

ARTISAN LABS	Incoming/Outgoing Truck Inspection SOP-006.3	Issued By/Date: <i>W Howard</i> 220809
		Approved By/Date: <i>Michael Boyd</i> 220809

1. Purpose:

To ensure the proper handling of products and ingredients received by Artisan Labs warehouse personnel.

2. Scope:

This procedure applies to all personnel that handle any materials received by truck into the warehouse.

3. Person(s) Responsible:

Warehouse personnel, Production Lead, QC

4. Materials needed:

Pallet Jack, Forklift

5. Associated Documents:

SOP-006.3-1A Truck inspection Checklist, SOP-003.4-2D Truck inspection Job Breakdown, SOP-003.4-2D Assigning Bin Location Job Breakdown

6. Procedure:

A. Receiving Preparation

- a. Before receiving any material, ensure that the truck dock leveler is docked properly. You may need to assist the driver in docking the trailer.
- b. Chock trailer tires after the truck is docked. (This is the responsibility of the receiver, not the driver.)
- c. Ensure the trailer is properly secured to the dock leveler by pulling hard on the back left finger ring of the leveler.
- d. Ensure the leaf of the leveler pops completely out. Walk forward onto the leveler to lower the trailer floor.

B. Truck Inspection

- a. After the trailer is open, inspect the truck using SOP-006.3-1A Truck Inspection Checklist.
- b. Use an approved pallet jack to retrieve the pallets assigned to Artisan Labs from the trailer.
- c. If a trailer is rated for forklift traffic, you may use an approved forklift to enter the trailer. The driver should know the weight capacity of the trailer.
- d. An approved Artisan Labs Forklift Certification is required for the forklift operation.

C. Pallet Receiving and Inspection

- a. Before putting the pallet into quarantine bins, inspect the pallet for damage, check the shrink wrap for breakage or tampering evidence, check for cleanliness of wrapping. If a pallet is in a crate, check for damage to the crate, missing screws or nails and overall cleanliness. Refer to SOP-006.3-1A Truck Inspection Checklist.
- b. Carefully move the pallet, either by pallet jack or forklift (if applicable) to the designated quarantine bin location as marked by purple quarantine labels.

- i. Pallets containing packing material such as corrugated boxes, foam, chipboard or spacers can be checked in without quarantine or QC approval.

D. Receiving Materials in Data Ninja

- a. Once the pallets are safely secured in the designated quarantine bin location they are to be entered into the DataNinja by approved users. If you are not approved to use DataNinja, please alert a member of Management.
- b. Upon QC approval, pallets in quarantine are to be physically and systematically moved from the quarantine areas to an available "approved" bin location.

Document history	
Version No.	Reason for change
01	New document