

# When Taken Off the Unloading of a Trailer

N-09

There are many times that one dock person starts unloading a trailer and is instructed by a supervisor to stop the unloading of that trailer and move on to another task.

## **Dock Person taken off the unloading of a trailer MUST:**

- Insure that all documentation is complete and accurate before handing paperwork back in to supervisor
  1. Checker number or Initials on manifest
  2. Time started & Time finished
  3. All shipments unloaded are clearly circled off manifest
  4. All exceptions noted are clear & specific
- DO NOT leave any incomplete unloading. Any partial shipments that unloading has been started and not completed MUST be put back on the trailer you are unloading. Or, complete unloading of that shipment.
- DO NOT load partial orders on outbound trailers. Orders MUST be complete on a single outbound trailer. Because of shape or weight of shipment, sometimes it is necessary to load part of a shipment and leave part of shipment on dock. Partial shipment docked is to be loaded as it fits in or can be loaded because of weight.

\* Any deviation from these steps causes confusion and time wasted in the taking over of unloading a trailer.

\* Any questions when being taken off the unloading of a trailer are to be presented to the Supervisor immediately.

\* Any questions that come up when you are taking over the unloading of a trailer are to be presented to the Supervisor immediately.