



Transloading Freight From Dry Van to Dry Van

Standard Operating Procedure (SOP).

OBJECTIVE

To ensure a systematic, safe, and efficient process for transloading freight between dry vans, minimizing cargo damage, and ensuring compliance with all relevant regulations and standards.

Our transloading services are carried out at our new, state-of-the-art facility in Laredo, TX, spanning 4 acres with 43,000 ft² of warehouse space.

Equipped with 17 loading docks, advanced ventilation, 24/7 HD surveillance, and controlled access, the facility ensures secure and efficient operations. With parking for 60 trailers, high-speed Wi-Fi, and cloud-based inventory management, we offer fully automated transloading services.

Our trained staff ensures the safe handling of totes, pallets, and sacks.

**NEW
DISTRIBUTION
CENTER IN LAREDO, TX**



1. Pre-Arrival Preparation:

Step 1.1: Confirm load details:

- Verify origin and destination.
- Confirm cargo type, weights, and dimensions.

Step 1.2: Conduct a preliminary review:

- Identify material type (e.g., general, food, hazmat).
- Determine required unloading equipment (e.g., forks, clamps, paper roll clamps).
- Verify storage conditions (e.g., floor unloading requirements).

Step 1.3: Ensure all documentation is accurate and complete:

- Bills of lading (BOL).
- Packing lists.
- Customs forms and any other necessary paperwork.

Step 1.4: If the trailer arrives empty and without seals, inspect:

- Check for cleanliness and any structural issues.
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2. Receiving and Inspection of Goods:

Step 2.1: Inspect the condition of the loaded dry van trailer upon arrival:

- Check for external damage (e.g., dents, holes, leaks).

Step 2.2: Verify seal integrity and match it with the documentation.



Step 2.3: Open the trailer and document the condition of the goods with photographs.

Step 2.4: Inspect cargo for visible damage:

- Look for scratches, dents, missing pallets, or torn packaging.

Step 2.5: Record any damages or discrepancy

- Notify the carrier & stakeholders immediately

**Freight
photo
documentation**



3. Unloading and Sorting Cargo:

Step 3.1: Use appropriate equipment based on the commodity and the type of material it consists of:

- Employ forklifts, clamps, or other tools to avoid cargo damage.

Step 3.2: If deconsolidation is required:

- Separate goods according to shipping instructions.

Step 3.3: Prioritize special handling for high-value, fragile, temperature-sensitive items, and commodities prone to damage (e.g., paper).

- For paper and similar commodities:
Use protective covers or tarps to shield against moisture or dirt.
Ensure proper stacking to prevent crushing or bending.
Avoid direct contact with equipment edges by using cushioning materials like foam or cardboard.
Minimize handling to reduce the risk of tearing or abrasions.



4. Repackaging and Consolidation (if required):

Step 4.1: Repack goods if necessary:

- Use suitable materials such as bubble wrap, shrink wrap, or padded boxes.

Step 4.2: Label items clearly to ensure proper identification.

Step 4.3: Palletize and stack goods to prevent shifting during transport.



5. Preparing the Next Dry Van for Loading:

Step 5.1: Inspect the empty dry van trailer:

- Check for cleanliness and any structural issues that could cause damage during loading or transit.

Step 5.2: Select an undamaged dry van for the next load.



Step 5.3: Distribute cargo evenly to prevent overloading or shifting.

Step 5.4: Secure the cargo appropriately:

- Use straps, load bars, pallet stabilizers, if needed.

Step 5.5: Employ protective materials (e.g., cardboard, foam, air bags) for fragile, high-value goods, or commodities prone to damage.

Step 5.6: Ensure all cargo is labeled, tagged, and documented as required.



6. Final Inspection and Documentation:

Step 6.1: Conduct a final inspection of the loaded dry van:

- Confirm goods are secure and undamaged.

Step 6.2: Verify for any missing items or loose cargo.

Step 6.3: Document the load with photographs.

Step 6.4: Ensure all paperwork (BOL, tracking numbers, packaging lists) is accurate and attached.

Step 6.5: Confirm cargo labeling matches the load requirements.

7. Dispatch and Tracking:

Step 7.1: Update the tracking system with the latest load status.

Step 7.2: Notify carriers and stakeholders that the load is ready for transit.

Step 7.3: Monitor the load in transit to ensure timely and secure delivery.

8. Post-Delivery Review and Quality Control:

Step 8.1: Inspect the cargo upon arrival at the destination:

- Confirm no damage has occurred during transit.s.

Step 8.2: Address any claims for damages immediately:

- Document all findings and notify relevant parties.

Step 8.3: Review the transloading process:

- Identify areas for improvement to optimize future operations.
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**We handle:
+4000 Transloading
operations per yer**

SAFETY AND COMPLIANCE NOTES:

- Follow all relevant regulations and safety standards during the transloading process. Ensure team members are trained in handling equipment and material types. Maintain a clean and organized workspace to minimize risks.