

# Guidance for Loading of a Truck

Distribution space

<https://us001.blueworkslive.com/scr/processes/20000559d2966fd>

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## 1. Loading a Truck

1.1. Boxes used for delivery of health commodities shall be clean and provide adequate protection to the commodities.

1.2. Ensure that the truck appears to be in proper working order, with no visible damage that would impact its ability to operate properly.

1.3. The interior of vehicles and containers shall remain clean and dry whilst in transit.

1.4. Ensure the truck is appropriate for type of product being transported.

1.5. Sufficient security shall be provided by the vehicle and driver to prevent theft, misappropriation, and unauthorized access to products being transported.

1.6. Ensure the size of the truck is appropriate for volume of commodities being shipped. In order to prevent being over charged, PSM staff should be present at loading to ensure the size truck being used is what is actually needed for the volumes being transported.

1.7. Ensure trucks are loaded in a manner that cargo is stable and limits the possibility of shifting during transport. Necessary materials should be used to secure the cargo to prevent movement and subsequent damage to the cargo.

1.8. Ensure there is an agreed upon POD form used by the warehouse and transporter that meets the needs of PSM, and is filled out completely. Check to make sure all information listed is correct.

Loading a Truck

1.9. Security seal is used and the identification number is recorded on the POD

1.10. Pharmaceutical products in transit must be accompanied by the appropriate documentation

1.11. Damage to containers and any other event or problem which occurs during transit must be recorded, reported and investigated.