



S.A.F.E. P.O.R.T.S

Safe Actions For Everyone

Practice, Observe, Remember, Think, Safety

PROCEDURE FOR REJECTING CARGO

1. TRUCKER ARRIVES AT SHED 12 AND CHECKS IN WITH DOCK RECEIPT AND GATE PASS. (CUSTOMS STAMPED DOCK RECEIPT IF REQUIRED)
2. ALL RELEVANT INFORMATION IS ENTERED INTO DOCKWORKS. 2 TRUCK TICKETS ARE PRINTED (ONE FOR TRUCKER AND ONE FOR RECORDS).
3. PAPERWORK IS THEN PASSED TO RECEIVING CLERK
4. THE RECEIVING CLERK INSPECTS CARGO FOR LEAKS AND DIRT PRIOR TO TAKING TO UNLOADING AREA
5. IF THE CARGO IS FOUND TO BE LEAKING OR DIRTY THE CLERK INFORMS ONE OF THE SHED 12 MANAGERS WHO TAKES PHOTOGRAPHS AND NOTIFIES THE RELEVANT SHIPPING
6. IF MANAGER FEELS CARGO SHOULD BE REJECTED,WE WRITE REJECTED ON THE TRUCKERS COPY OF THE DOCK RECEIPT AND STAMP GATE PASS SO HE CAN LEAVE. WE DO NOT GIVE HIM A TRUCK TICKET. WE THEN VOID TRUCK TICKET IN SYSTEM. LINE.**TRUCKER SHOULD NOT LEAVE UNTIL MANAGER/CLERK HAS WRITTEN REJECTED ON PAPERWORK TO SHOW PROOF OF VISIT.**
7. ALL CARGO IS INSPECTED PER THE SHIPPING LINE REQUIREMENTS



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CARGO RECEIVING STANDARDS

- **WE WILL NOT ACCEPT DIRTY CARGO**
- **WE WILL NOT ACCEPT LEAKING CARGO**
- **WE WILL NOT ACCEPT CARGO WITHOUT FUNCTIONING BRAKES**
- **WE WILL NOT ACCEPT CARGO THAT CANNOT BE DRIVEN FROM THE DRIVERS SEAT**
- **WE WILL NOT ACCEPT CARGO THAT WILL NOT GO FORWARD OR IN REVERSE**

List of Repair Vendors in Baltimore Area

<i>Name</i>	<i>e-mail address</i>	<i>phone #</i>
Terminal Services	terminalservices@netzero.net	410-533-9576
Diesel Dans	dieseldans@aol.com	410-533-9576
Hughes industrial Services		443-463-0555
C and S services		410-409-3642/443-897-1841
H and E Equipment	rgibson@he-equipment.com	410-355-3800

List of power-wash vendors in Baltimore Area

<i>Name</i>	<i>e-mail address</i>	<i>phone #</i>
Terminal Services	terminalservices@netzero.net	410-533-9576
C and S services		410-409-3642/443-897-1841
Baltimore Truck wash		410-633-4890