A Core Partner of GLOBAL COLD CHAIN ALLIANCE®

# Certified Cold Carrier Application

**Application submittal instructions**. The application is three parts: 1) the application form, 2) Proof of conformance – the attachments for each criteria shown below, and 3) application fee. The carrier applicant must complete the criteria table found within the application form by indicating each proof of conformance attachment title and number. Further, individual proof of conformance attachments must have corresponding titles and numbering. Applications are considered incomplete without attachment titles and numbering on both criteria table and individual attachments. Applicants are encouraged to submit in electronic form – a single PDF. Paper applications are acceptable and shall be a single binder of application materials.

**Reference**: The Certified Cold Carrier Program confirms to the IRTA "Refrigerated Transportation Best Practices Guide" that provides guidance on sanitary and safe transportation of perishable products.

## 1. Company and Contact

| | |
|---|---|
| Carrier name: | SAMPLE |
| Carrier location (corporate address): | |
| Carrier phone: | |
| Carrier website: | |
| DOT number: | |
| Number of terminals | |

## 2. Carrier size and usage

| | |
|---|---|
| Number of tractors: | |
| Number of trailers in service: | |
| Number of refrigerated trailers | |
| Number of employees: | ❒ 1 – 50; ❒ 51 – 100; ❒ 101 – 500; ❒ over 501 |
| Type of service: | ❒ Over-the-Road; ❒ Broadline Distributor; ❒ 3PL; ❒ Retail Grocers; ❒ Systems Distributor<br>❒ Other |

3. **Internal Assessment**. Executive Management shall designate a Carrier Assessor as the responsible party assembling the required proof of conformance as described below. The signatory of this application shall be the Carrier Assessor.

| | |
|---|---|
| Assessor contact information: | |
| Assessor role within Carrier: | |
| Assessor e-mail: | |
| | |

4. **Quality Assurance Manual**. The carrier shall maintain a quality assurance manual (QAM) that contains the proof of conformance found in the table below. All applicants shall submit their QAM to GCCA for review prior to certification award. A percentage of cold carrier applications shall be randomly selected to have their application audited. If an application is selected, the applicant will be notified to provide documentation validating required information.

5. **Criteria:**
   a. Pre-Requisite Programs and Written Specifications
      i. The certified cold carrier shall have equipment selected to meet performance specifications (indicate below).

| | |
|---|---|
| Commodity transported (check all that apply): | ❒ Fresh/chilled; ❒ Frozen; ❒ Ice Cream; ❒ Temperature controlled non foods; ❒ Other |

**Quality Assurance Manual Criteria (designate attachments showing conformance)**

| Criteria | Example Proof of Conformance within the Quality Assurance Manual | Attachment title and attachment number |
|---|---|---|
| The certified cold carrier shall maintain records of trailer inspections. | Sample trailer inspection checklist. | (1) |
| The certified cold carrier shall maintain proper equipment maintenance protocols. | Policy on equipment maintenance protocols and procedures. | (2) |
| The certified cold carrier shall identify shipper requirements. | Policy on identification of shipper requirements or evidence of outreach or communications with shippers on specifications. | (3) |

**Quality Assurance Manual Criteria (designate attachments showing conformance)**

| Criteria | Example Proof of Conformance within the Quality Assurance Manual | Attachment title and attachment number |
|---|---|---|
| ii. Refrigerated Trailer Sanitary and Condition Inspection | | |
| Does the carrier haul allergens? ❒ Y; ❒ N. The certified cold carrier shall maintain trailer allergen hauling washout procedures. | **If Y**: Sample trailer washout procedure for allergens | |
| Does the carrier haul bulk foods? ❒ Y; ❒ N. The certified cold carrier shall maintain trailer bulk food hauling washout procedures. | **If Y**: Sample trailer washout procedure for bulk food | |
| iii. Refrigeration Unit Operating Procedures | | |
| The certified cold carrier shall have a policy requiring drivers to pre-trip trailers. | Carrier pre-trip policy. | (4) |
| The certified cold carrier shall properly train drivers on food safety transport and the proper operation and utilization of the features of their fleet's transport refrigeration units. | Description of driver training program. Description of training records and training logs or example of training agenda. | (5) |
| The certified cold carrier shall have pre-cool procedures. | Fleet driver manual on carrier role for pre-cool procedures. | (6) |
| iv. Loading Procedures | | |
| The certified cold carrier shall have procedures to verify specified temperature of trailer at time of loading. | Fleet driver manual on carrier role in monitoring temperatures. | (7) |
| v. Monitoring of Staged Trailers | | |
| The certified cold carrier shall monitor trailers in the staging area. ❒ Y; ❒ N | **If Y**: Process to identify shipper requirements and operating procedures to monitor temperature, location of staged trailers | (8) |
| vi. En-Route Requirements | | |
| The certified cold carrier shall monitor TRU operation during transport. | Policy on temperature monitoring method and sample temperature recording. | (9) |

**Quality Assurance Manual Criteria (designate attachments showing conformance)**

| Criteria | Example Proof of Conformance within the Quality Assurance Manual | Attachment title and attachment number |
|---|---|---|
| Carrier shall retain temperature trip data. | Method or procedure for retaining temperature data. | |
| vii. Post-Trip Inspection | | |
| The certified cold carrier shall have an established post trip inspection procedure/process. | Sample post-trip inspection report. | |
| viii. Record Retention | | |
| The certified cold carrier shall retain records of the written procedures for a period of 12 months and driver training records for a period of 12 months beyond when the person identified in any such records stops performing the duties for which the training was provided. | Record retention policy | (10) |

**END OF CRITERIA**

6. **Proof of Knowledge**. Every carrier applicant shall designate a minimum of one person per terminal with supervisory responsibility to take the Proof of Knowledge.

   *Commentary: Supervisors coordinate service center activities by assigning responsibilities, supervising, and evaluating service center personnel in pickup and delivery, OS&D, dock operations, inbound and outbound line haul operations and service center office operations to ensure profitability and positive employee and driver relations.*

| | |
|---|---|
| Number or terminals: | |
| Supervisory personnel (Email contact for all participating with the proof of knowledge – include a separate listing if necessary): | |
| | |
| | |
| | |
| | |
| | |

7. **Confidential statement**. The Global Cold Chain Alliance and its agents shall keep confidential all applicant and organization information (including name, address, telephone numbers, data, and other confidential records) unless authorized for release by the applicant or organization.

8. **Attestation**. I certify that the information contained in my application is to the best of my knowledge, accurate and truthful. I understand that any falsification in this application for the Certified Cold Carrier will be grounds for rejection, or for later revocation of any award issued. I also recognize my obligation not to reveal the contents of the CCC application and all other CCC materials.

9. **Signature block**. Carrier Assessor

| | |
|---|---|
| Carrier Assessor: | |
| Assessor signature: | |
| Date: | |

**END OF APPLICATION**

EXAMPLE

Attachment 1a

Re: Trailer Inspection Process and Check List

Procedures must be in place to verify the physical integrity of the container structure prior to loading, to include the reliability of the locking mechanisms of the doors.

- Front wall
- Left side
- Right side
- Floor
- Ceiling/Roof
- Inside doors
- Outside doors
- Outside/Undercarriage

For loaded trailers, a high security seal must be affixed to all loaded containers bound for the U.S. All seals must meet or exceed the current PAS ISO 17712 standards for high security seals.



