

FREE LOGISTICS & WAREHOUSING LOADING AND UNLOADING TEMPLATE

Loading and Unloading Checklist

Use this 60-point checklist to control dock readiness, vehicle or trailer restraint, dockboards, trailer condition, forklifts, load stability, cargo securement, special cargo, pedestrian safety, corrective actions, and final release.

Warehouse / site

Date / shift

Dock / bay

Load / vehicle

Internal Logistics & Warehousing template. Apply site dock and restraint procedures, powered-industrial-truck controls, applicable OSHA or local rules, transport and cargo-securement requirements, and product-specific handling controls.

1. Operation scope, dock or bay, shipment details, roles, equipment, previous incidents, and open actions

- 1
- Confirm site, dock or bay, date, shift, loading or unloading activity, shipment or load reference, and operation scope are clearly identified.
- CRITICAL
- LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Start with the exact load, vehicle or trailer, bay, handling method, special cargo risks, staffing, and unresolved defects before work begins.

- 2
- Record vehicle or trailer ID, carrier or driver, load type, planned destination or receiving point, and whether the task is loading, unloading, cross-docking, or transfer.
- LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Start with the exact load, vehicle or trailer, bay, handling method, special cargo risks, staffing, and unresolved defects before work begins.

- 3
- Identify special cargo risks such as fragile goods, temperature-sensitive stock, hazardous materials, long loads, heavy items, unstable unit loads, or high-value inventory.
- CRITICAL
- LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Start with the exact load, vehicle or trailer, bay, handling method, special cargo risks, staffing, and unresolved defects before work begins.

- 4
- Confirm responsibilities are defined for warehouse lead, dock coordinator, forklift or material-handling operators, driver or carrier, checker, safety owner, and contractor personnel.
- CRITICAL
- LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Start with the exact load, vehicle or trailer, bay, handling method, special cargo risks, staffing, and unresolved defects before work begins.

- 5
- Review previous dock incidents, trailer movement, dropped loads, damaged pallets, forklift strikes, spills, pedestrian conflicts, trailer-floor defects, and open corrective actions.
- CRITICAL
- LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Start with the exact load, vehicle or trailer, bay, handling method, special cargo risks, staffing, and unresolved defects before work begins.

- 6
- Confirm the loading or unloading sequence, handling equipment, required restraints, communication method, and stop-work authority are understood before starting.
- CRITICAL
- LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Start with the exact load, vehicle or trailer, bay, handling method, special cargo risks, staffing, and unresolved defects before work begins.

2. Dock, bay, floor, edge protection, doors, lighting, housekeeping, access, and pedestrian condition

7

Inspect dock floor, bay approach, staging area, dock edge, ramps, door thresholds, and surrounding walking-working surfaces for damage, spills, debris, or obstruction.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: A safe transfer starts with a safe dock. Check surface condition, dock edge, doors, lighting, housekeeping, pedestrian access, and clearances before equipment enters the...

8

Check dock doors, shutters, bumpers, shelters, seals, dock lights, warning lights, mirrors, signs, barriers, gates, and edge-protection devices for visible condition.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: A safe transfer starts with a safe dock. Check surface condition, dock edge, doors, lighting, housekeeping, pedestrian access, and clearances before equipment enters the...

9

Verify mechanical-handling routes have sufficient safe clearance at the dock, through doorways, around turns, and along aisles used for the loading or unloading operation.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: A safe transfer starts with a safe dock. Check surface condition, dock edge, doors, lighting, housekeeping, pedestrian access, and clearances before equipment enters the...

10

Confirm pedestrian routes, crossings, waiting zones, driver safe areas, and restricted forklift zones are clearly defined and free from stored goods or equipment.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: A safe transfer starts with a safe dock. Check surface condition, dock edge, doors, lighting, housekeeping, pedestrian access, and clearances before equipment enters the...

11

Check lighting inside trailers, at dock edges, staging lanes, pedestrian routes, ramps, and external yard approaches is adequate for the task.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: A safe transfer starts with a safe dock. Check surface condition, dock edge, doors, lighting, housekeeping, pedestrian access, and clearances before equipment enters the...

