Unloading Manifest & Dock Handling Copy

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 on the manifest after complete shipment is 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.

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.
- Match Dock Handling copies against freight being unloaded. Check labels on freight CAREFULLY and find Dock Handling Copy that matches freight.
- 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"** or **"INSPECT"**. These shipments must be weighed and inspections reported to Supervisor or Rates/Billing Dept.

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.

LME