

Check List before unloading a truck at Docks 6 to 10

Checklist

The bill of lading is verified by the warehouse clerk and approved by the warehouse manager

The tallying of Bill of Lading is matching with the Invoice and Purchase Order

The dispatcher seal on the lock is intact and does not indicate any tampering

The receiving area is clear without any obstruction

The storage area is identified

The goods to be unloaded is below the rating of the dock



The goods to be unloaded is authorised for the given dock

The gap between back of the truck and dock is not more than 6 inches

The dock flap is firmly bridging the dock to the floor of the truck with at least 6 inches overlap throughout the length of the flap

The truck is secured at least on 4-wheels using wooden wedges on both directions

The truck is parked in NEUTRAL gear

The hand brake is applied firmly

The truck engine is switched off

The TRUCK UNLOADING sign is placed in all the approaching directions