12

Escalate damaged dock edges, unsafe floor defects, uncontrolled spills, failed barriers, poor visibility, blocked access, or other conditions that make the bay unsafe to use.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: A safe transfer starts with a safe dock. Check surface condition, dock edge, doors, lighting, housekeeping, pedestrian access, and clearances before equipment enters the...

3. Vehicle or trailer positioning, restraint, brakes, chocks or positive protection, support, stability, and departure control

13

Confirm the vehicle or trailer is correctly aligned with the assigned bay and positioned so the dockboard or leveler can be used within its approved range.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: Prevent unexpected vehicle or trailer movement before loading begins. Use the site's approved restraint method and the controlling OSHA, transport, or fleet requirements for...

14

Verify the approved vehicle-restraint method is engaged before personnel or powered equipment enter the trailer where the site or applicable requirements call for it.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Prevent unexpected vehicle or trailer movement before loading begins. Use the site's approved restraint method and the controlling OSHA, transport, or fleet requirements for...

15

Where applicable, confirm brakes, wheel chocks, dock locks, wheel restraints, sand shoes, or other recognized positive protection are used to prevent unintended transport-vehicle movement.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Prevent unexpected vehicle or trailer movement before loading begins. Use the site's approved restraint method and the controlling OSHA, transport, or fleet requirements for...

16

For uncoupled semitrailers, check landing gear and any required support or fixed jacks are suitable to prevent trailer upending or instability during loading or unloading.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: Prevent unexpected vehicle or trailer movement before loading begins. Use the site's approved restraint method and the controlling OSHA, transport, or fleet requirements for...

17

Confirm driver keys, departure controls, red-green light systems, communication signals, paperwork controls, or equivalent dispatch-release controls prevent premature pull-away.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Prevent unexpected vehicle or trailer movement before loading begins. Use the site's approved restraint method and the controlling OSHA, transport, or fleet requirements for...

18

Escalate uncontrolled trailer movement, failed restraint, damaged landing gear, unstable semitrailer, incorrect bay alignment, or any condition that could allow drive-away or trailer collapse.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Prevent unexpected vehicle or trailer movement before loading begins. Use the site's approved restraint method and the controlling OSHA, transport, or fleet requirements for...

4. Dockboards, bridge plates, dock levelers, ramps, capacity, securement, run-off protection, and transfer surfaces

19

Inspect dockboards, bridge plates, dock levelers, portable plates, ramps, and transfer surfaces for cracks, deformation, broken welds, damaged lips, loose hardware, or other defects.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: OSHA 1910.26 requires dockboards to support the maximum intended load, portable dockboards to be secured, and transport vehicles to be prevented from moving while...

20

Verify the dockboard or leveler is suitable for the maximum intended load, including the powered industrial truck, operator, attachment, and load being transferred.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: OSHA 1910.26 requires dockboards to support the maximum intended load, portable dockboards to be secured, and transport vehicles to be prevented from moving while...

21

Confirm portable dockboards are anchored or otherwise secured against moving out of a safe position, or have sufficient contact where securing is demonstrably not feasible.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: OSHA 1910.26 requires dockboards to support the maximum intended load, portable dockboards to be secured, and transport vehicles to be prevented from moving while...

22

Check run-off protection, curbs, side guards, edge awareness, alignment, overlap, and contact with the transport vehicle are adequate for the transfer equipment used.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: OSHA 1910.26 requires dockboards to support the maximum intended load, portable dockboards to be secured, and transport vehicles to be prevented from moving while...

23

Verify the dockboard or leveler is fully deployed and seated, not excessively angled, and free from gaps, bounce, movement, contamination, or surface damage that could destabilize equipment.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: OSHA 1910.26 requires dockboards to support the maximum intended load, portable dockboards to be secured, and transport vehicles to be prevented from moving while...

24

Escalate damaged or overloaded dockboards, inadequate overlap, unsecured portable plates, excessive movement, failed levelers, or other transfer-surface conditions presenting fall or vehicle risk.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: OSHA 1910.26 requires dockboards to support the maximum intended load, portable dockboards to be secured, and transport vehicles to be prevented from moving while...

5. Trailer, container, railcar, cargo compartment, floor strength, doors, roof, walls, internal condition, and safe entry

25

Inspect trailer, container, cargo body, or railcar floor for holes, soft spots, broken boards, corrosion, deformation, contamination, or other weakness before powered equipment entry.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: OSHA 1910.178 requires truck, trailer, and railcar flooring to be checked for breaks and weakness before powered industrial trucks are driven onto it.

26

Check walls, roof, curtains, doors, hinges, locks, door restraints, bulkheads, internal rails, and cargo-compartment structure for damage that could affect safe transfer.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: OSHA 1910.178 requires truck, trailer, and railcar flooring to be checked for breaks and weakness before powered industrial trucks are driven onto it.

27

Inspect for shifted cargo, leaning pallets, collapsed cartons, loose items, broken dunnage, damaged packaging, leaking product, or unstable goods before opening or entering.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: OSHA 1910.178 requires truck, trailer, and railcar flooring to be checked for breaks and weakness before powered industrial trucks are driven onto it.

28

Where a sealed or pressurized load could create a hazard on opening, confirm the door-opening method and exclusion zone follow the site's approved procedure.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action

Execution tip: OSHA 1910.178 requires truck, trailer, and railcar flooring to be checked for breaks and weakness before powered industrial trucks are driven onto it.

29

Check internal trailer or container lighting, floor traction, overhead clearance, cleanliness, temperature, fumes, pests, water, or other conditions affecting safe entry and product handling.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: OSHA 1910.178 requires truck, trailer, and railcar flooring to be checked for breaks and weakness before powered industrial trucks are driven onto it.

30

Escalate weak trailer floors, unstable shifted loads, damaged doors, structural defects, hazardous leakage, unsafe atmosphere, or other conditions that make entry or transfer unsafe.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action

Execution tip: OSHA 1910.178 requires truck, trailer, and railcar flooring to be checked for breaks and weakness before powered industrial trucks are driven onto it.

6. Forklifts, powered industrial trucks, pallet trucks, operators, pre-use checks, safe travel, and trailer entry

31

Confirm forklift, reach-truck, order-picker, powered pallet-truck, or other powered-industrial-truck operators are trained and authorized for the equipment used.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: OSHA 1910.178 requires trained powered-industrial-truck operators and requires trucks to be examined before being placed in service, at least daily, with unsafe trucks removed...

32

Verify each powered industrial truck has completed the required pre-use examination and is free from defects adversely affecting safe operation.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: OSHA 1910.178 requires trained powered-industrial-truck operators and requires trucks to be examined before being placed in service, at least daily, with unsafe trucks removed...

33

Inspect forks, mast, chains, attachments, hydraulics, tires, brakes, steering, horn, lights, warning devices, restraints, guards, battery or fuel condition, and visible leaks as applicable.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: OSHA 1910.178 requires trained powered-industrial-truck operators and requires trucks to be examined before being placed in service, at least daily, with unsafe trucks removed...

34

Observe approach to the dock, trailer entry, turning, reversing, speed, horn use, load height, visibility, ramp travel, parking, and pedestrian interaction for safe operating behavior.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: OSHA 1910.178 requires trained powered-industrial-truck operators and requires trucks to be examined before being placed in service, at least daily, with unsafe trucks removed...

35

Confirm the operator maintains a safe distance from dock edges, ramps, platforms, open trailer edges, and other fall or tip-over hazards.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: OSHA 1910.178 requires trained powered-industrial-truck operators and requires trucks to be examined before being placed in service, at least daily, with unsafe trucks removed...

36

Escalate untrained operation, unsafe powered equipment, unstable loads, excessive speed, edge exposure, disabled safety devices, or other powered-industrial-truck conditions presenting immediate risk.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: OSHA 1910.178 requires trained powered-industrial-truck operators and requires trucks to be examined before being placed in service, at least daily, with unsafe trucks removed...

