



Appendix 1: Truck/trailer checklist

Criteria for checking the condition of a truck/trailer:

Doors:

- Doors, gaskets and locks are to be in a proper working condition, 100% watertight and allowing the cargo space to be completely closed off.

Walls & roof:

- The walls and roof of the transport unit must be in good and sound condition, 100% watertight, even and free from any protruding objects.
- The trailer's headboard must be smooth and even.
- For curtain side trailers, the opening and closing function of the tarpaulin must be in proper working condition and with no damage in the tarpaulin.

Floor:

- The floor must be completely dry, watertight, clean and smooth (no nails, stains, bolts, dust, remains of previous cargo, wood chips, other protruding objects, etc.)
- Broken, cracked, missing or non-functional lashing rings are not accepted.

Odour:

The truck/trailer must be without any odour. Occasionally previous cargo can leave strong odour inside the truck/trailer, which can easily adhere to and harm the cargo, e.g. tea, rubber, perfumes, leather, spices, fish and chemicals.

Infestation/pest control:

The container must be free from any animals or infestations, dead or alive.

Cargo securing materials:

Stora Enso approved lashing and securing materials are to be used to secure the cargo. Please see Stora Enso Cargo Handling and Securing Manual for details.

Truck/Trailer checklist

Licence plate number truck/trailer: _____
 Transport company / haulier: _____
 Transport reference number: _____
 Mill/business unit: _____
 Country of destination: _____
 Type of cargo: _____
 Type of trailer: _____
 Type of floor: _____

Items checked:		Cargo securing material			
Trailer	Condition OK?	Approved edge protectors	Required?	Available?	if required: Condition OK?
DOOR	<input type="checkbox"/>	Lashing bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIDE	Side panel / curtain headboard	Ratchet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Anti-slip mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROOF	Roof panel / curtain	Chocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLOOR	Surfaces	Chains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Chain links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Lashing joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ODOUR	Odour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Remarks: _____

Photographed: Inspection performed by: _____
 Date: _____
 Location: _____