



Instruction loading TESCO

Code: I23.0

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1. Purpose

This instruction describes how the loading of Tesco product should be completed to avoid errors.

2. Process owner

Warehouse Manager

2.1 To be replaced by

Assistant Warehouse Manager

3. Control

1. All products that are out of date need to be in the small area around Kleinpak 4. This is checked with the out of date sheet that is provided every day by TNI Quality Control.
2. Make sure the product stays in the right order. Old product at the front of the line, new product at the back of the line (FIFO).
3. Check the date that may be loaded. The date sheet indicates the date that may be loaded that day.
4. All dock doors, where there is a (Tesco designated transporter) trailer in front, must be set half way with regard to cooling trailers. In hot weather, turn on cooling in the trailer.
5. Check in the system, if there are any products left to be made for Tesco, which needs to be loaded that day. For instance, the system may show that October 3 is made and production is going to make October 2. Make sure the old product is loaded first.
6. Measure the temperature of (Tesco designated carrier) the trailer, in which Tesco is being loaded and record that on the pallet sheet pick list.
7. Keep your work environment clean at all time. Think about emptying trash cans, clearing paper/rope from the floor, checking to see if trailers are clean, moving hatches to the back et cetera.
8. Check the trailer for suspicious situations.

4. Distribution office desk Tesco (Kleinpak 4)

1. Print out all pallet sheets/stickers correctly and on time.
2. Provide proper paperwork: pallet sheet picklist, date sheet, end label/sticker.
3. Communicate any changes to the responsible team leader for Tesco in a timely manner.

After loading

4. Record temperature, trailer number, and dock number on the CMR
5. Archive the picklist and CMR.

5. Responsible Tesco loading

1. Pick up appropriate paperwork from distribution office desk Tesco (pallet sheet picklist, date sheet, end label/sticker).
2. Take the papers to the dock (CMR stays at the distribution office desk Tesco)
3. Record the trailer number and dock number on the CMR. The dock inspector will make sure everything is noted and checked correctly (double check)
4. Record the date of the product and the quantity on the pallet sheet picklist.
5. Using the pallet sheet picklist, check if all steps have been completed correctly. When the steps are completed correctly, sign off at the pallet sheet picklist.

After loading

6. Put the ramp down and put the dock door halfway.
7. Bring the papers to the distribution office desk Tesco
8. Return the remaining stickers and cards to the label room office.
9. Check that all auxiliary tools (pen, temperature gauge, clipboard, adhesive tape device OV1 etc.) are still present.



6. Loading of Tesco product

1. Get the picklist from the distribution office desk Tesco and write down pallet numbers on the picklist. The dock controller will make sure everything is noted and checked correctly (double check).
2. Check the pallet sheet picklist to see which product you must have and how much (this list is leading).
3. Take the pallet or mixed pallet that is on the picklist. A mixed pallet should be prepared by a *Warehouse Employee* and *everything is checked by a fellow Warehouse Employee before it is loaded*. If you are putting together a mixed pallet, always separate each layer.
4. In case pallets are ready, picklist to distribution office desk Tesco. The person at the Tesco Distribution desk processes pallet numbers into system and then creates SSCC labels.
5. The pallets are checked by the team leader for Tesco. So that the pallet is checked by two people and not one person.
6. Put the pallet in the trailer, at the dock whose dock door is fully open and there is a (Tesco designated transporter) trailer in front of it.

Notes:

The above instruction describes the steps to follow when loading Tesco. Below are a few more points of interest.

A responsible team leader Tesco is designated each day. The responsible team leader Tesco controls the *Warehouse Employees* when loading Tesco. When there are more than two persons loading, the responsible Tesco is only a controller. When there are less than three persons, the responsible Tesco also assists with loading. At all times the team leader Tesco checks each pallet.

If you cannot continue loading the trailer you are currently working on, lower the dock door halfway. Only then do you continue with the next trailer.

For proper Tesco loading, all *Warehouse Employees* who are loading products for Tesco must have read and understood this instruction. *Warehouse Employees* will sign for receipt of this instruction.

Name of employee:

Date:

Signature for receipt:

Initials: