	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

1. **Scope** - AGCO Warehouse outbound loading instructions, including patterns for loading pallets onto trailers.
 - For loading for Direct Truck Transfer loads, see AGCO-WH-TK-ESOP-0007 Take Away DTT.

2. **Purpose** – Provide guidelines for how Warehouse Operators should load outbound trucks.


3. **References** –
 - Outbound Delivery Packet created per Setting Up a Load - Create Outbound Delivery Packet AGCO-WH-SOP-0025.PDF
 - Job Aid – Rail Loading Patterns
 - Job Aid – Trailer Loading Patterns

4. **Safety Considerations / Requirements** - Always follow safety guidelines & wear required PPE.

<input type="checkbox"/> Hazardous Materials <input type="checkbox"/> CO2/Gas Exposure <input type="checkbox"/> Glass Exposure <input type="checkbox"/> Special Safety Equipment Required	<input type="checkbox"/> Confined Space Permit Required <input type="checkbox"/> Lockout Tagout Procedures Required <input type="checkbox"/> Substance Containment Procedure Required <input checked="" type="checkbox"/> Other: <ul style="list-style-type: none"> • Be aware of pedestrians / contractors / forklift operators. • Before entering any trailer, make sure either a wheel chock or jack stand is present & trailer is locked in. • Stranger Danger – be aware of truck drivers entering if doors are not closed properly. • Always use dome mirrors & horns when operating a forklift.
--	---

5. **Additional Personal Protective Equipment (PPE) Requirements** - Assumes Safety Glasses, Safety Shoes, Bump Cap & Hearing Protection are worn in required areas & locations.

<input type="checkbox"/> Chemical Suit/Apron & Coat <input type="checkbox"/> Chemical Gloves <input type="checkbox"/> Cut Resistant Gloves <input type="checkbox"/> Rubber Boots <input type="checkbox"/> Other:	<input type="checkbox"/> Face Shield <input type="checkbox"/> Goggles <input type="checkbox"/> Dust Mask <input type="checkbox"/> Arm Guards
--	---

	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

6. Equipment and Materials –

- Forklift (Long Fork)
- Forklift Computer (VM1) & Scanner
- Radio
- Clipboard & pencil (if possible)

7. Food Safety Risks and Requirements – N/A

8. Quality Considerations –


- Monitor Processes throughout to ensure no cross-contamination of product.
- Ensure finished goods are labeled & palletized properly.
- Ensure finished goods are not damaged when loading into outbound trailers.

9. Environmental – N/A

10. Applicable Job Title – Warehouse Operator (Dock)

11. Terminology and Acronyms –

Terminology	Meaning
BOL = Bill of Lading	Legal document issued by a carrier to a shipper that details type, quantity, & destination of goods being carried. Also serves as a receipt when carrier delivers goods to destination.
Shuttle / TLR	Trailers that are being used to transfer finished goods between Main Warehouse & South Warehouse.
Bin-to-Bin	SAP warehouse transaction that systematically transfers finished goods from a trailer or storage bin location to another.
STA/STO	A trailer transfer of finished goods from/to a third-party vendor or affiliate.
PGI = Post Goods Issue	A process whereby inventory on a load is removed from AGCO inventory & one or more BOLs are created. This marks the beginning of the billing process.
Live Load	When driver stays with trailer throughout loading/unloading of finished goods.
Drop Load	Carrier trailer that will be assigned a load to be ready at a certain time is left at door or at yard & is picked up later.
FG	Finished goods
OOC = Out of Code	Beyond expiration date for when product should be consumed.


	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

Terminology	Meaning
FIFO = First In First Out	<p>Inventory management method whereby the goods stored first are the first to be distributed. Certain items are dispatched before others because their expiration date is closest or because they're more likely to become obsolete (Out of Code or OOC).</p> <p>The FIFO method is commonly used in warehouses with perishable products or with materials that may deteriorate if stored for a long time. This logistics strategy contributes to sound inventory management, avoiding losses and cost overruns caused by the deterioration of merchandise. (Reference: FIFO method in inventory management - Mecalux.com)</p>
DTT = Direct Truck Transfer	SAP transaction that allows finished goods to be loaded onto a trailer then closed, billed, & assigned an STA # automatically. Used for internal transfers to DHL or other AGCO affiliates.
AGCO = A Great Company	NA
PC = Personal Computer	NA

12. Special Notes – N/A

13. Table of Contents

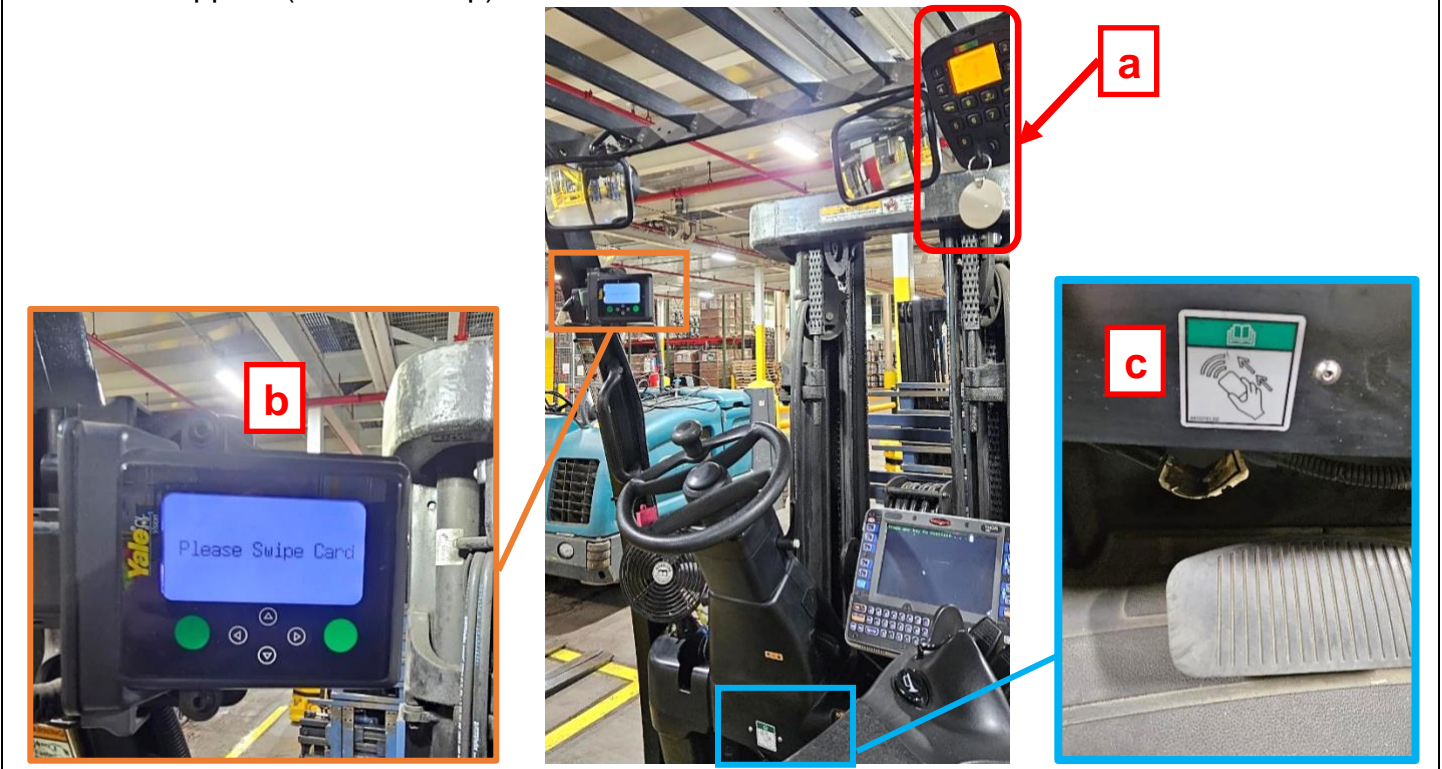
- 1. Preparing for Assignment..... 4
- 2. Preparing Trailer for Loading 5
- 3. Picking & Scanning Materials for Load..... 8
- 4. Loading Process & Loading Patterns 11


	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

14. Procedure -

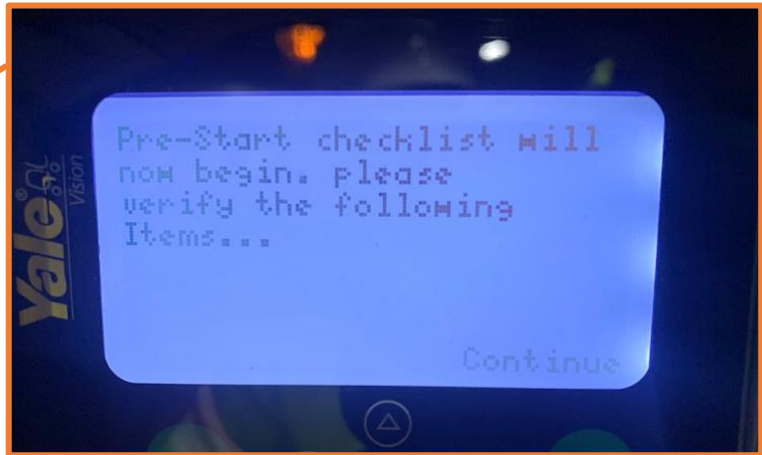
STEPS	Image and/or Additional Information
Preparing for Assignment	

1. Receive loader assignment from Lead at shift startup then continue to Forklift Charging Area to retrieve a forklift.
2. Do the following to “badge into” forklift:
 - a. Turn forklift on.
 - b. Yale Vision screen tells you to “Please swipe card”. An alarm will sound & you will have a designated time to complete Step c.
 - c. Place your ID badge near sensor at bottom of steering column, then forklift safety checklist will appear (see next step).



	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

3. Conduct Forklift Safety Checklist on Yale forklift screen. **Escalate to Lead if forklift fails.**



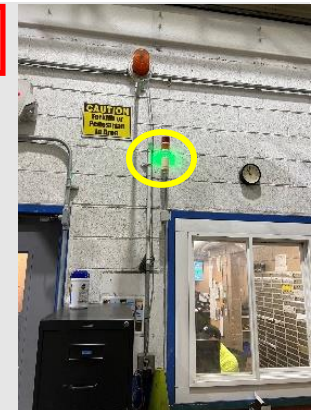
Preparing Trailer for Loading

1. Check color of light-signal in front of Dispatch office.
 - a. If **green light**, collect load information.
 - b. If **red light**, **escalate to Lead** for a temporary task assignment until a load is available

a



b



Outbound Loading and Patterns

Owner: T. Guire

AGCO-WH-LU-ESOP-0001

Approved by: B. Aman

Rev: 2

Rev. Date: 06/29/2023

2. Start Paperwork:

Use time stamp machine to add [Begin] date & time to Outbound Delivery Packet



APPOINTMENT TIME: 10:00	INBOUND OR OUTBOUND	DROP OR LIVE
DOOR: K-18	COMMENTS:	
CARRIER: Potters	141168	
TRAILER: 3V554		
TRAILER CONDITION: (CIRCLE YES OR NO)		
1. IS TRAILER FREE OF DEBRIS?	YES	NO
2. IS TRAILER FREE OF ODOR?	YES	NO
3. IS TRAILER FREE FROM DAMAGE?	YES	NO
4. IS TRAILER FREE OF RODENTS OR INSECTS?	YES	NO
5. IS TRAILER EMPTY AT START OF LOADING?	YES	NO
NAME (PRINT): _____	DATE: _____	
NAME (SIGN): _____	CARRIER/TRAILER: _____	

TIME STAMP

BEGIN: _____


END: _____

3. Return to forklift & do following at assigned dock door:

- a. Open dock door.
- b. Verify truck number.
- c. Lock trailer in place & raise dock plate.
 - If it is locked correctly, 6 inward-facing arrows will appear green on Dok Commander.
 - Some Dok Commanders will also show a photo of the lock in place.

NOTE: If trailer does not lock correctly, 6 outward-facing arrows will appear red. Escalate to Dispatch or Lead immediately. If trailer does not match with trailer identified in Outbound Delivery Packet, notify Dispatch.



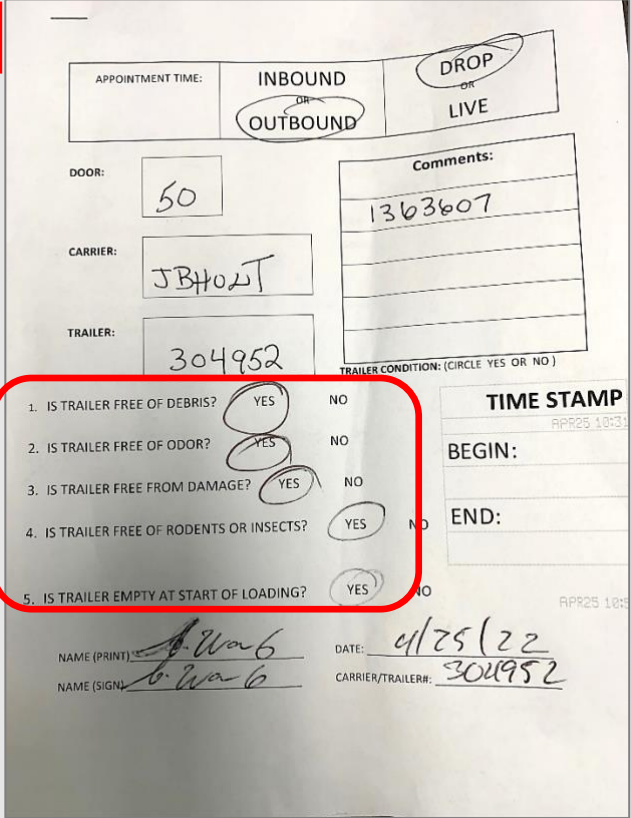
	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

4. Trailer Inspection:

- a. Inspect for all 5 items & record your findings
- b. Remove any debris found inside trailer.
- c. Escalate to Lead if you find any issues.

NOTE: If there are an excessive amount of load bars and/or straps, contact Dispatch or a Lead to have truck driver remove them.

a



APPOINTMENT TIME: INBOUND OR OUTBOUND DROP OR LIVE

DOOR: 50

CARRIER: JBH02T

TRAILER: 304952

Comments: 1363607

TRAILER CONDITION: (CIRCLE YES OR NO)

1. IS TRAILER FREE OF DEBRIS? YES NO
2. IS TRAILER FREE OF ODOR? YES NO
3. IS TRAILER FREE FROM DAMAGE? YES NO
4. IS TRAILER FREE OF RODENTS OR INSECTS? YES NO
5. IS TRAILER EMPTY AT START OF LOADING? YES NO

TIME STAMP: APR25 10:31

BEGIN:

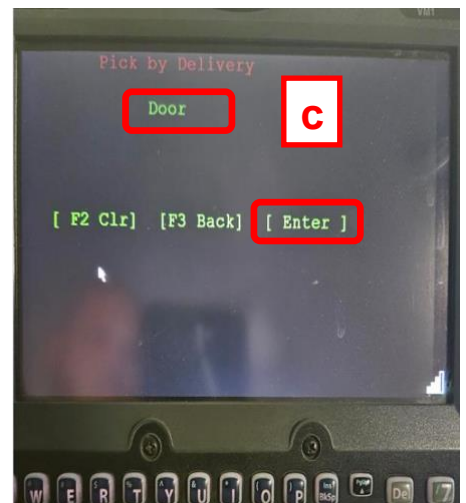
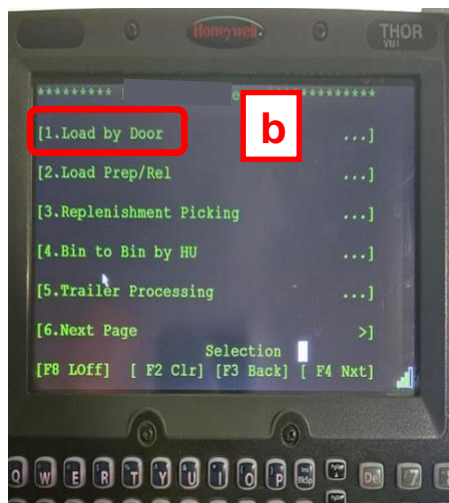
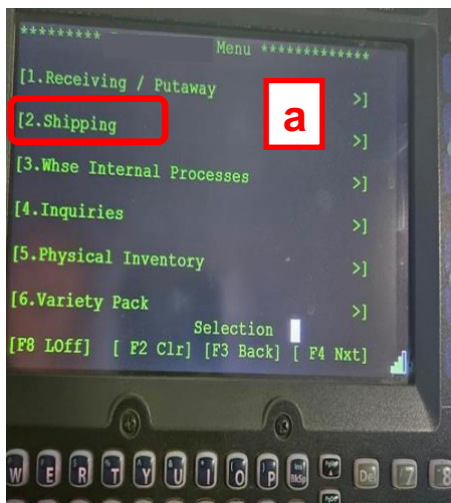
END:

NAME (PRINT): A. Waub DATE: 4/25/22

NAME (SIGN): A. Waub CARRIER/TRAILER#: 304952

5. Navigate to Main Menu screen on VM1 monitor, then:

- a. Select [2. Shipping]
- b. Select [1. Load by Door]
- c. Type number of Dock [Door], then press [Enter] key



Outbound Loading and Patterns

Owner: T. Guire

AGCO-WH-LU-ESOP-0001

Approved by: B. Aman

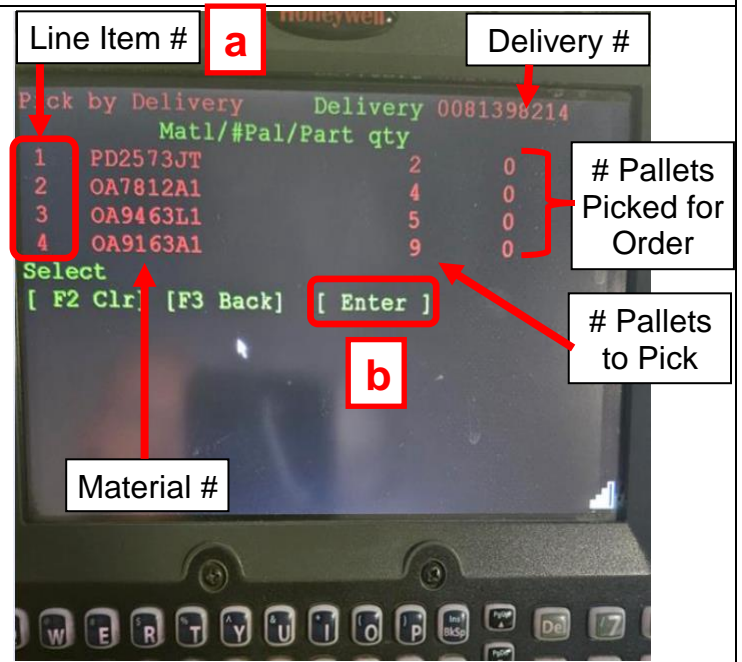
Rev: 2

Rev. Date: 06/29/2023

Picking & Scanning Materials for Load

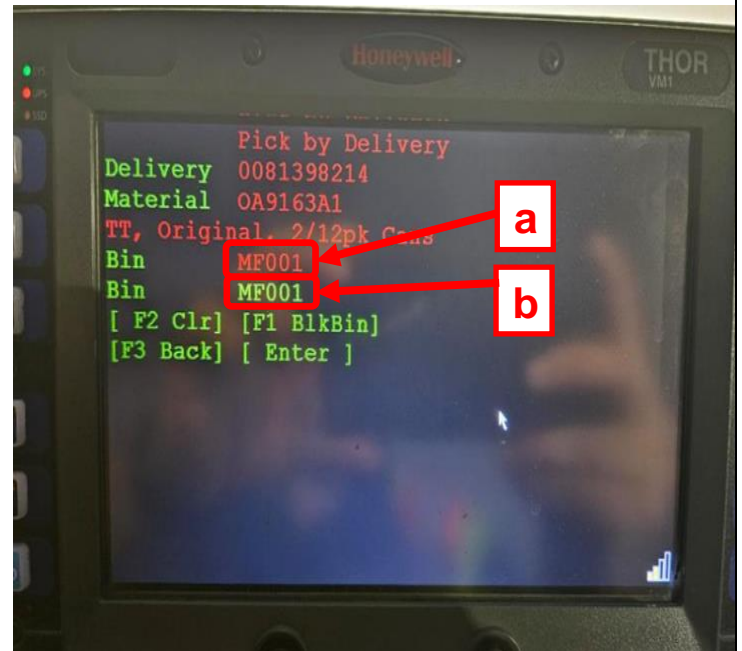
1. On Loading screen:


- a. Verify that [Delivery #] on this screen matches [Delivery #] on paperwork.
- b. Enter [Line Item #] for material you want to load
 - For example, "4" if you want to load Material # OA9163A1.
- c. Press [Enter] key



2. On Bin Selection screen:

- a. View SAP's **proposed bin**
 - This is based on FIFO.
 - DO NOT bypass or skip oldest product even if it is at South Warehouse. Reach out to Lead. FIFO needs to be followed in order to not have product go OOC.
- b. Bottom line – **bin confirmation** – will be auto-filled. If bin desired, press [Enter]
 - If more than one bin is available to pick, option [F7 Skip Bin] will appear.
 - If selecting another bin, press [F7 Skip Bin], repeat process with next proposed bin until bin is satisfactory.

