Shipping and Receiving Procedures

Purpose and Scope

This document will provide guidance to security shipping and receiving requirements. Plant Security will implement these procedures.

Guidelines

1. Drivers must provide a shipper package to Security personnel at the appropriate gate to make deliveries or depart from the Plant.

2. Correct shipping papers must be presented in an orderly fashion for access to or from the premises.

3. If the shipping papers are in order, security personnel will release the driver. If the shipping papers are not in order, the vehicle must be returned to the shipping dock for corrections.

Responsibilities

1. Security will perform unscheduled spot checks. If any discrepancies exist, a report of the incident will be made to the Security Shift Supervisor.

2. The Security Shift Supervisor may conduct a fluctuating inspection schedule.