Dock Handling Copy - visual

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.

Dock Handling Copy: Must be filled out completely and accurately

- Every shipment MUST have a Dock Handling Copy to accompany it when being handled on the dock. This may be computer generated or a routed copy of original Bill of Lading. If shipment contains HazMat and is not billed, a copy of the original Bill of Lading must be used as the Dock Handling Copy so that HM info is available to personnel handling the freight.
- Dock Handling Copy for a HM shipment that has been billed will include an extra handling copy to attach to the freight. (see below)
- Match Dock Handling copies against freight being unloaded. Check labels on freight CAREFULLY and find Dock Handling Copy that matches freight.
- Your terminal follows loading patterns & lane files. The "ROUTE" shows 1st load to terminal in large text & 2nd load to terminal will show, when applicable, in smaller text below the 1st load to route. "DOOR" will show what door your terminal loads that freight to.
- Dock person is to fill out Unloader space provided with 3 digit employee number or initials
- Dock person is to fill out Location space provided if freight is placed on the dock. Give SPECIFIC location
- Dock person is to fill out Description space provided if freight is placed on the dock. Give SPECIFIC description
- Dock person is to fill out Loader space provided immediately after LOADING a COMPLETE shipment.
- Dock person is to fill out Exceptions space provided with SPECIFIC exceptions as to what EXACTLY is Over, Short or Damaged.
- Dock person MUST pay close attention to Dock Handling Copies that have in **Bold** print **"WEIGH-SEE RATES"** **"SCALE"** or **"INSPECT"**. These shipments must be weighed and inspections reported to Supervisor or Rates/Billing Dept.