EXAMPLE

**EXAMPLE Attachment** 1b

**Procedures for Transportation of Temperature-Sensitive Biological Products**

| **Subject: Equipment Inspection and Repair** | **Effective Date** 12/9/2013 | **Revision Date** 12/9/2013 | **Page** 1 of 8 |
|---|---|---|---|

**Vice President of Maintenance** **Date** **Quality Assurance Manager** **Date**

1. **Purpose**:

   1.1 To provide guidelines for the inspection and repair of [Company] equipment

   1.2 To ensure that [Company] equipment is capable of safe, legal and dependable operation by employees for the benefit of our customers during operation in public.

2. **Scope**:

   2.1 This procedure applies to the evaluation of the equipment readiness to perform its intended operation.

   2.2 This procedure applies to the documentation of inspections and repairs as required by D.O.T.

3. **Definitions:**

   3.1. PM – Preventative Maintenance.

   3.2. DOT- Department of Transportation.

4. **Responsibility**:

   4.1. The equipment department notifies the operations departments by e-mail of what equipment numbers are due for service.

   4.2. The operations department routes the equipment to a maintenance facility.

   4.3. The maintenance technician verifies through the inspection processes that the equipment meets established operational criteria.

   4.4. All maintenance information for due date on PM's are kept in the AS/400 TMT System.

   4.5. In addition to the AS/400 TMT System, all repair documents will be maintained in accordance with [standard operating procedures] regarding document control and record retention.

**Vice President of Maintenance** **Date** **Quality Assurance Manager** **Date**

**5. Truck PM:**

5.1. Truck PM and DOT inspection are performed at the same time.

5.2. DOT requires the inspection to be performed annually.

5.3. Line Haul trucks become candidates for inspection after 30,000 miles or annually.

5.4. A truck is removed from service for inspection.

5.5. The technician inspects all items listed on the attached Vehicle Inspection Report (tractor form for 49CFR Part 396 of Dot Regulations).

5.6. The technician verifies that all scheduled items are operating within specifications by initialing and signing the Vehicle Inspection Form as indicated.

5.7. The technician replaces scheduled consumable items, oil and filters.

5.8. The technician checks all fluid levels.

5.9. The technician lubricates the chassis.

5.10. If repairs are needed to pass inspection the equipment does not return to service until repairs are made.

5.11. All maintenance information for due dates on PM's are kept in the AS/400 TMT System.

**6. Trailer PM:**

6.1. Trailer PM and DOT inspection are performed at the same time.

6.2. DOT requires the inspection be performed annually.

6.3. Trailers become candidates for inspection after 120 days but no more than 160 days of use or annually, whichever comes first.

6.4. The trailer is removed from service for inspection.

6.5. The technician inspects all items listed on the attached Trailer Preventative Maintenance form. (Trailer Form for 49CFT Part 396 of Federal DOT regulations).

6.6. The technician verifies that all scheduled items are operating within specifications by initialing and signing the Inspection Form as indicated.

6.7. The technician checks all fluid levels.

6.8. The technician lubricates the chassis.

6.9. If repairs are needed to pass inspection, the equipment does not return to service until repairs are made and the QA Manager checks all parts for validation reasons and approves all parts in the TMT Maintenance System. If any repairs affect the calibration or validation of the trailer, the trailer will be revalidated.

6.10. Plasma trailers will have the coupler gear assembly inspected and the refrigeration units return air sensor tested for calibration during each 120 to 160 day inspection.

6.10.1 Startrak alarm notification will be confirmed by the service technician during the 120 /160 calibration study and noted on form “120 day verification certificate” under section “Startrak full loop test”. The loop test will consist of precooling the designated unit to -22 degrees Celsius. Once the trailer has achieved the temperature setting of -22 degrees Celsius, the unit will be monitored for a 24 hour period to ensure the trailer is capable of holding the temperature required for transport.

6.11. All maintenance information for due dates on PM’s are kept in the AS/400 TMT System.

**7. Refrigeration Unit PM:**

7.1. Refrigeration units become candidates for inspection after 18 months.

7.2. The technician inspects all items listed on the Refrigeration Unit PM Form (Form EM 14-01/06).

7.3. The technician verifies that all scheduled items are operating within specifications by initialing and signing the Inspection Form as indicated.

7.4. The technician replaces the consumable items, oil and filters.

**Vice President of Maintenance** **Date** **Quality Assurance Manager** **Date**

7.5. The technician checks all fluid levels.

7.6. The unit is run through a pre-trip inspection to verify the operations of run, heat, cool and auto start.

7.7. If repairs are needed to pass inspection, the equipment does not return to service until repairs are made. Repairs must be approved by the QA Manager or designee. If any repairs affect the calibration or validation of the trailer, the trailer will be revalidated.

7.8. All maintenance information for due dates on Refrigeration Unit are kept in the AS/400 TMT System.

# Subject: Equipment Inspection and Repair



| Vice President of Maintenance | Date | Quality Assurance Manager | Date |
|---|---|---|---|

Date:_____ Unit:_____ Vehicle Vin #_____

Inspecting Company _____

Address_____ Inspector_____ Shop #_____ Odometer Reading (no tenths)_____

** Service Bay completes work — USE INITIALS IN COLUMNS

| | Inspect | OK | Adjust Repair |
|---|---|---|---|
| **0100** | **AIR CONDITIONER & HEATER SYSTEM** | | |
| a. | Inspect a/c operation | | |
| b. | Inspect heater operation | | |
| c. | Inspect defroster operation | | |
| **0200** | **CAB & WINDSHIELD** | | |
| a. | Requirements and exceptions as stated pertaining to any cracks, discoloration, or vision reducing matter, see (reference 393.60) | | |
| b. | Inspect all wipers for being operative and any damaged parts. | | |
| c. | Inspect for any body damage | | |
| d. | Inspect windshield washer & fill reservoir | | |
| e. | Inspect seat belts condition and operation | | |
| f. | Inspect seat condition & operation | | |
| g. | Inspect cab mount & suspension | | |
| h. | Inspect all doors, windows, latches for proper operation. | | |
| i. | Inspect airshield mounting & decals | | |
| **0300** | **CHECK ALL INSTRUMENTS** | | |
| a. | Check oil & water warning lights | | |
| b. | Check all instruments & gauges | | |
| **1300** | **INSPECT BRAKE SYSTEM** | | |
| a. | Service brakes & adjust if required | | |
| b. | Parking brakes | | |
| c. | Brake Drums | | |
| d. | Brake hoses to include trailer hoses | | |
| e. | Brake air lines | | |
| f. | Low pressure warning devices | | |
| g. | Tractor Protection Valve | | |
| h. | Air Compressor | | |
| i. | Record air pressure drop per minute (4ppm) | | |
| j. | inspect & record brake shoe lining, 5/16 min | | |
| ** k. | Drain all air tanks & Fuel Water Separator | | |
| **1400** | **FRAME** | | |
| a. | Frame & cross members | | |
| b. | Tire and wheel clearance | | |
| **1500** | **STEERING** | | |
| a. | steering wheel free play | | |
| b. | Steering column | | |
| c. | Front axle and steering components other than steering column | | |
| d. | Steering gear box | | |
| e. | Pitman arm | | |
| ** f. | Power steering components | | |
| g. | Ball and socket joints | | |
| h. | Tie rods and drag links | | |
| i. | Inspect king pins & bearing for slack | | |
| j. | Change P/S filter at 100,000 | | |
| ** i. | Check steer axle hub oil | | |

