

W - Instructie

W.231.01 (E) - Food transport guidelines

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Transport

1) Check before departure / loading

- Check the technical and hygienic condition of the vehicle (and any aids such as pallet trucks):
 - Is the vehicle damage-free (both outside and inside of the cargo area)?
 - Is the cargo area clean, dry and odor-free? Are there any remnants of previous cargo, cleaning or repair work present?
 - Are there traces of vermin in the cargo area (birds, mice, flies, droppings)?
 - Have unauthorized persons had access to the vehicle or the cargo area (traces of forcible entry)?
- Are all necessary documents present?
- Maintain the rules for personal hygiene and work clothing (W.230.01 Guidelines for hygiene, order and cleanliness)
- With conditioned transport:
 - Set the cooling installation according to order. If no specific order, the setting must be at cool + 2 ° C and at deep-freeze -20 ° C.
 - Check whether the cooling installation is functioning properly.
 - Pre-cooling only with specific order.

2) Receiving goods / loading

- Register at the loading address and receive the specific loading instructions.
- Check (visually) the offered goods:
 - Quantities (according to specification of transport order / CMR)
 - Correct and hygienic condition of packaging and load carriers (pallets, boxes, dollies, etc.). Packaging must be undamaged and well stacked / secured and free from vermin.
- Supervise the vehicle as much as possible during loading. If loading is done by the shipper and you cannot or may not be present during loading, please state this on the CMR. Prevent unauthorized persons from entering or near the cargo area.
- Ensure correct stowage / securing of the load so that the risk of transport damage is minimal.
- Other cargo (non-food) must not pose a threat to hygiene or food safety. When loading ADR goods together (only after order / permission from planning), ADR legislation must be complied with. There must be a complete separation between the food and ADR goods or a free distance of at least 80 cm.
- Do not keep the loading doors open longer than necessary.

With conditioned transport:

- Record the reading of the cooling motor and the actual temperature inside the trailer on CMR at each loading / unloading address before opening the doors
- Check that the goods are properly chilled or frozen. You do this visually / manually (are the goods cold and / or frozen?). You do not have to carry out a temperature control with a thermometer yourself unless specifically instructed to do so. If in doubt, have the shipper carry out a temperature check. Chilled products (with the exception of unprocessed / uncut fruit and vegetables) may be a maximum of 7 ° C (chicken / poultry / fish maximum 4 ° C). Frozen products maximum -18 ° C.
- If uncooled cargo or packaging is loaded into the refrigerated compartment, this must not have a negative effect on the timely achievement of the correct transport temperature. Consult in advance or take appropriate measures (eg placing a partition) if you expect problems with this.
- Switch off the cooling installation during loading (and unloading). Switch on the cooling system immediately after closing the doors. Running the cooling motor with the doors open usually has a negative effect (attracting moisture and heat, fast freezing of the evaporator) and is only useful when docking in a cooled room.

3) Transport

- Ensure the "controlled and safe transport" of the loaded goods. Avoid behavior or situations that could potentially lead to accidents and damage to persons, vehicles or cargo.
- During transport and at stops (rest, refueling), keep the vehicle closed and as much as possible in view. Do not allow unauthorized persons to access the vehicle or load. Before each departure (after a stop), check for any traces of forcible entry / unauthorized access.
- During the journey, do not speak to third parties or the nature of the load or route / destination.
- Maintain the commanded route / ride order.

With conditioned transport:

- Constantly monitor the correct operation of the refrigeration system and the temperature in the cargo area. Check this at every stop.
- The cooling installation must always be in operation during transport, regardless of the outside temperature.
- After starting the refrigeration installation, the temperature in the cargo space must reach the set temperature within 30 minutes, with a maximum deviation of 2 ° C.
- If the temperature is not reached within this time, take the following action:
 - Check the correct operation of the cooling installation
 - Check the temperature of the products at random at the unloading address (in consultation with the employee at the receiving address)
 - Report the deviation immediately to the planning
 - Register the deviation and action taken on the CMR

4) Unloading

- Report to the unloading address and receive the specific unloading instructions.
- Unload the goods in an orderly manner and inspect the goods for any cargo / transport damage. If there is cargo damage, report this to the delivery address and note it on the delivery document / CMR.
- Supervise the vehicle as much as possible during unloading. If you cannot or may not be present at the unloading, please state this on the CMR. Prevent unauthorized persons from entering or near the cargo area.
- Ensure correct transfer of the goods (signed documents) and do not leave goods unattended.

With conditioned transport:

- Record the reading of the cooling motor on CMR at each loading / unloading address before opening the doors
- If the customer wants to carry out a temperature check, have this carried out in the cargo area before unloading. Record the measured temperature on the delivery document / CMR.
- Switch off the cooling motor during unloading and do not leave the doors open longer than strictly necessary.

5) Complete the trip

- Register with the planning for further instruction / follow-up assignments.
- Unload return goods / packaging / waste at the designated places.
- Check the hygienic and technical condition of the car. Clean and repair (or have it repaired) if applicable.
- Close documentation completely and correctly (on-board computer or paper) and submit documents with planning.
- Report details and any deviations to the planning.

Specific instructions from customers

- Customers may have prepared specific instructions for performing the work. These instructions are provided by planning and must be followed by the practitioners.

Reporting deviations

- Report all deviations with regard to transport or storage immediately when planning. This includes:
 - Deviating goods or transport documents: numbers, product damage, incorrect packaging, hygiene, temperature.
 - Damage or malfunctions to means of transport, buildings or cooling installation
 - Deviating transport conditions (in particular deviation from temperature)
 - Problems with loading, unloading, delivery times (windows), prescribed route or journey sequence.
 - Any additional instructions given by the shipper or consignee, not provided by the schedule (or not known here)