

S.O.P for Securing Trailer and Unloading

1. Check pick list or receiving paperwork for door # and trailer #.
2. Proceed outside to proper door.
3. Compare and verify trailer # and door # between paperwork and trailer physically in the door.
4. If #'s do no match, contact supervisor immediately.
5. If #'s match, place jack stand under trailer in the center-front of the trailer. There must be NO GAP between the jack stand and the trailer.
6. If the driver is live, the fifth wheel may remain connected, but the trailer must be dollied down, brake set, and airline disconnected for the lock.
7. Place wheel chock in front of the left rear wheel of the trailer.
8. Place airline lock on the "red" airline (right line when facing trailer, rails may be an exception due to proximity of the glad hands).
9. Proceed back inside building and insert dock plate into trailer. This can be done either with a pull chain or a mechanical dock plate.
10. Proceed to unload or load trailer.
11. Once unloading or loading has finished the dock plate must be removed from the trailer.
12. Once dock plate has been removed, proceed outside to remove chock, airline lock, and jack stand. Place jack stand to right side of the trailer.
13. **At no time can your forklift be parked on a dock plate or trailer. These are areas of transit for loading and unloading only!!**