| | Inspect | OK | Adjust Repair |
|---|---|---|---|
| **1600** | **SUSPENSION** | | |
| a. | Any U-bolt, spring hanger's) or other axle positioning part's) cracked broken, loose or missing resulting in shifting of an axle from its normal position. | | |
| b. | Spring assembly | | |
| c. | Torque, radius or tracking components | | |
| d. | Inspect air bags & shocks | | |
| ** e. | Lubricate chassis | | |
| **1700** | **INSPECT TIRES AND RECORD BELOW** | | |
| a. | Steer 6/32 min | | |
| b. | Drive tires 4/32 min | | |
| c. | Record thread depth | | |
| d. | Record air pressure | | |
| **1800** | **WHEELS AND RIMS** | | |
| a. | Wheels and Rims | | |
| b. | Fasteners | | |
| c. | Welds | | |
| d. | Inspect wheels loose, cracked, and torque IF Necessary | | |
| e. | Inspect all wheels seals for leaks | | |
| **2200** | **REAR AXLES** | | |
| ** a. | Check oil level in both rear differentials | | |
| ** b. | Clean both axle vents | | |
| **2300** | **CLUTCH SYSTEM** | | |
| a. | Inspect clutch operation | | |
| b. | Check & repair clutch pedal free travel 1 1/2" | | |
| c. | Check clutch brake adjustment 1/2 " | | |
| **2400** | **DRIVE LINE SYSTEM** | | |
| a. | inspect drive line & Lubricate | | |
| b. | Inspect carrier bearing | | |
| **2600** | **TRANSMISSION** | | |
| a. | Inspect gear shift linkage & boot | | |
| ** b. | Check transmission oil level | | |
| ** c. | Clean breather on transmission | | |
| **3100** | **CHARGING SYSTEM** | | |
| a. | Check & record alternator output. VOLTS_____ | | |
| b. | Inspect all wiring. | | |
| **3200** | **CRANKING SYSTEM** | | |
| a. | Check starter all starter connection. | | |
| b. | Clean all battery post & cables | | |
| c. | Inspect battery box mounting. | | |
| **3400** | **LIGHT DEVICES** | | |
| a. | All lighting devices and reflectors required by section 393 shall be operable. All Interior Lights | | |
| b. | Inspect trailer light cord & hanger. | | |
| **4100** | **AIR INTAKE SYSTEM** | | |
| ** a. | Inspect & record air filter restrictions change at 20 inches | | |
| ** b. | Inspect complete air intake system | | |

| | Inspect | OK | Adjust Repair |
|---|---|---|---|
| **4200** | **COOLING SYSTEM** | | |
| ** a. | Inspect for damaged/worn hoses or cap | | |
| ** b. | Record PH level PH_____ | | |
| ** c. | Record anti-freeze level -0_____ | | |
| ** d. | Add one pint nalcool | | |
| e. | Inspect belt condition & adjust | | |
| ** f. | Change water filter. If applicable | | |
| **4300** | **EXHAUST SYSTEM** | | |
| a. | Inspect complete exhaust system for leaks | | |
| b. | No part of the exhaust system of any motor vehicle shall be so located as would be likely to result in burning, charring, or damaging the electrical wiring fuel supply, or any combustible part of the motor vehicle. | | |
| **4400** | **FUEL SYSTEM** | | |
| a. | No visible fuel leaks | | |
| b. | Fuel tank filler cap intact | | |
| c. | Fuel tank securely mounted. | | |
| d. | Clean breather vents | | |
| ** e. | Change all fuel filters | | |
| **4500** | **INSPECT ENGINES COMPONENT** | | |
| a. | Inspect & record RPM low/high | | |
| b. | Inspect all engines mounts | | |
| ** c. | Change oil & filter | | |
| ** d. | Torque oil pan plug after oil change | | |
| e. | Inspect all belts for damage | | |
| f. | Inspect fan blade for cracks | | |
| **5400** | **INSPECT HORNS** | | |
| a. | Check air horn operation | | |
| b. | Check Electrical horn operation | | |
| **7800** | **MUDFLAPS** | | |
| a. | Inspect all mudflaps for damage | | |
| b. | Inspect all mudflaps brackets, loose or damaged | | |
| **7900** | **5th Wheel Coupling Devices** | | |
| a. | Inspect fifth wheel for loose or missing bolts | | |
| b. | Inspect for all safety devices | | |
| c. | Saddle & mouths | | |
| d. | Inspect 5th wheel jaws for wear and proper adjustment | | |
| ** e. | Lub 5th wheel plate | | |
| **6300** | **QUALCOMM** | | |
| a. | Inspect all Qualcomm wiring. | | |
| b. | Record all disconnected & repair | | |
| **Misc** | **MISC** | | |
| a. | Wipe down steering wheel | | |
| b. | Wipe down floor | | |
| c. | Wipe down grab handles | | |
| d. | Wipe down steps | | |
| **5200** | **SAFETY EQUIPMENT** | | |
| a. | Inspect all Safety Equipment | | |
| b. | Inspect Triangles | | |
| c. | inspect Fire Extinguisher | | |

| RECORD THREAD DEPTH | | RECORD TIRE PRESSURE | |
|---|---|---|---|
| LF_____32nd | RF_____32nd | LF_____psi | RF_____psi |
| LFO_____32nd | LFI_____32nd | LFO_____psi | LFI_____psi |
| LRO_____32nd | LRI_____32nd | LRO_____psi | LRI_____psi |
| RFC_____32nd | RFI_____32nd | RFO_____psi | RFI_____psi |
| RRO_____32nd | RRI_____32nd | RRO_____psi | RRI_____psi |

_____ DATE:_____

Qualified Inspectors Signature

I certify that the annual FHWA inspection has been done accurately, and complies with 49CFR part 396 Federal DOT regulation

## Subject: Equipment Inspection and Repair



| Vice President of Maintenance | Date | Quality Assurance Manager | Date |
|---|---|---|---|

# F.F.E. INDUSTRIES INC.

TRAILER PREVENTATIVE MAINTENANCE INSPECTION (TO BE PERFORMED EVERY 120 DAYS)
INCLUDES ANNUAL FHWA INSPECTION REQUIREMENTS

MOTOR CARRIER OPERATOR:
F.F.E. INDUSTRIES, INC.
3400 STONEWELL DR.
LANCASTER, TX 75134

SYS CODE: 0005
SYM CODE: 0001
RFR CODE: 0006
WAC CODE: 0009

| INSPECTING COMPANY | FFE SHOP# | DATE |
|---|---|---|
| STREET | | UNIT # |
| CITY, STATE, ZIP | | V.I.N. |
| INSPECTORS NAME (PRINT) | | LICENSE NUMBER |