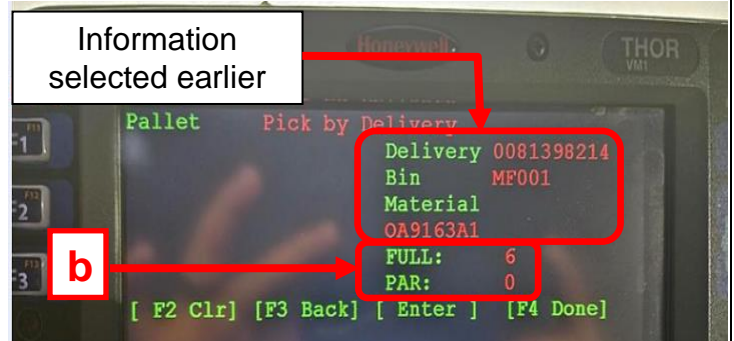


	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

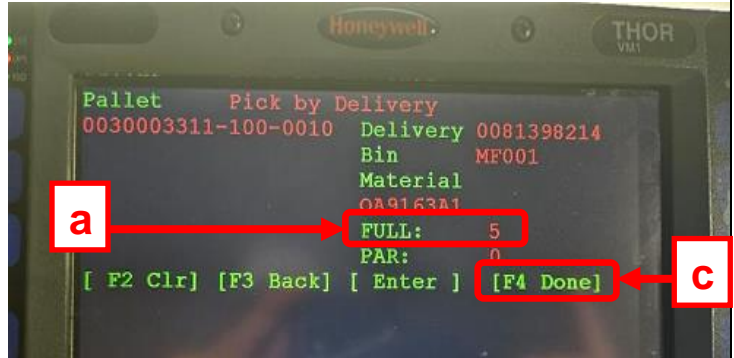
3. Do following:
 - a. Drive to destination bin.
 - b. Safely down-stack pallets to ground.
 - c. Ensure that product in bay matches the product listed on forklift computer & label.




4. 1st Pallet Scan:
 - a. On next screen, computer is ready to receive pallet scans.
 - b. For material & bin selected previously, screen shows # of [FULL] & partial [PAR] pallets of material available to scan.
 - c. Scan bar-coded label from 1st pallet of lift.

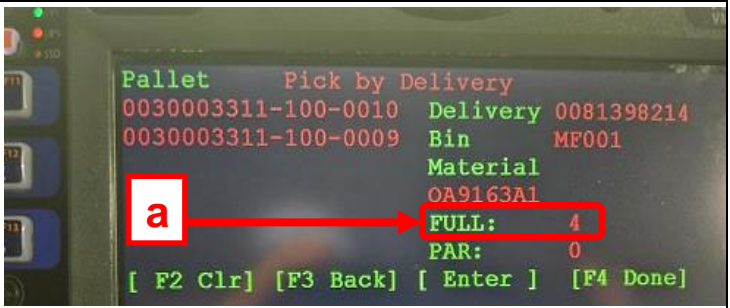


5. After 1st Pallet Scan:
 - a. Pallet counter has subtracted 1st pallet scanned (e.g., 6 – 1 = 5)
 - b. Computer waits for 2nd scan
 - c. If picking 1 pallet, press [F4 Done] to move to Confirmation Screen (Step 7)
 - d. If picking a 2nd pallet for the lift, scan that pallet & go to Step 6.

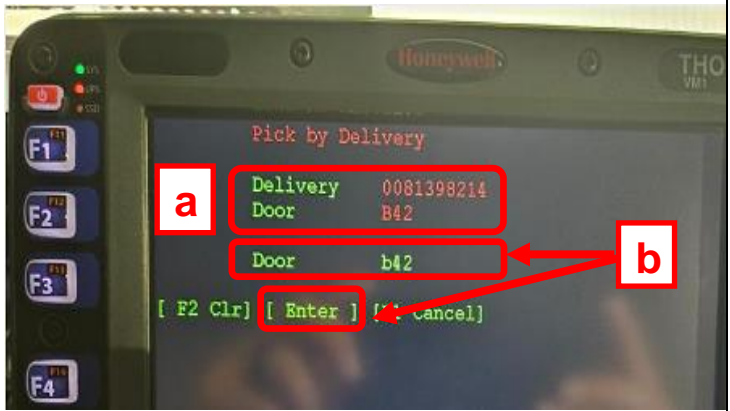


	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

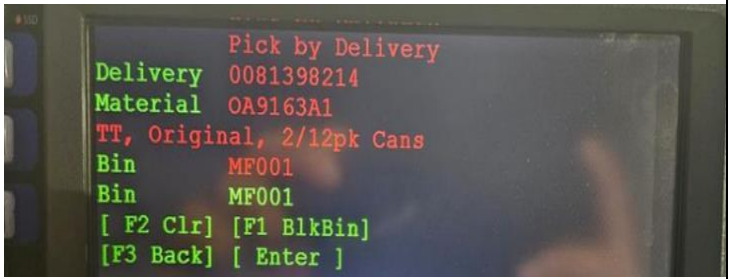
6. After 2nd Pallet Scan:
- Pallet counter has subtracted 2nd pallet scanned (e.g., 6 – 2 = 4)
 - Computer automatically goes to Confirmation Screen (Step 7)



