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Execution of the Loading

- Drive to the agreed loading place.
- Prepare the vehicle for loading and support the procedure if necessary.

Before loading, check the shipment and packages for completeness, correctness and intactness by means of the assignment and **Freight Documents**.
- Generally, the loading will be executed by the consignor. Assist the unloading only upon request.

A manual loading by the driver or similar activities must be agreed by **Freight Documents** and need to be documented on the freight papers.
- **Important:** Check the conformance of the loading with your assignment.

You are responsible for the final checking of the loaded goods . Futhermore you have to check the freight structure as well as the **freight documents**. Clarify **deviations** directly on site or at latest before depature via telephone with **inTime**.
- Press _____ after the take-over of the shipment and finished **load securing**.

Finished loading means that you take-over the complete, correct abd undamaged shipment as well as the **freight documents**. Furthermore you have to check the **load securing** in accordance with legal requirements. Note that you are responsible for incorrect information.

FAQ

- **What should I do if the goods are damaged?**

Deviation

The following problems are examples of deviations:

- Delay in the planned arrival times (e.g. based on a previous **Incident**)
- Discrepancy between the ordered and the actual freight - e.g.:
 - Quantity: more / less Collo
 - Weight: higher / lower freight weight
 - Packaging: one-way pallet instead of a carton
- Damage

Important: *(valid for all mentioned and further deviations)*

Always inform **inTime** about all deviations by telephone (and wait for further instructions of the inTime employer before starting).

Freight structure deviations:

- Documentation via the Driver App (written + photo of the **Freight documents**)

Damages:

- Documentation via the Driver App (written + photo via Chat)

Freight documents

Hints to necessary information on the freight papers:

- Check the order, the freight papers and the freight after loading at the latest. They need to be in accordance.
- Consider also the information in the order regarding special requirements on the freight / the papers (e.g. "Frachtzahlerbeleg", order, etc.).
- If the consignor didn't provide transport papers, please prepare your own (with signature of the consignor) - with prior consultation of **inTime**.

Loading security

While loading, please pay attention to the following:

- load distribution on the vehicle
- weight of the freight
- dimensions, measurements, quantity and stability of the freight
- condition of the loading area (clean and oil-free)
- other

In case of problems: Call **inTime** immediately.

Ensure that you have enough loading security equipment with you. At least:

- tension belts
- anti-slip mats
- covers for belts

Reasons for a correct loading security:

- Minimization of personal liability risk by following the laws and official requirements.
- Prevention of **deviations**, **incidents**, damages and other.
- Risk minimization for you and others on the roads.

What should I do if the goods are damaged?

inTime has to be informed immediately. Use the **Messenger** to take photos of the damaged goods. Wait for further instructions of **inTime**.