

	Standard Operating Procedure	SOP Number E-901	Revision 11
	Shipping and Receiving Transport Inspection	Effective Date 08/20/25	Page Page 1 of 6
Written by/ Date <i>[Signature]</i> / 08-08-25	Reviewed by/ Date <i>[Signature]</i> 8-11-25	Approved by/ Date <i>[Signature]</i>	
Title: Warehouse Manager	Title: Chief Operating Officer	Title: Quality Assurance Director	

08/11/25

1.0 Purpose

The purpose of this procedure is to outline the responsibility of warehouse personnel in relation to the inspection of transport vehicles while shipping and receiving.

2.0 Scope

This procedure applies to any employee involved in the loading or unloading of transport vehicles.

3.0 Responsibility

- 3.1 It is the responsibility of any Warehouse employee that loads or unloads transport vehicles to follow this procedure, including internal transportation trailers.
- 3.2 It is the responsibility of the department supervisor/manager to implement this procedure and to ensure that the procedure is being followed.

4.0 Definitions

- 4.1 PO – Purchase Order
- 4.2 PQV – Process Quality Verification

5.0 References

- 5.1 E-901-F1, Form, Trailer Inspection Log
- 5.2 E-901-F2, Form, Driver Sign In/Out Log

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- 5.3 E-401, SOP, Refrigerator Unit Requirements
- 5.4 E-204, SOP, Receiving Process for Raw Materials and Packaging Components
- 5.5 A-106, SOP, Documentation Guidelines for cGMP Records
- 5.6 C-501, SOP, Document Control
- 5.7 C-502, SOP, Record Storage, Retention, and Destruction

6.0 Procedure

Note: Only warehouse personnel are to load and unload shipments from transport vehicles.

- 6.1 When a new transport vehicle arrives at the dock:
 - 6.1.1 Greet the driver and exchange paperwork.
 - 6.1.2 Retrieve the license of the driver picking up and make a photo copy of his drivers license. This is to stay on file along with all other shipping documentation
 - 6.1.3 Have the driver enter the following information onto Form E-901-F2 Driver Sign In/Out Log:
 - 6.1.3.1 Date
 - 6.1.3.2 Arrival Time
 - 6.1.3.3 Driver Name
 - 6.1.3.4 Carrier Name
 - 6.1.3.5 Trailer Number
 - 6.1.3.6 Departure Time (when all loading/unloading has been completed and

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driver is ready to leave)

- 6.1.3.7 Once all entries have been made by the driver, a warehouse employee must review for completeness and initial the row.
- 6.1.4 Have the driver of the transport vehicle open the trailer. If there is a seal, break the seal first and log the seal number onto form E-901-F1 Trailer Inspection Log.
- 6.1.5 When applicable, confirm from the driver that the air brakes are locked and/or the wheel chocks are in place.
- 6.1.6 Ensure that the trailer is in place prior to loading or unloading shipments.
- 6.1.7 Ensure that dock lights are in good working order and are utilized while inspecting the transport vehicle's trailer.
- 6.1.8 Inspect the transport vehicle's trailer:
 - 6.1.8.1 Inspect the frame and body for damage and unseemly repairs.
 - 6.1.8.2 Inspect for signs of open materials, spillage on the floor, and unusual/hazardous odor.
 - 6.1.8.3 Inspect the overall cleanliness of the trailer.
 - 6.1.8.4 Inspect the trailer floor for holes and rotten/split wood.
 - 6.1.8.5 Inspect for evidence of pests.
 - 6.1.8.6 For offloading incoming receiving trailers, ensure the load arrived secured an intact (straps, tie downs, etc.). For outbound shipments that are to be distributed by Ion Nutritional Labs, ensure that the pallets to be loaded are securely wrapped, partial pallets are loaded on tail end of trailer, and load bars and/or straps are utilized when applicable.

Depending on dimensions and weight, some pallets may require additional wrap for stability.

6.1.8.7 Inspect temperature storage conditions and record temperature probe asset number, if applicable. Refer to SOP E-204 Receiving Process for Raw Materials.

6.1.8.8 Record inspection on form E-901-F1 Trailer Inspection Log.

6.1.8.8.1 Log must contain, at a minimum, the following:

- Date
- Transportation Company
- Frame/Body Damage
- Open Material/Spills/Odor
- Overall Cleanliness
- Floor Holes/Rotten Wood
- Pests
- Secured Load
- Manager Contacted (if needed)
- Inbound or Outbound Load
- P.O
- Temperature and temperature probe asset number (if applicable)

- Seal number (if applicable)
- Initials of person performing the inspection and date

6.1.8.8.2 If additional space is needed to record the necessary information of the shipment, utilize the Notes page of form E-901-F1 Trailer Inspection Log. Record the page and line number from the trailer inspection log page that the note is being made for. The space available on the log should refer to the Notes page for information.

Example: Page 3, Line 7, record of multiple purchase orders received.

6.1.8.8.3 A PQV check must be performed for each completed logbook page as outlined in SOP A-106 Documentation Guidelines for cGMP Records.

6.1.8.8.4 If the trailer appears to have any of the negative conditions listed, contact management for a decision to use the trailer/contents.

6.1.8.8.5 For internal transfer between facilities using the company owned tractor and trailers follow steps 6.1.3 through 6.1.7.8.1 and follow form E-901-F1 Trailer Inspection Log.

6.1.9 A PQV check must be performed for each completed page of form E-901-F1 Trailer Inspection Log and form E-901-F2 Driver Sign In-Out Log as outlined in SOP A-106 Documentation Guidelines for cGMP Records.

6.1.10 All documentation will be distributed and maintained as outlined in SOP C-501 Document Control and SOP C-502 Record Storage, Retention, and Destruction.

7.0 Revision History

CCR #

Revision	Date	Description of Changes	CCR #	By
1	New		13-680	L. Titolo
2	03/07/14	Addition of trailer inspection form; updated format	14-0193	
3	09/06/16	Biennial review: Removed steps 6.1.5.6, 6.1.5.8, 6.1.5.9.1.9, and 6.1.5.9.1.10. Revised form.	16-0792	W. Asbell
4	04/18/17	Added requirements for the use of dock lights when performing trailer inspections. Added requirements for the logging of driver information. Added form E-901-F2.	17-0427	
5	06/09/17	Added required inspection for odor.	17-0665	S. Millar
6	09/29/20	Yearly Review. No changes needed.	CC-20-0692	J. Murphy
7	08/11/21	Added PO and temperature verification.	CC-21-0230	J. Murphy
8	11/22/22	Added transfer of materials between sites to the trailer inspection process.	CC-22-0445	J. Murphy
9	02/21/23	Add procedure for using notes page on form E-901-F1. Add reference to SOP A-106 and C-502. Revise form E-901-F1 to add temperature probe asset number and a notes page for additional information. Add PQV check. Revise form E-901-F2 to add a PQV check.	CC-23-0084	J. Murphy
10	11/11/23	Add additional document control requirements. Add additional steps to enhance shipment security.	CC-23-0554	J. Murphy
11	08/04/25	Photo copies of carrier drivers licenses to be made and kept on file by shipping department for added security measures. Updated company logo on SOP and Forms.	CC-25-0312	J. Murphy

S. Grimes

K. Burris