pack list, etc
- Check what applies: No bill__ Over__ Short__ Damage__
- Location of freight
- If loading on to an LME terminal on OS&D form, fill in spaces provided titled “Loaded on trailer number” and “Destination”.
- Unloader to fill in their employee number in field provided
- Supervisor MUST sign off in field provided after OS&D form is completed

~ OS&D EXCEPTION REPORT									
Trailer Number		Origin		Today's Date		Pro #			
Purchase Order #:					Shipper's # or BL #:				
Shipper:					Consignee:				
Address:					Address:				
City:		State:		Zip:		City:		State: Zip:	
Number of: __plts__ctns__drums__bndls					WEIGHT: _____				
Description (specific): _____									
Fill In if Hazardous Material									
# of pcs	Note if RQ	Proper Shipping Name				HM Class	UN number	Pkg Group	Weight
Check one: <input type="checkbox"/> No Bill <input type="checkbox"/> Over <input type="checkbox"/> Short <input type="checkbox"/> Damage/list damage _____									
If held at terminal - Location of freight: bay and/or door #					If loaded outbound: Trailer # loaded to and destination				
Supervisor Signature					Unloader / Checker		Tracking Number (OS&D to fill out)		
Check all sides of freight for info needed to fill this report out completely									

It is very important to check ALL sides of freight for any information that may help identify the shipment.

Remember:

Any freight that goes into our OS&D areas creates service delays and unsatisfied customers. It is necessary that we do our best - first as drivers to make sure that freight is CLEARLY labeled with correct information, pro labels are attached to freight & a completed Bill of Lading is received for the shipment and second as dock people and supervisors that we take all avenues to find a bill for the freight and keep it moving.