Loading Containers – Standard Operating Procedure

1	Check in driver using Driver Signature Log. Verify the driver's identification (must be a valid government issued photo identification)
2	Assign driver to Dock/Bay
3	Conduct 7-Step Container Checklist on the trailer to be loaded, noting any/all damages to trailer. Consult Supervisor to reject the trailer if necessary.
4	Make sure all wheels are chocked, dock lock is engaged, and engine is turned off
5	Verify all shipping documents for accuracy prior to loading.
6	Begin loading the trailer.
7	Once loading is complete, disengage dock lock, remove wheel chocks, and instruct driver to pull out and close container doors in order to affix high security seal. Do NOT allow driver to leave the premises yet.
8	Retrieve high security seal from locked storage cabinet/container. Record the seal # and all other required information in the High Security Seal Log
9	Inspect seal for damage. If defect or damage is apparent, notify Supervisor. Supervisor must document the defective seal and properly dispose of.
10	Verify all shipping documents match the actual materials loaded, and ensure the seal # is noted on the Bill of Lading.
11	Loader **and at least one other employee** must affix the seal on the container/trailer. Perform VVTT (View, Verify, Twist, Tug) to ensure seal integrity.
12	Departure time must be noted on the Driver Signature Log. Release the container/trailer for shipment.

7-Point Container Inspection

5. Front Wall
3. Right Side
6. Ceiling/ Roof
4. Left Side
7
Point
7. Floor (Inside)
1. Outside/ Undercarriage
2. Inside/Outside Doors

Printed name of person who conducted security inspection upon arrival: _____ Signature: _____
Inspection was completed: Date: _____ Time: _____
Printed name of person who conducted follow up security inspection: _____ Signature: _____
Seal number(s) that was on container when it arrived at this facility: _____
Seal number(s) that was on container when it departed this facility: _____
Printed name of person who affixed seal(s): _____ Signature: _____
Printed name of person who verified physical integrity of seal(s): _____ Signature: _____