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 1/4 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.

This checklist is modified from information found in Ashby, B. Hunt. *Protecting Perishable Foods During Transport by Truck*. U.S. Department of Agriculture, Agricultural Marketing Service, September 1995, reprinted July 2006. (available Web: <http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELDEV3021003>)

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