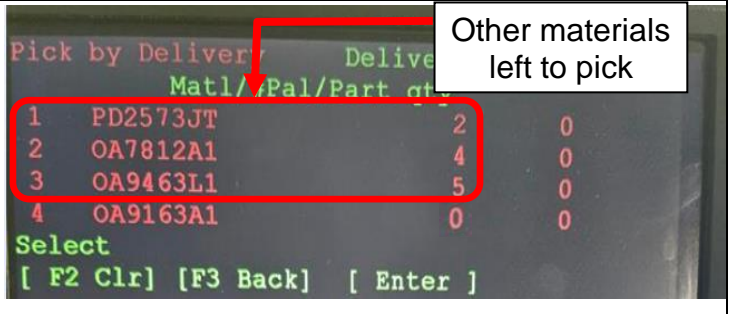
7. Confirmation Screen:
- [Delivery] & [Door] numbers display at top of screen
 - To confirm pallets into trailer & load, type in [Door] #, then press [Enter] key




8. After confirming pallets into order, screen will take you back to Bin Selection screen if there are more pallets of same material to pick.
- See Step 2 for details.



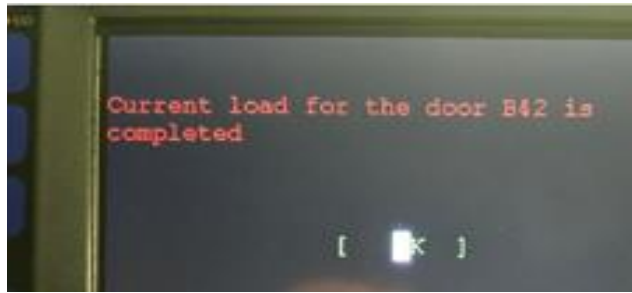
9. If there aren't more pallets of same material to pick, you'll return to Loading Screen where you can select another material to pick & repeat process from Step 1.
- Repeat until all materials have been picked & scanned into order.



	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

10. After all materials picked & scanned:
Press [Enter] repeatedly until both of these messages clear from VM1 screen.

- **IMPORTANT: Failure to do so, makes it impossible for Dispatch to bill load out.**



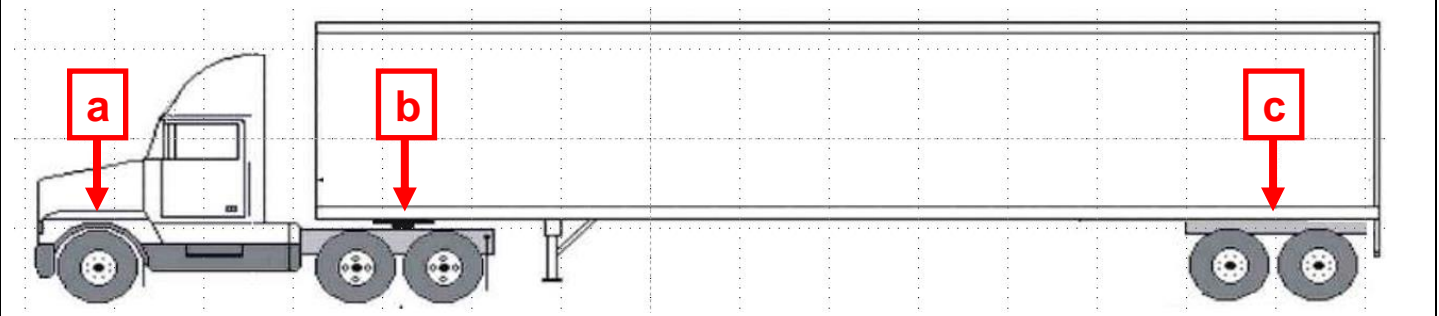
Loading Process & Loading Patterns

1. Trailers need to weigh out per axle, to be legal to travel. Failure to weigh out properly results in heavy fines for driver/company.

Maximum trailer axle weights are:

- Axle #1 (Nose) = 12,000 lbs.
- Axle #2 (Middle) = 34,000 lbs.
- Axle #3 (Tail) = 34,000 lbs.

If an Operator doesn't load a truck properly, the driver will need to come back onsite for the trailer to be reworked which causes more congestion in yard & on dock. This also costs A Great Company money because of additional product handling.





