



Wiskerchen Cheese Inc. SOP

Title: Inbound & Outbound Truck Inspections

2.035

Issue Date: 10/10/12	Written By: Josh Gerstner	Approved By: John Wiskerchen	Revision # 3	Revision Date: 2/21/19	Revised By: Michelle Brusky	Supersedes: 12/22/15	Page 1 of 3
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Purpose: To ensure the security and safety procedures are followed when receiving and shipping items from the dock.

Forms: Forms associated with this policy:

1. Bill of Lading (BOL)
2. Certificate of Analysis (COA)

A. Inbound loads

1. The receiving employee on duty should receive a copy of the Bill of Lading, shipping manifest, and/or Certificate of Analysis (COA) prior to the delivery driver pulling up to the dock or just after.
2. The Bill of Lading will be stamped with the shipping and receiving stamp at this time.
3. The receiving employee must then verify the identity of the driver by viewing their driver's license and recording that it was checked on the BOL.
4. The receiving employee must then verify that the load is properly sealed and record the seal number and the refrigerator settings for the trailer on the BOL, if the incoming load contains items requiring refrigeration.
5. Loads that are padlocked must be verified as "locked" along with the receiving employee's initials and date must be recorded on the BOL.
6. If there is no seal in place, or the seal is broken or illegible, the receiving employee should inform the Department Head or call the Quality Assurance Manager for guidance. In cases where a regulatory agency broke the original seal, there should be a record of it on the BOL (name, number, badge number, etc) as well as a new seal on the trailer with the new seal number recorded on the BOL. Unsealed trailers with no explanation or documentation will be rejected.
7. If the refrigerated trailer is turned off the driver must restart the refrigerator unit so that the settings can be verified. If a driver has docked his trailer prior to verification of the refrigerator settings and local rules prevent the restarting of the refrigerator unit while docked, the driver must undock his trailer and restart the refrigerator unit. Receiving employee should measure trailer temperature and document on the BOL (stamp).
8. The trailer can then be unsealed.
9. At this point the driver may dock his trailer.
10. The receiving employee will inspect the trailer, the product contained within, and assign a condition to them on the BOL. During this inspection the receiving employee should also check the quantity of items to ensure they match the number and type listed on the BOL.



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a. Trailer and Product Inspection Guidelines

	Trailer Condition	Product Condition	Action Criteria
Good (1)	Good physical condition. Clean floor & walls. No odor. Proper temperature per note below. No signs of infestation	Good physical condition. Pallets not shifted. No torn, spilled or leaking cases. No odor	Accept
Fair (2)	Improper temperature control. Broken, illegible, or missing seals, or seal numbers that do not match the Bill of Lading Visible residues such as spilled powders or liquids which become evident during unloading. No signs of infestation	Good physical condition. Cases are not leaking or spilled. No "off" odor.	Hold and Contact QA for final decision
Reject (3)	Physical damage present. Unclean walls and/or ceiling. Strong odors present. Prohibited materials within the shipment. Infestation noted	Exposed product, or any condition presenting the possibility of product contamination.	Reject

Note: Products requiring refrigeration must be received in a trailer cooled to a temperature of 32°F to 45°F. If the trailer is not properly cooled the Plant Manager/Quality Assurance Manager should be contacted to assess the situation.

11. Items requiring refrigerated shipping temperatures need to have their temperature recorded prior their acceptance and unloading. If the items have a temperature outside the range of 32°F to 45°F the department head should be informed and the Plant Manager/ Quality Assurance Manager called for guidance.
12. For liquid food grade tanker deliveries, all aspects must comply with applicable regulatory requirements. Receiving employee to verify that previous load hauled was food grade.
13. After inspection and temperature assessment is complete the items can be accepted and unloaded.



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B. Outbound Loads

- 1. The shipping employee on duty should have a copy of the Bill of Lading and Certificate of Analysis (COA) (depending on customer requirements) prior to the driver backing up to the dock.
2. The Bill of Lading will be stamped with the shipping and receiving stamp at this time.
3. The shipping employee must then verify the identity of the driver by viewing their driver's license and recording that it was checked on the BOL.
4. The shipping employee must then verify the refrigerator settings for the trailer on the BOL, if the outgoing load will contain items requiring refrigeration. Shipping employee should measure trailer temperature and document on the BOL (stamp).
5. If the refrigerated trailer is turned off the driver must restart the refrigerator unit so that the settings can be verified. If a driver has docked his trailer prior to verification of the refrigerator settings and local rules prevent the restarting of the refrigerator unit while docked, the driver must undock his trailer and restart the refrigerator unit.
6. At this point the driver may dock his trailer. The shipping employee will inspect the trailer and assign a condition to it on the BOL. Here Trailer and Product Inspection Guidelines – follow the above chart.
7. If the items to be shipped require refrigerated shipping temperatures the shipping employee needs to record the temperature of the trailer prior to loading.
a. If the trailer is not properly cooled the Plant Manager/Quality Assurance Manager should be contacted to assess the situation.
b. Products with direct customer pickup require refrigeration at a temperature of 32°F to 40°F. Products being shipped to a secondary warehouse within fifty miles can be shipped with a temperature of up to 45°F. In-process cheese slabs can be shipped with a temperature of up to 50°F.
c. If the trailer is not properly cooled the Plant Manager/Quality Assurance Manager should be contacted to assess the situation. If the trailer or transport is not refrigerated then the product may not be loaded onto the trailer or transport.
8. After inspection and temperature assessment is complete the trailer can be loaded. Product for shipment should be staged in a refrigerated environment or, if a refrigerated environment is unavailable, in an unrefrigerated area for no longer than 1 hour.
9. During loading the shipping employee should visually inspect product for lot information, count verification, and possible damage.
10. Once verified and loaded all outbound loads must be sealed by the shipping employee with the seal number recorded on the BOL.

Approved By: _____

Date: _____