7. Load condition, pallet integrity, weight, center of gravity, stacking, load handling, sequence, and damage prevention

37

Verify the load type, weight or weight range, dimensions, handling orientation, center-of-gravity concerns, and special handling instructions are known where required.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Know the load before moving it. Weight, dimensions, center of gravity, pallet condition, stacking pattern, and handling sequence should match the equipment and storage or...

38

Inspect pallets, totes, crates, drums, cartons, containers, bags, or other unit loads for damage, leakage, unstable stacking, or failed packaging before movement.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: Know the load before moving it. Weight, dimensions, center of gravity, pallet condition, stacking pattern, and handling sequence should match the equipment and storage or...

39

Confirm the load is within the rated capacity of the forklift, pallet truck, dockboard, liftgate, ramp, conveyor, crane, hoist, or other handling equipment used.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Know the load before moving it. Weight, dimensions, center of gravity, pallet condition, stacking pattern, and handling sequence should match the equipment and storage or...

40

Check forks or attachments fully engage the pallet or load as intended and the load is balanced, stable, and not excessively elevated during travel.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Know the load before moving it. Weight, dimensions, center of gravity, pallet condition, stacking pattern, and handling sequence should match the equipment and storage or...

41

Follow the planned loading or unloading sequence to protect axle or trailer stability, avoid trapping inaccessible stock, and prevent unstable or unsupported cargo arrangements.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Know the load before moving it. Weight, dimensions, center of gravity, pallet condition, stacking pattern, and handling sequence should match the equipment and storage or...

42

Escalate unknown or excessive load weight, broken pallets, unstable unit loads, damaged packaging, unsuitable attachments, or handling conditions likely to cause a dropped or shifted load.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Know the load before moving it. Weight, dimensions, center of gravity, pallet condition, stacking pattern, and handling sequence should match the equipment and storage or...

8. Cargo placement, blocking, bracing, tiedowns, dunnage, securement, load distribution, and shipment close-out

43

Verify loaded cargo is distributed according to the transport plan, vehicle or trailer capacity, axle considerations, commodity requirements, and safe center-of-gravity principles.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: FMCSA cargo-securment rules apply to covered cargo-carrying commercial motor vehicles in interstate commerce. Cargo should be immobilized or secured against shifting or...

44

Check cargo is placed so it will not shift, roll, tip, slide, fall, damage doors, compromise the vehicle, or create unsafe unloading conditions at destination.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: FMCSA cargo-securment rules apply to covered cargo-carrying commercial motor vehicles in interstate commerce. Cargo should be immobilized or secured against shifting or...

45

Inspect tiedowns, chains, straps, binders, bars, nets, dunnage, blocking, bracing, shoring, load locks, anchor points, and other securement devices for damage and correct use.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: FMCSA cargo-securment rules apply to covered cargo-carrying commercial motor vehicles in interstate commerce. Cargo should be immobilized or secured against shifting or...

46

Confirm rolling or cylindrical cargo uses appropriate chocks, wedges, cradles, restraints, or other approved methods to prevent movement where required.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: FMCSA cargo-securment rules apply to covered cargo-carrying commercial motor vehicles in interstate commerce. Cargo should be immobilized or secured against shifting or...

47

Check cargo doors, curtains, tailgates, liftgates, seals, locks, internal partitions, and load-restraint systems are closed and secured before vehicle release.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: FMCSA cargo-securment rules apply to covered cargo-carrying commercial motor vehicles in interstate commerce. Cargo should be immobilized or secured against shifting or...

48

Escalate unsecured cargo, damaged securement devices, failed anchor points, unstable load distribution, open or failed doors, or any load condition that is not safe for transport.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: FMCSA cargo-securment rules apply to covered cargo-carrying commercial motor vehicles in interstate commerce. Cargo should be immobilized or secured against shifting or...