( circle ) EMPTY LOADED

**VEHICLE COMPONENTS INSPECTED**

( Use Initials in PASS or FAIL column for inspection. )
( Use Initials in ADJUST column to indicate adjustment has been performed. )
( Use Initials in REPAIR column to indicate repair has been performed. )

| ITEM | DESCRIPTION | PASS | FAIL | ADJUST | REPAIR |
|---|---|---|---|---|---|
| REEFER UNIT - | INSPECT COOLANT LEVEL | | | | |
| 9300 | INSPECT OIL LEVEL | | | | |
| | INSPECT BELTS | | | | |
| | INSPECT FUEL TANK, LINES & FUEL CAP | | | | |
| | *PLASMA TRAILERS ONLY -* | | | | |
| | *- PRE-COOL TO -10 F AND CALIBRATE PROCESSOR* | | | | |
| ELECTRICAL - | INSPECT ALL LIGHTS | | | | |
| 3400 | INSPECT ALL REFLECTORS | | | | |
| | INSPECT 7-WAY RECEPTACLE & ALL WIRING | | | | |
| TRAILER BODY - | INSPECT POSTS / PANELS, FRONT, RADIUS & SIDES | | | | |
| 7100 | INSPECT TOP RAIL, NOSE RAIL, CORNER CAPS | | | | |
| | INSPECT ROOF | | | | |
| | INSPECT INTERIOR | | | | |
| | INSPECT FRONT AIR RETURN BULKHEAD & AIR DUCT | | | | |
| DOORS - | INSPECT DOOR PANELS & SEALS | | | | |
| 7200 | INSPECT HINGES, CAM LOCKS, LATCHES, TIE BACKS | | | | |
| FRAME/SUPPORT - | INSPECT BOTTOM RAILS, CROSSMEMBERS & RIVETS | | | | |
| 7700 | INSPECT SLIDER RAILS, BOX & SPRING HANGERS | | | | |
| | LUBRICATE SLIDER PADS WITH SPRAY SILICON | | | | |
| | INSPECT KING PIN & UPPER COUPLER PLATE | | | | |
| | INSPECT LANDING GEAR LEGS, BRACES & SHOES | | | | |
| | LUBRICATE LANDING GEAR LEGS | | | | |
| FRAME - | INSPECT ICC BUMPER | | | | |
| 1400 | INSPECT REFLECTIVE TAPE | | | | |
| TRIM - | INSPECT MUDFLAPS & BRACKETS | | | | |
| 7800 | INSPECT LICENSE, REGISTRATION & HOLDER | | | | |
| | INSPECT VEHICLE MARKINGS, UNIT NUMBERS, DECALS | | | | |
| SUSPENSION - | INSPECT AXLES, SPRING HANGERS, SPRINGS / AIR BAGS | | | | |
| 1600 | INSPECT U-BOLTS & ALL SUSPENSION FASTENERS | | | | |
| | INSPECT TORQUE ARMS & EQUALIZERS | | | | |
| WHEELS / HUBS - | INSPECT WHEELS & LUG NUTS - TORQUE IF NECESSARY | | | | |
| 1800 | INSPECT WHEEL SEALS & HUB OIL CAPS | | | | |
| BRAKES - | INSPECT GLAD HANDS & SEALS | | | | |
| 1300 | APPLY AIR TO EMERGENCY & SERVICE | | | | |
| | INSPECT HOSES / FITTINGS, VALVING & BRAKE CHAMBERS | | | | |
| | DRAIN AIR TANKS | | | | |
| | INSPECT BRAKE DRUMS & SHOE LINING ( 5/16 MIN. ) | | | | |
| | ADJUST BRAKES | | | | |
| | INSPECT & LUBRICATE SLACK ADJUSTERS & CAMSHAFTS | | | | |
| TIRES | INSPECT TIRE CONDITION | | | | |
| 1700 | REPLACE MISSING VALVE CAPS | | | | |

RECORD TREAD DEPTH ( 3/32nds MIN. )

| | | | | | |
|---|---|---|---|---|---|
| RFO | 32nds | RRO | 32nds | | |
| RFI | 32nds | RRI | 32nds | | |
| LFI | 32nds | LRI | 32nds | | |
| LFO | 32nds | LRO | 32nds | | |

RECORD PRESSURE

| | | ( Inflate to 100 PSI Cold ) | |
|---|---|---|---|
| RFO | psi | RRO | psi |
| RFI | psi | RRI | psi |
| LFI | psi | LRI | psi |
| LFO | psi | LRO | psi |

I certify that the 120 day and annual FHWA inspection has been done accurately. The completeness of the inspection complies with all the requirements in 49CFR part 396 of the Federal DOT regulations.

UPDATE FHWA STICKER

Qualified Inspector's Signature
DATE _____

Shop Supervisor's Signature
DATE _____

| **Subject: Equipment Inspection and Repair** | **Effective Date** 12/9/2013 | **Revision Date** 12/9/2013 | **Page** 7 of 8 |
|---|---|---|---|

**Vice President of Maintenance** **Date** **Quality Assurance Manager** **Date**

# Refrigeration Unit PM Form

UNIT ENGINE HOURS READING_____

**"Pass"** IF IN ORDER **"Fail"** IF NOT IN ORDER - RECORD REPAIR ON WORK ORDER

01 _____ Work order - Check numbers, date and hours
02 _____ Check all Complaints
03 _____ Remove Engine oil
04 _____ Replace Engine oil Filter elements
05 _____ Replace fuel filter elements / drain water
06 _____ Service fuel sediment traps
07 _____ Check Compressor Drive Mechanism
08 _____ Air Cleaner, check Restriction, Record Reading, _____, Check all Connections
09 _____ Check all leaks - Coolant, Fuel, Engine oil, Refrigerant
10 _____ Add Engine oil to specified level
11 _____ Coolant - A/F protection to minus -34 degrees F. (50/50 mix)
12 _____ Pressure test cooling system, and radiator cap - check air switch setting
13 _____ Check all drive belts and adjustments
14 _____ Batteries - service and installed properly (clean terminals)
15 _____ Alternator - check charging system
16 _____ Visually check refrigerant level
17 _____ Start Engine - starter operation, engine operation,
18 _____ Oil pressure, battery meters, all instruments
19 _____ Recheck all leaks - Coolant, fuel, engine oil, refrigerant
20 _____ Check front air return bulkhead - hookrack - rear evaporator guard
21 _____ Check discharge air flow ( Duct) (S)
22 _____ Check general operating condition
23 _____ Recheck engine oil level and coolant level
24 _____ Record information on PM inspection decal
25 _____ Check and / or perform all modifications
26 _____ Service air filter in 5KW generator (Dual Temp)
27 _____ COMMENTS:

_____
_____
_____
_____

_____
INSPECTOR

| **Subject: Equipment Inspection and Repair** | **Effective Date** 12/9/2013 | **Revision Date** 12/9/2013 | **Page** 8 of 8 |
|---|---|---|---|

**Vice President of Maintenance** **Date** **Quality Assurance Manager** **Date**

| **FINAL CONTROLLED DOCUMENT ROUTING FORM** | | | | | |
|---|---|---|---|---|---|
| NEW | REVISED | TEMPORARY | ALL LOTS | LOT SPECIFIC | AS REQUESTED |
| Document Type: | | SOP | BPR | Other (Specify) | |
| Document # | | Rev # | | Previous Doc. # | |
| Document Title: | | | | | |
| Authored By: | | | | Author Check/Sign/Date for Training Credit | |
| Owner's Dept. Name: | | | | Date Requested: | |
| Document Owner: | | | | | |

| EFFECTIVE DATE: | FINAL DATE USED: |
|---|---|

Type of Change: D C B A Change Control # _____ N/A

Document Processed by:

Signature: _____Print Name: _____ Date:
Document reviewed in accordance with current requirements: Check for Training Credit

Signature:_____ Print Name: _____ Date:

## ATTACHMENT 2

Dry PM or (A)

1. Run unit to operating temperature (record engine hours and any alarm codes)
2. Check unit doors and latches for condition and operation (remote indicator if present)
3. Check manual defrost operation
4. Check compressor oil level
5. Check auto start/stop Operation
6. Perform Freon level test (ball floats in high speed cool)
7. Test unit for proper cool and heat mode Operation
8. Check speed solenoid Operation and rpm setting if applicable
9. Check unit mounting hardware for tightness
10. Perform full pre-trip or self-test on unit if applicable
11. Check and clean defrost tube drains
12. Check belts, idlers, gearboxes, and clutches (noise, leaks and condition)
13. Inspect engine and compressor to frame mounts and bolts for condition and tightness
14. Inspect cooling system (hoses, water pump, etc.) for leaks and condition
15. Check antifreeze level and freeze protection point
16. Check radiator and condenser coils for cleanliness and condition
17. Inspect fuel system (pumps, lines, injectors) for condition, leaks and routing
18. inspect unit for oil leaks (engine, gearboxes, fan shafts, compressor oil)
19. Inspect unit for visible Freon leaks
20. Inspect all hose and tubing clamps and for condition and tightness
21. Inspect unit for exhaust leaks
22. Check battery condition, cable connection, and hold down condition
23. Check compressor drive coupler, (bushings on TK and nylon gear on Carrier)
24. Inspect air intake system and service filter
25. Check engine oil level and correct if needed
26. Check and inspect unit starting and charging Systems (wire connections, abnormal noises ect)
27. Check all wiring harnesses, and connections for condition, routing, and chaffing
28. Apply pm sticker or mark unit as needed (per customers intervals)

Wet PM or (B) all the above plus

1. Drain engine oil (At operating temp)
2. Replace all oil filters
3. Replace all fuel filters and service any glass bowl screen type
4. Clean inlet screen at transfer pump
5. Fill engine crankcase to the appropriate level with approved oil
6. Bleed air from fuel system
7. Start unit inspect for leaks, abnormal noises, etc.
8. Shut off unit and check oil level (correct if needed)
9. Inspect fuel tank (condition, gauge, mounts, and vent)
10. Sump fuel tank (if drain is present)
11. Perform customer approved repairs

Longer time/hour Interval maintenance 24-36 months or 7 to 10 thousand engine run hours

1. Replace refrigeration system drier
2. Change compressor oil
3. Replace compressor oil filter if applicable



EXAMPLE

**Attachment 3**

# APPENDIX 2

## Questions Carrier Should Ask Shippers (FSMA COMPLIANCE)

- **What is the acceptable temperature tolerance (range) for the commodity we are hauling?**
- **How will precooling and transport temperature requirements for the loads be communicated to the carrier?**
- **How will temperature records be communicated to the shipper?**
- **Are there any other records that need to be maintained and sent to the shipper?**
- **In what format and with what frequency should temperature records be communicated to the shipper and/or receiver?**
- **What are the conditions that must be met by vehicles to avoid contamination during transport for your commodity (any special requirements)?**
- **Are their any design or specialized maintenance requirements required for the equipment hauling your products?**
- **What are the specific sanitary requirements for the vehicle and interior of the trailer?**
- **Do you offer any training literature for drivers on the safe handling of your products?**
- **Are there accessible handwashing stations for drivers and personnel handling food on site? If so, where are they located?**

**Attachment 4**

***Driver Pre-trip Truck Inspection***

Each driver must be satisfied that equipment is in proper working condition prior to operating a vehicle.

This includes the following equipment:

- Service brakes, including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Wheels and rims
- Coupling devices
- Emergency equipment

Each driver must also be satisfied that cargo is properly distributed and secured. The vehicle's cargo or other objects must not obscure the driver's view or interfere with the driver's movement.

The driver will also review the last completed Driver's Vehicle Inspection Report to verify that any needed repairs were made to the vehicle. If an authorized signature certifies that defects were corrected or that correction was unnecessary, the driver shall sign the third signature line of the form. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are handled appropriately.

***Driver Pre-trip Trailer Inspection***

Each driver must be satisfied that equipment is in proper working condition prior to operating a vehicle.

This includes the following equipment:

- Trailer brake connections
- Brakes
- Coupling (King) Pin
- Doors
- Landing Gear
- Lighting devices and reflectors
- Tires
- Wheels
- Springs
- Reefer unit (i.e. fluids, visual inspection of moving parts, faults)

*Trailer Inspection Sheets*

All drivers are expected to fill out a Trailer Inspection Form whenever you hook up to an MRS trailer. These should be turned in while entering/exiting the guard shack. (Empty or Loaded)

*Reefer pre/post trip unit checks*

During the pre/post trip inspection the unit shall be checked for proper Operation and temperatures. Any fault codes should be referenced on the fault code document and reported to maintenance.

*Driver on-the-road inspections*

Unless the driver has been ordered not to inspect the cargo or inspection is impractical, the driver must examine the cargo and its load securing devices within the first 50 miles of the trip and make any necessary adjustments.

Once on the road, the driver must reexamine his/her vehicle and cargo:

- At each change of duty status,
- Before your 30 mandatory break, or whichever occurs first.

If a problem is found, the driver will either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility. (See Vehicle Breakdown and Road Repair Procedure)

*Driver post-trip inspection report*

Each driver is required to complete a written report on each vehicle's condition at the end of the day, or when he/she finishes driving the vehicle for that day. A vehicle includes a power unit and trailer or trailers.

MRT will use an inspection report form that has an original and 1 copy (copies).

The vehicle must be identified on the report. The regulations require that any defects in the following equipment items be noted:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

The driver must also note any other defects that would affect the safe operation of the vehicle or result in its mechanical breakdown. The report must also indicate if no defects are found. The driver must sign the report.

No defects: When no safety related problems are reported by the driver, the driver submits 1 copies of the inspection report to the Safety Department.

Defects: When a driver reports safety related problems, he/she submits all copies to the Maintenance Shop/Operations Manager. Mechanic/Operations Manager will sign the report indicating that repairs have been made (or are not required to be made). The vehicle inspection report must be signed by the next driver to operate the vehicle.

The original copy of the inspection report and certification of repairs will be retained with the maintenance files.

The original copies of inspection reports on which no defects were noted will be retained for 3 months. The original copies of inspection reports on which defects were noted, and the certification of repairs, will be retained for 3 months.



EXAMPLE

**Attachment 5**

## Driver Training

## "Safe and Secure Transportation of Food"

As a member of [company] you have shown your desire to commit to the Sanitary Transport of Food Commodities. As such, all of [company] drivers and driver managers will be required to take two FDA training courses (linked below), they will also be required to take short quiz, certifying this knowledge. Additionally, we have listed some of the top risks that drivers will face regarding the safe transport of food- conversely, we have added a list of carrier preventative controls for you to review to ensure you are always upholding the highest food safety transport standards.

