

Trailer Closeout Procedure

S-02

It is important that we follow a Standard Operating Procedure when it comes time to close down an Outbound trailer. This will insure that we have taken the steps necessary to secure the rear of the load.

Before closing an Outbound load, follow through on these important steps:

- Step down freight to prevent any type of shifting or tipping
- Use dunnage or airbags to tighten the load and fill empty gaps. Dunnage such as cardboard and good empty pallets (broken up pallets may cause more damage with nails sticking out or broken boards).
- Make sure the trailer door has plenty of clearance to shut properly
- Finally, assign a TRAILER SEAL to load and record the seal number on the manifest or cover sheet for use when closing load in the office. Trailer seal given to Driver to seal trailer after checking load and pulling it out of the loading door.

Remember: The last 6' to 8' of a trailer is the most prone area for damage to take place while trailer is in transit. The loader must pay close attention to what is loaded on this section of the trailer. The freight loaded in this section **MUST** be extra secure with dunnage, air bag, load bars, staps, etc when available.