

Picking up Goods

The goods must be:

- Clearly labelled
- Nature of the goods
- Weight
- Whether or not dangerous
- Clearly addressed
- Consignment notes completed accurately
- Pallet information is shown on consignment note
- Print your name and any other required ID and sign

Driver is to check that there is a consignment note.

Consignment Note:

Document prepared by a consignor and countersigned by the carrier as proof of receipt of consignment for delivery at the destination. Used as an alternative to a bill of lading (especially in inland transport), it is generally neither a contract of carriage nor a negotiable instrument.

There may be multiple versions of the document, for example:

- Office copy
- Sender's copy
- Driver's copy
- Receiver's copy

The driver's and receiver's copies are attached to the load manifest and signed copies are to be returned to the depot. ***Must show date for pickup and delivery***

Dangerous Goods

The consignment notes should have panel for declaring dangerous goods.

If there are dangerous goods, they must be clearly labelled showing the dangerous goods classification. Must also show emergency telephone contact name and number. Also, must receive emergency procedure guides (if not provided, ask for one). If not provided, check HB76 and mark the appropriate guide number on consignment note or attached shipping documents and keep with the initial emergency response guidebook until return to depot.

Mixed dangerous goods that are not compatible must not be picked up – **ring for instructions.**

The consignor, the prime contractor and the driver must all ensure that documentation is carried on the truck.