### A list of fifteen transportation safety hazards that increase the risk for physical, chemical, and/or microbial contamination:

(1) Improper refrigeration or temperature control of food products (temperature abuse), including intentional (abuse or violation of practices by drivers, i.e., turning off refrigeration units) or unintentional (due to improper holding practices or shortages of appropriate shipping containers or vessels, etc.)
(2) Improper management of transportation units or storage facilities to preclude cross-contamination, including improper sanitation, backhauling hazardous materials, failure to maintain tanker wash records, improper disposal of wastewater, and aluminum phosphide fumigation methods in railcar transit
(3) Improper packing of transportation units or storage facilities, including incorrect use of packing materials and poor pallet quality
(4) Improper loading practices, conditions, or equipment, including improper sanitation of loading equipment, failure to use dedicated units where appropriate, inappropriate loading patterns, and transporting mixed loads that increase the risk for cross-contamination
(5) Improper unloading practices, conditions, or equipment, including improper sanitation of equipment and leaving raw materials on loading docks after hours
(6) Lack of security for transportation units or storage facilities, including lack of or improper use of security seals and lack of security checks or records of transporters
(7) Poor pest control in transportation units or storage facilities
(8) Lack of driver/employee training and/or supervisor/manager/owner knowledge of food safety and/or security

(9) Poor transportation unit design and construction
(10) Inadequate preventive maintenance for transportation units or storage facilities, resulting in roof leaks, gaps in doors, and dripping condensation or ice accumulations
(11) Poor employee hygiene
(12) Inadequate policies for the safe and/or secure transport or storage of foods
(13) Improper handling and tracking of rejected loads and salvaged, reworked, and returned products or products destined for disposal
(14) Improper holding practices for food products awaiting shipment or inspection, including unattended product, delayed holding of product, shipping of product while in quarantine, and poor rotation and throughput
(15) Lack of traceability for food products during transportation and storage

## Preventive controls for food transportation safety hazards, as identified by the expert panel:

(1) Appropriate packaging/packing of food products and transportation units (i.e., good quality pallets, correct use of packing materials)
(2) Proper use of refrigeration equipment
(3) Thermal insulated blankets over refrigerated/frozen items
(4) Temperature monitoring/recording devices
(5) Appropriate loading procedures for transportation units
(6) Appropriate unloading procedures for transportation units
(7) Use of appropriate transportation vehicles (i.e., dedicated vehicles when necessary)
(8) Physical security measures for facilities and transportation units (cargo locks, seals, etc.)
(9) Security checks and records of transporters
(10) Use of tracking technologies (i.e., satellite (GPS) or radio frequency identification)
(11) Appropriate documentation accompanying each load (i.e., tanker wash record, seal numbers, temperature readings, time in transit and time on docks, etc.) (12) Vendor or food transporter certification programs
(13) Sanitation/Maintenance of transportation units, storage facilities, and/or containers
(14) Sanitation/Maintenance of loading/unloading equipment
(15) Proper disposal of wastewater
(16) Employee awareness and training
(17) Pest control programs
(18) Good communication between shipper, transporter and receiver
(19) HACCP or other management systems
(20) Third party audits of systems/policies/procedures

(21) Availability of handwashing/hygienic devices
(22) Proper labeling and/or signage and/or transporter instructions
(23) Management review of records

**SANITARY TRANSPORTATION CARRIER TRAINING COURSE LINK TO BE COMPLETED BY ALL DRIVERS AND DRIVER MANAGERS:**

https://collaboration.fda.gov/sanitary_transportation_carrier_training/


**ADDITIONAL SAFETY INVESTIGATION TRAINING MATERIAL TO BE COMPLETED BY ALL DRIVERS AND DRIVER MANAGERS:**

https://connectdot.connectsolutions.com/p5ox8yn9np6/

**THERMO KING OPERATOR'S MANUAL LINK: (FOR QUESTIONS ON OPERATION AND/OR SETTINGS AND ALARM CODES)**

https://www.manualslib.com/manual/1204272/Thermo-King-Sb-210Plus.html#manual

## Attachment 6

a. Temperature Control: The Shipper of food requiring temperature control must develop and implement written procedures to ensure compliance. The procedures are subject to Review on request.
b. For the transportation of food that requires temperature control, in addition to providing an operating temperature, the Shipper must specify any necessary pre-cooling phase. One-time notification shall be sufficient unless the conditions necessitate a change in the operating temperature, in which case the Shipper shall notify the Carrier and, when necessary, the Loader in writing before shipment. The information submitted by the Shipper to the Carrier is subject to Review on request.
c. The Shipper must have written procedures to ensure that Vehicles and Transportation Equipment tendered to it for loading are in sanitary condition. Measures to implement these procedures may be accomplished by the Shipper, by the Carrier or by another party under a written agreement, and any such agreement is subject to Review on request.
d. Measures to ensure food Safety may be accomplished by the Shipper, by the Carrier or by another party under a written agreement. Any such agreement is subject to Review on request.

1. Loader Requirements
   a. Before loading food, the Loader must review the transportation specifications, and determine that the Vehicle or Transportation Equipment is in appropriate sanitary condition for transport of the food.
   b. Temperature Control: Before loading food that requires temperature control, the Loader must review the transportation specifications and verify that each refrigerated cold storage compartment or container is prepared for the transportation of food, including pre-cooling, if necessary.
2. Receiver Requirements. The Receiver must determine that the food was not subjected to significant temperature abuse during transportation. Best practices will apply to steps taken to ensure food is not subject to temperature abuse during transportation.
3. Carrier Requirements

   When the Carrier is responsible for sanitary conditions, the Carrier must:

   a. ensure that Vehicles and Transportation Equipment meet the Shipper's specifications.
   b. pre-cool each mechanically refrigerated cold storage compartment as specified by the Shipper.
   c. upon request by the Shipper or Receiver:
      i. demonstrate that the Carrier has maintained the Shipper specified temperature conditions during the Transportation Operation.
      ii. if a bulk vehicle is being offered for food transportation, provide information that identifies the previous cargo transported and, if requested, information that describes the most recent cleaning of the bulk vehicle.
   d. develop and implement written procedures to comply with the requirements of these Compliance Procedures and of the SFT Rule. The written procedures are subject to Review on request.

Master Cleaning Schedule
Food Safety Monthly Self Inspection

**Visual Inspection**

- Confirm tires are chocked; concave surface of the chock should face the dock to help keep the trailer against the dock.
- Check the outside of the trailer for cleanliness.
- Ensure the dock plate is in the proper position to allow the rear of the trailer to fit snugly against the dock.
- Check the dock levelers for cleanliness.
- Check the compartment doors and Insulated bulkheads are clean and not damaged.
- If you are loading Blue Bins for frozen product – a visual clean and safe condition is in good working condition.
- Inspect the inside of the trailer for hazardous conditions such as: broken flooring, floor drains are open, cuts/damage to the walls, and air bulkhead return is free of debris.
- The trailer floor is clean and free of debris and free of off-odors.
- Check the inside of trailer to see if washout as needed due to spilled or broken containers. (We only keep records of loads that require a wash out.)
- Using a flashlight, inspect the corners and base of trailer walls for rodent droppings and insects.
- Check for the presence of non-food items such as chemicals and petroleum.
- Ensure loading dock is free of debris, ice, snow, and accumulated water.
- Orders are merged, wrapped and sequenced on the trailer according to procedure.

