Sample Refrigerated Truck Loading Log

Note: This checklist can be adapted for a non-refrigerated vehicle. Delete the non-relevant checklist items.

Preloading

- ☐ The vehicle is clean and in good condition.
- ☐ Refrigeration unit is operating properly and at **[enter temperature range here]***.
- ☐ The trailer or container is pre-cooled (or pre-warmed).
- ☐ Refrigeration air chutes or ducts are properly installed and in good repair.
- ☐ There is no evidence of insect or rodent infestation.
- ☐ There are no off odors that might indicate contamination of the vehicle.
- ☐ Door seals are in good condition and seal tightly when closed.
- ☐ Walls are free of cracks or holes.
- ☐ Front bulkhead is installed.
- ☐ Floor drains are open.
- ☐ Floor grooves are free of debris.
- ☐ Inside length, height, and width is adequate for the load.
- ☐ Load locks or other devices are available to secure load.

*Thermometers and thermostats need to be calibrated periodically to ensure proper function. Develop a schedule for calibrating necessary equipment.

Loading

- ☐ Workers have received health and hygiene training and follow the farm's policies.
- ☐ Workers loading vehicle have been trained on how to avoid damaging fresh produce while loading.
- ☐ Hand-stacked loads use an airflow loading pattern with a header stack and lengthwise air channels. (Reference: Ashby)
- ☐ Top- and bottom-air delivery vehicles are loaded with offset-by-layers pattern or center-load unit; loading tight against flat walls is avoided.
- ☐ Allow at least 4 inches of space between end of load and rear doors for return air.
- ☐ Use pallets on floor if floor channels or ducts are less than 2 ¼ inches (6 cm) deep.
- ☐ Secure unit loads with one or more of the following: Air bags, bracing, shrink film, netting, or strapping.
- ☐ Secure hand-stacked loads at rear with wood gates, load bars, or other devices.

Unloading

- ☐ The Bill of Lading (BOL) matches what is in the vehicle.
- ☐ The product and the pallets on which the product was shipped are in good physical condition.
- ☐ For refrigerated deliveries, check that the products meet established specifications for delivery—specifically temperature.
- ☐ For a refrigerated load, the load temperature is maintained in all four corners, especially at the backdoor.
- ☐ Unload boxes or pallets onto carts, dollies, or via forklift to designated location. Avoid placing produce boxes directly on the ground.
- ☐ Document delivery on shipping log sheet.