

# Unloading Manifest - visual

N-03

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.

TRAILER	DATE	DOOR	CHECKER	ORG	FST	FNL	START	STOP	REPORT: ECL229
053411	07/26/12								PAGE: 1
REMARKS DISPATCH REMARK: CLOSE REMARK:									TOTAL
CONSIGNEE: J J FOOD SERVICE EQUIPMENT TRUE FOOD CO KANSAS CITY KS									WGT 14,781
COCA COLA BOTTLING CO LENEXA KS									WGT 38,542
HAGEMeyer SITE SAINT JOSEPH MO									
MEDART INC EDWARDSVILLE KS									
MEDLINE INDUSTRIES INC KANSAS CITY MO									
US FOODSERVICE TOPEKA KS									
DILLON STORES 20 WICHITA KS									
PEPSI COLA BOTTLING CO WICHITA KS									
SCHOFIELD BROTHERS INC WICHITA KS									
WALMART DC 6065 HARRISONVILLE MO									
DST BLS UNITS WGT									
KCS: 6 24 23761									
WKS: 3 13 12968									
NOT BILLED: NOT RATED: SEAL#: 509039 XLDD: 9%									
HAZMAT: Y PLACARDS: TOXIC/ DANGEROUS									
RACKS:									
LEAVE ON									
TOTAL HANDLED									
SUPERVISOR'S SIGNATURE:									
ORG=SLU									
ORG=SLU									
ORG=SLU									
ORG=SLU									
ORG=SLU									
ORG=SLU									
07/26/12 13.53.55									
ORG=SLU									

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.

Dock Training Module



Work Methods

N-03DOCK-WM-July2012-Unloading Manifest-visual July2012