**B. Loading Pre-Cooling/Temperature Control**

1. Before loading food determine whether the vehicle or transportation equipment is in appropriate sanitary condition for the transport of the food, and free of visible evidence that could cause the food to become unsafe during transportation.

   Before loading food that requires temperature control for safety, verify the shipping specifications and that each mechanically refrigerated cold storage compartment or container is adequately prepared for the transportation of such food.
2. Run unit 20 minutes in High speed and preform an Auto Pre-trip to confirm proper operation.
3. Verify Set-Point temperature to ensure it is set correctly. Standard of -10 frozen and 34 perishable (seasons may change settings).
4. Ensure correct selection of Continuous Run or Cycle- Sentry operating mode to prevent hot spots or top freezing.
5. Precool trailer/body to desired temperature.
6. Once trailer reaches set point turn unit "OFF" while loading to minimize inside and outside air exchange.

**7.** Staged perishable orders shall be loaded within two hours of the completion of order filling. Required product temperatures shall be maintained at all times. The Reefer temperature setting must be recorded on the driver's inspection report

**C. Order Audits**

Order quantities and pallet counts are verified prior to and during the loading process via targeted and random audits. Quality deficiencies are documented and tracked by independent internal auditors. Trailer inspections are documented and deficiencies recorded and corrected under the guidance of local management.

**D. <u>Loading (loaders)</u>**

1. Orders are loaded onto the trailer based on company procedure and routing protocol. If the route contains one transave, it must be loaded on the tail of the trailer. Plan to pick up the Dry Ice as close to the time it is needed as possible. It sublimates at 10%, or 5 to 10 pounds every 24 hours, whichever is greater. Carry it in a well-insulated container such as an ice chest.
2. If multiple transaves (containing freezer items) are loaded onto a trailer, each transave is loaded adjacent to the lowest stop number containing the perishable delivery to ensure proper product temperature is maintained.
3. Dry/refrigerated product must be securely wrapped.
4. Perishable product must be merged on top of the dry pallet and securely wrapped. Perishable labels must be placed on the outside facing of the product to assist customers in identifying the item as being refrigerated upon arrival at the customer premise.
5. Frozen product must be placed inside of a transave. The product must be protected (temperature) with dry ice, frozen gel packs, or product preservation material. If frozen product is shipped on a multi-temp trailer, the product must be stored within the frozen compartment and protected using a bulkhead or a retaining device.
6. Eggs and raw protein items must be located at the bottom of the pallet, or on a separate pallet to ensure any leakage will be segregated from contaminating any other product.
7. Chemicals must be palletized on the bottom of the pallet, or on a separate pallet.
8. Ensure the trailer is pre-cooled to desired loading temperature and the trailer refrigeration unit is in the off position before opening the door.
9. Ensure that when bulkheads are in use and they fit snug against the ceiling, floor, and sidewalls to maintain proper temperature.
10. Insure that that nothing is blocking the evaporator discharge outlet or return air inlet that could cause the trailer refrigeration unit to short cycle.
11. Chilled product is loaded with specified spacing between the load and the evaporator inlet and outlet, ceiling, sidewalls, floor and rear divider – manufacture recommends.

    a. Cargo is stowed with spacer of at least 3" between the load and the side walls
    b. Cargo is stowed 3" between the rear of the load and the divider bulkhead (multi-temp)
    c. Cargo is stowed at least 9" between the top of the load and the ceiling

12. Move product quickly and efficiently.

13. Close doors after the trailer is loaded or for any extended period of time in a delay of loading.
14. After the trailer is loaded start up the trailer refrigeration unit immediately and verify correct temperature settings and operational mode.

## Section C – Procedures

### 1.0. Frozen Handling

| | |
|---|---|
| 1. Description | • Frozen seafood that is to be consumed and cooked by the general public. |
| 2. Storage and Distribution | • Stored in -10 degrees Fahrenheit and shipped on trucks with frozen state maintained through all handling processes. |
| 3. Shelf Life | • The shelf life will be marked on the product in the form of an expiration date. |
| 4. Traceability | • Lot codes or packing dates are marked on case packaging and are traceable back to specific batches from the manufacturer. |
| 5. Hazards | • Potential for biological growth when product is allowed outside of the safe temperature range. |
| 6. Receiving | • Temperature reading will be taken on all inbound frozen seafood using an infrared thermometer or stick-probe.<br>  ○ Product outside acceptable ranges shall not be received into inventory.<br>• Product will be inspected for signs of thawing and re-freezing.<br>  ○ Thawed and re-frozen product will not be received into inventory. |

| | |
|---|---|
| | • Product shelf life will be inspected.<br>  ○ Expired product will not be received into inventory. |

| | |
|---|---|
| 7. Storage | • The freezer in which the product is stored will be inspected for ambient temperature and logged on a daily basis.<br>• All trailers in which frozen seafood will be shipped shall be pre-cooled to less than 15 degrees Fahrenheit prior to loading product.<br>• All trailers in which frozen seafood will be shipped will be inspected for cleanliness and signs of potential contamination prior to loading. |

TEMPERATURE MONITORNING
STANDARD OPERATING PROCEDURES (SOP)

## Attachment 7

**Pick-up at 'Load- At' location**
Reefer alarm history is researched before dispatch of any trailer. A trailer will not be dispatched if it has displayed one or more critical shutdown alarms in the previous 72 hours prior to dispatch, and does not have a record of corrective maintenance. Trailer is precooled to required temperature prior to arrival. Drivers document and confirm the set-points and actual temperature readings before opening trailer doors. Drivers inspect and take temperatures of freight if allowed on the loading dock. Drivers sign Bills of Lading (BOLs) as a receipt of goods. If not allowed to inspect the freight, the BOL should be signed either "Shipper Load and Count" if driver is not allowed on the dock, or "Said to Contain" if the driver can view but not inspect freight. Driver will confirm temperature requirements of the product.

**In-transit**
Product is placed in the correct compartment of the trailer if a dual temperature trailer is in use. The two compartments are separated by an insulated bulkhead. The temperature within the compartments is controlled by Carrier Transicold reefers and relayed via StarTrak telematics system to an internet-based platform CargoWatch (Orbcomm™). Temperature disparities and reefer operational issues are monitored by a temperature-monitoring sub-division of the OSD department using CargoWatch. Reefer alerts sent from Orbcomm are received by the temperature-monitoring division via e-mail. The division is in contact with dispatching Service Centers and drivers, and advises on remedial measures. Driver manually records temperatures at every stop and every two hours – whichever comes first. Carrier is responsible for, and expected to use padlock on all loads. GPS devices are installed on the truck and trailer to allow for real-time tracking of the load.

**Arrival at Service Center**
BOLs are checked to the manifest. The trailer may either be unloaded, or may be dropped in a fenced yard pending unloading. Temperature disparities and reefer operational issues continue to be monitored by the temperature-monitoring division. Trailers are also under surveillance by the local Service Center via CargoWatch.

