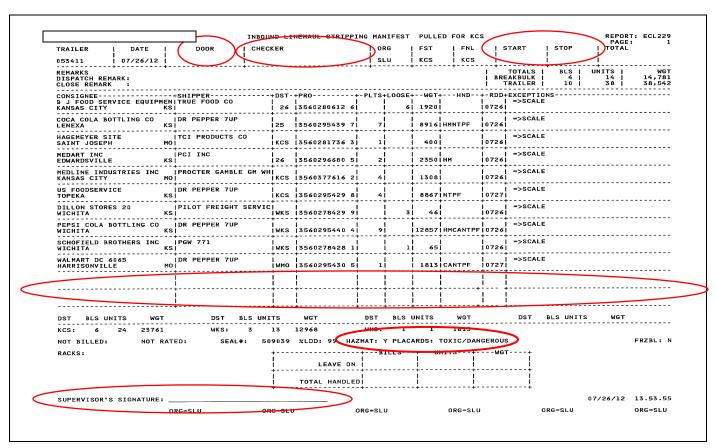




When unloading a trailer the dock person will be checking freight off with an Unloading Manifest and a Dock Handling Copy (billed or skeleton bills). ALL trailers to be unloaded MUST have this paperwork provided to Dock person.

Unloading Manifest: Must be filled out completely and accurately

- Manifest will have door number written on it, as to which door trailer is to be unloaded in Supervisor will write
 this in
- Dock person is to fill in Checker box with 3 digit employee number or initials
- Dock person is to fill in Start box with the time started unloading
- Dock person is to fill in Finish box with the time finished unloading & sweeping out trailer or time when taken off the load by a supervisor
- Circle the number of Units (PLTS / LOOSE) on the manifest after complete shipment is unloaded. Remove placards accordingly as HazMat shipments are unloaded.
- Notate any Exceptions in the Exceptions space provided. Exceptions are to be SPECIFIC (what EXACTLY is
 Over, Short or Damaged). Being SPECIFIC will protect LME from unnecessary claims and aid in the research of
 the exception
- Any shipments that are NOT on manifest Fill out Unmanifested Freight Record form. If there are enough blank shipment lines on unloading manifest, use that to fill in your unmanifested shipment info.
- When trailer is empty, turn manifest in to a Supervisor. Check for any incomplete information BEFORE handing in. Supervisor must sign off on bottom of manifest.



This paperwork must be filled out completely for every load unloaded. Unloaders and Loaders will be accountable for the proper completion of this dock paperwork.