9. Hazardous, temperature-sensitive, fragile, high-value, damaged, or special cargo controls and documentation

49

Identify hazardous, temperature-sensitive, fragile, high-value, secure, food, pharmaceutical, dangerous-goods, or other special cargo before transfer begins.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Special cargo needs more than normal material handling. Apply the product, transport, security, cold-chain, hazardous-material, and customer requirements that actually govern...

50

Verify labels, placards, shipping marks, orientation labels, temperature requirements, segregation instructions, security seals, and special handling information are present where applicable.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: Special cargo needs more than normal material handling. Apply the product, transport, security, cold-chain, hazardous-material, and customer requirements that actually govern...

51

Check incompatible hazardous materials, chemicals, batteries, gases, food or contamination-sensitive goods, and other restricted cargo are segregated under the applicable programme.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Special cargo needs more than normal material handling. Apply the product, transport, security, cold-chain, hazardous-material, and customer requirements that actually govern...

52

For temperature-controlled loads, confirm vehicle or trailer condition, pre-cooling or setpoint status, temperature evidence, loading time control, door management, and excursion response follow the approved cold-chain process.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Special cargo needs more than normal material handling. Apply the product, transport, security, cold-chain, hazardous-material, and customer requirements that actually govern...

53

Inspect damaged, leaking, rejected, quarantined, returned, recalled, or suspect cargo and route it through the approved containment and disposition process rather than normal loading.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: Special cargo needs more than normal material handling. Apply the product, transport, security, cold-chain, hazardous-material, and customer requirements that actually govern...

54

Escalate hazardous-material leakage, temperature excursions, broken seals, incompatible loading, missing critical documentation, or other special-cargo conditions that could compromise safety, legality, or product integrity.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Special cargo needs more than normal material handling. Apply the product, transport, security, cold-chain, hazardous-material, and customer requirements that actually govern...

10. Pedestrian safety, communication, final checks, incident reporting, corrective actions, release, and sign-off

55

Confirm pedestrians, drivers, checkers, visitors, and operators remain in designated safe areas and communication between dock staff, driver, and equipment operators is clear throughout the task.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Do not release a vehicle or close a loading task until the dock, trailer, cargo, equipment, paperwork, and people are all in a safe final state.

56

Inspect the bay after transfer for loose packaging, broken pallets, spills, damaged equipment, cargo left in unsafe positions, blocked fire equipment, or other housekeeping issues.

CRITICAL

LOADING

Safe

Needs action

Stop

LIVE PHOTO | Add

Execution tip: Do not release a vehicle or close a loading task until the dock, trailer, cargo, equipment, paperwork, and people are all in a safe final state.

57

Verify final load count, seal or security status, paperwork, damage record, temperature evidence where applicable, cargo condition, and dispatch or receiving documentation are complete.

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Do not release a vehicle or close a loading task until the dock, trailer, cargo, equipment, paperwork, and people are all in a safe final state.

58

Confirm dockboard or leveler is returned to the safe position, doors and barriers are restored, restraints are released only under the approved departure sequence, and pedestrians are clear.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Do not release a vehicle or close a loading task until the dock, trailer, cargo, equipment, paperwork, and people are all in a safe final state.

59

Create corrective actions for dock, trailer, forklift, cargo, securement, packaging, documentation, special-cargo, or pedestrian findings with named owners, due dates, and reinspection criteria.

CRITICAL

LOADING

Load / dock item	Status / severity	Owner	Evidence	Corrective action
------------------	-------------------	-------	----------	-------------------

Execution tip: Do not release a vehicle or close a loading task until the dock, trailer, cargo, equipment, paperwork, and people are all in a safe final state.

60

Record final loading or unloading status, critical open issues, vehicle or bay restrictions, shipment disposition, incident or damage reference, auditor or checker, warehouse owner, transport owner, and final approval.

CRITICAL

LOADING

FINAL STATUS Enter	WAREHOUSE OWNER Enter	TRANSPORT OWNER Enter	RELEASE APPROVAL Enter
----------------------	-------------------------	-------------------------	--------------------------

Execution tip: Do not release a vehicle or close a loading task until the dock, trailer, cargo, equipment, paperwork, and people are all in a safe final state.