**Receiving into Warehouse**
Inbound LTL freight is received by dock personnel to the dock, inspected and reconciled with bills of lading. Any discrepancies (shortages, damage, etc.) are documented and reported to shipper at the first opportunity. Bar-coding and RF scanning of all pallets creates a real-time chain of custody by recording date, time, and location, and the shipment is scanned either to storage (cooler or freezer), or for outbound dispatch. Time on the dock is kept to the minimal time required for check-in.
All Service Centers are outfitted with NIST calibrated, wireless cellular temperature sensors in the docks and warehouses that continually monitor and relay temperature readings to the "cloud". The sensors will send alerts directly to management and the temperature-monitoring division if the temperature readings deviate from preset limits.

**Storage at Service Center warehouse**
The sensors will send alerts directly to management and the temperature-monitoring division if the temperature readings deviate from preset limits, or if a temperature reporting cycle is missed. The warehouse/dock temperatures can be surveilled at any time by management personnel from the sensor cloud.

**Loading out of Service Center**
All trailers are precooled prior to loading. Outbound LTL freight is staged on the dock, checked and reconciled to manifest to ensure shipment integrity. Any discrepancies are documented and reported to Management. Freight is scanned to trailer. Time on the dock is kept to minimal time required for staging and correct loading.

**Delivery to consignee**

EXAMPLE

EXAMPLE

TEMPERATURE MONITORNING
STANDARD OPERATING PROCEDURES (SOP)

Driver records temperature set-point and reading immediately prior to opening trailer doors. The driver receives signed BOLs as delivery receipts. Any exceptions should be noted at that time. The Delivery Receipt should include date and time.

**Freight Transported**

As a less than truckload operation, irrespective of the stated temperature requirement on the bill of lading or load tender. Carrier only has liability for and responsibility to offer and maintain one of the following air temperature ranges:

A. Frozen: Air temperature set point -10F providing an air temp range of -10F to 31F while in transit.
B. Cooler: Air temperature set point 32F providing an air temp range of 32F to 38F while in transit.

LTL shipments (less than 10,000 lb) of food and food compatible products. All shipments are packaged and palletized, and must be able to travel in an LTL environment of temperature ranges:



EXAMPLE

**EXAMPLE**

**Attachment 8**

**LOT CHECK Procedure**

The following procedure is followed to complete a lot check:

- Lot check is performed twice a shift, once at the beginning of the shift and once in the middle, by a tech. The shop is open 24 hours a day, resulting in 3 shifts.
- The tech walks to each asset in the yard and notes the following on a lot check sheet
    - Location of the asset on our yard
    - Fuel level
    - Load type
    - Sealed or unsealed, the condition of the seal, and the seal number
    - Temperature of the load
    - Load is running or not
    - If the reefer has codes
- Each running loads temperature is checked by opening the trap door, located in the back of the trailer, placing a pulp thermometer inside or inserting it into the product, and shutting the trap door. The pulp thermometer is left in the trailer for approximately three minutes.
- Unsealed loads are opened and inspected to make sure the product is not damaged, hasn't been tampered with, and hasn't fallen. Sealed trailers are not opened.
- Any trailer with a broken seal or has codes it is reported immediately to the shift supervisor who then notifies dispatch.
- Once the tech has noted every asset on the yard on the lot check sheet, the sheet is turned in to the shift supervisor.
- The shift supervisor compares the lot check sheet to the information in Ditat. The supervisor makes sure the load is at the correct temperature, reefer has minimum of half a tank of fuel, if the load is running or off, the seal is still intact, and address any codes.
- Dispatch is contacted if the supervisor discovers any discrepancies.



**EXAMPLE**

# TIPS FOR AVOIDING OFF-TEMPERATURE LOADS

## . PRIOR TO LOAD1NG:

- Check fuel level for the trailer refrigeration unit (temperature control unit).
- Inspect cargo box inside and out for damaged skin and insulation.
- Inspect door seals, including vent doors, for condition and tight seal.
- Inspect air ducts (chutes) for damage.
- Remove debris from floor channels and floor drains
- Initiate pre-trip or unit self check on microprocessor controlled units.
- Pre-cool the cargo box to the recommended product temperature at least one hour before loading. Note desired cargo temperature on the manifest/bill of lading. Pre-cooling the trailer will verify the unit is operating properly and improve your ability to maintain proper temperature of cargo.
- Initiate a manual defrost to verify proper unit operation and to remove frost accumulated during pre-cooling. (Cargo box temperature must be approximately 35F or lower to initiate a manual defrost.)
- Check pulp temperature of product to be loaded. Any variance above or below temperature noted on manifest/bill of lading should be noted by the driver on the manifest/bill of lading. In some situations, product may have been loaded warm (directly from the field) without being pre-cooled by the shipper. The driver should be watchful and take note, informing his company dispatcher right away to determine what action should be taken.
- Watch the load being loaded onto trailer when possible, and monitor temperature readings of the refrigeration unit. Drivers should attempt to confirm the load count, according to manifest, and note any shortages.

## . DURING LOADING

- Stop the reefer unit during loading to minimize air exchange between the cargo box and outside air. The unit may be run with the doors open if the refrigerated compartment is backed into a refrigerated warehouse with tight door seals.
- If you are able, observe product loading to ensure sufficient air space over, under, around, and through the lad.
- Check the unit's return air inlets and discharge air outlets to be certain they are not blocked by cargo.
- Make sure the air space between product and moveable bulkheads (multi temperature units) is adequate.
- Ensure that adequate space is provided for air circulation between cargo and rear doors.
- All loads requiring refrigeration must have a pulp thermometer in the product and visible from the vent door.
- Be certain that cargo box doors close and lock securely and seals are put on before leaving the dock.
- Check the bill of lading for any temperature requirements for the lad. Check with dispatch for temperature setting. Know what temperature must be maintained and whether or not the shipper requires the load to be transported in stop-start mode or continuous mode on your refrigeration unit. This is critically important. Some loads have been rejected by the consignee and "off-condition" for being out of the required temperature range by a few degrees after being run in stop/start mode rather than continuous mode. The high costs associated with a rejected load will be many times the cost of any fuel savings.
- If the refrigeration unit was stopped, restart it is using the starting procedures and checks outlined in the unit operator's manual.

## I. ENROUTE INSPECTIONS

- Check the temperature and condition of the load regularly, every two hours. Do not rely on the temp gauge on the refer unit, use a pulp thermometer.
- Check the und set point when you stop to be certain no one has altered the setting.
- Watch for "short cycling" (frequent alternation between heat and cool modes). This is typically caused by improper loading that has restricted air flow near the unit's return and discharge air openings.
- Check refrigeration unit fuel supply.

- Look for any unusual refrigeration unit vibration or noise.

Attachment 10

**Record Retention Policy**

[company] will retain records of written procedures for a period of 12 months beyond when the agreements and procedures are in use in transportation operations.

Training records will also be retained for a period of 12 months beyond when the person identified in any such records stops performing the duties for which the training was provided.

Written agreements for any tasks assigned between the shipper and [company] will be retained for a periodof 12 months beyond the termination of the agreements by all parties.

These records will be available to duly authorized individuals when requested.

The records will be kept as original records, true copies (such as photocopies, pictures, scanned copies, or other accurate reproductions of the original records), or electronic records.

This policy has been reviewed and approved by

_____