1. SCOPE
2. All the activities from staging to loading of the delivery vehicles.

1. PURPOSE
2. To ensure adequate controls are employed by Tijule representatives during the shipping process to prevent tampering of goods intransit to the customer.
3. PROCEDURE
4. **Responsibility**

**Sales and Marketing Rep.**

1. Receive packing slip for shipment quantities from Warehouse Supervisor.
2. Calls police to supervise breaking of seal, loading and re-sealing.
3. Verifies the incoming Seal Number and sign’s the form if it is correct.
4. If the seal is incorrect reject the container.
5. Record the Dispatch Seal number on the Cargo Integrity Form
6. **Warehouse Supervisor**
7. Container Loading
8. Initiates packing slip and gives to Sales and Marketing Rep
9. Labeling and stacking of finished goods.
10. Documents batch codes and quantity of the different products in warehouse delivery book
11. Removes the seal under the supervision of the police and verify the number on the Cargo Integrity Form if applicable.
12. Inspect the container for;
    1. Odour
    2. Pest
    3. Damage
    4. Leaks etc
    5. Document results on the Verification Database sheet.
13. Measure interior and Exterior.
14. Load Products on the container
15. Send a copy of packaging slip to the customer.
16. Seal container
17. Police Officer/Customs Officer
18. Supervises the removal of incoming seal if necessary, loading and affixing of outgoing seal.
19. Truck Operator
20. Signs the Cargo Integrity Form and the Haulage Advice Form and Warehouse Delivery book.
21. Air Freight

**Responsibility**

1. **Sales and Marketing Rep.**

Receive packing slip for shipment quantities from Warehouse Supervisor.

1. **Warehouse Supervisor/Stores Supervisor**
2. Initiates packing slip and gives to Sales and Marketing Rep
3. Labeling and stacking of finished goods.
4. Documents batch codes and quantity of the different products in the delivery book
5. Inspect the vehicle for;
   * 1. Odour
     2. Pest
     3. Damage
     4. Leaks etc
     5. Document results in the Verification Database
6. Load Products on the vehicle
7. Put a padlock on the vehicle and give the key to the driver.
8. Truck Operator
9. Ensure that the cargo is not tampered with and that the truck is not opened enroute.
10. Ensures Carrier or its Agent returns a signs a copy of the Air Waybill.
11. Remove padlock in the presence of the Carrier’s Agent
12. Carrier’ Agent
13. Signs and return a copy of Air Waybill to Tijule’s Driver.
14. Local Delivery

**Responsibility**

1. **Sales and Marketing Rep.**
2. Receive packing slip for shipment quantities from Warehouse Supervisor.

.

1. **Warehouse Supervisor**
   * 1. Initiates packing slip and gives to Sales and Marketing Rep
     2. Labeling and stacking of finished goods.
     3. Documents batch codes and quantity of the different products delivery book
     4. Inspect the vehicle for;
   1. Odour
   2. Pest
   3. Damage
   4. Leaks
   5. Etc.
   6. Document results in the Verification Database
   7. Load Products on the vehicle
2. Put a padlock on the vehicle and give the key to the driver.
3. Truck Operator
4. Ensure that the cargo is not tampered with and that the truck is not opened en-route.
5. Remove padlock in the presence of the Customers.
6. Ensures Customers signs a copy of the Delivery Book.
7. Return signed Delivery Book.
8. Customers Agent
9. Signs the Delivery book.
10. RECORDS

Trailer Inspection Form

[T:\Verification\_Tool](file:///T:\Verification_Tool)

Packaging form

[..\..\..\FORMS\Blank Packing Slip.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Blank%20Packing%20Slip.docx)

Delivery Book

1. REFERENCES

Traceability and Recall

[..\Traceability & Recall (NE)\Traceability,recall.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\Traceability%20&%20Recall%20(NE)\Traceability,recall.docx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team | Food Safety Team | Food Safety Team | 04/04/2016 |