Outbound Loading and Patterns

Owner: T. Guire

AGCO-WH-LU-ESOP-0001

Approved by: B. Aman

Rev: 2


Rev. Date: 06/29/2023

2. To avoid rework, & load safely & efficiently, note these important points:

- a. Most pallet position weights are close to 2000 pounds (as seen below) – so the length of the trailer used to distribute pallets across becomes the most important factor.
- b. Therefore, as you build the load – row by row from nose to tail – use pallet lengths as your key measurement.
- c. In general, if we distribute the load evenly between 40 feet – 48 feet, we will meet the weight restrictions for all axles, or “scale out”.
 - Outside this range, trailer may come back overweight on one or more axles.




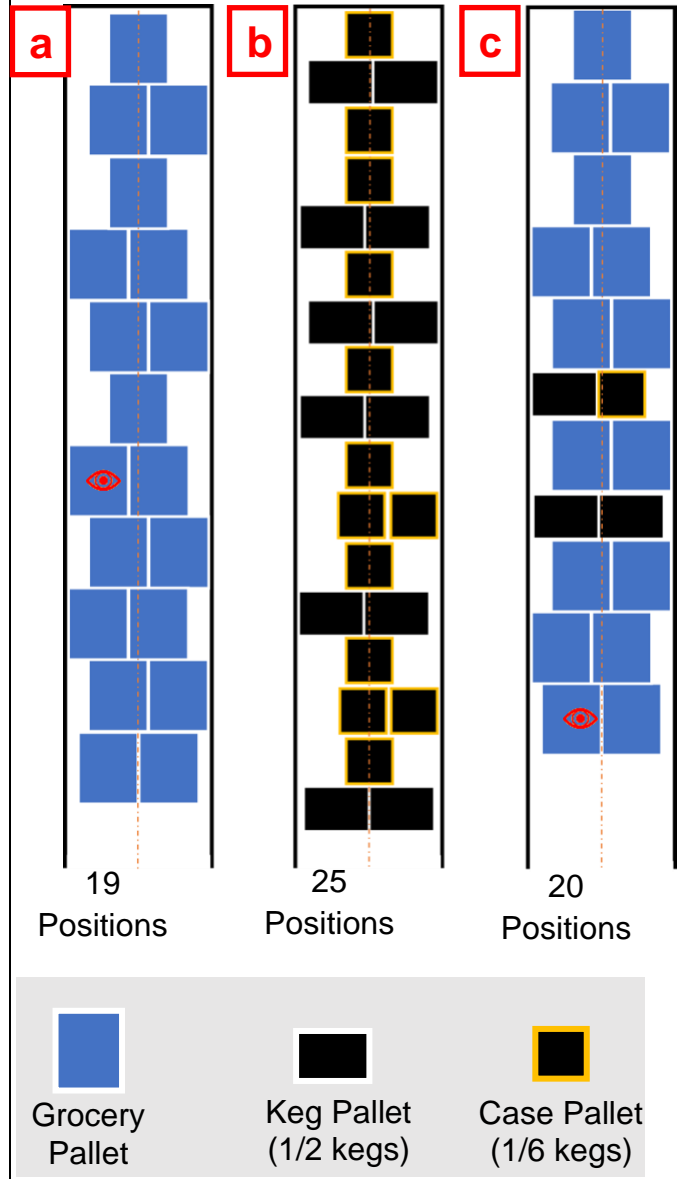
Product Type	Product Name	Pallet Type	Pallet Dimensions	Lbs. / Pallet	Pallets / Position	Lbs. / Position	# Kegs / Position (if applicable)
Bottles	4/6 pk	Grocery	48 x 40 (4 ft length)	1,944	1	1,944	NA
	2/12 pk	Grocery	48 x 40 (4 ft length)	1,864	1	1,864	NA
Cans	Tea 2/12 pk	Grocery	48 x 40 (4 ft length)	2,063	1	2,063	NA
	Tea 24 oz	Grocery	48 x 40 (4 ft length)	2,117	1	2,117	NA
	Variety Pack 2/12 pk Standard	Grocery	48 x 40 (4 ft length)	1,867	1	1,867	NA
	Cider 16 oz.	Grocery	48 x 40 (4 ft length)	1,666	1	1,666	NA
Kegs	½ Kegs	Keg	31 x 44 (2.5 ft length)	700	3	2,100	12
	1/6 Kegs	Case	31 x 30 (2.5 ft length)	727	2	1454	24

	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

3. When loading trailers (for trucks or rail) or containers, you will have 3 types of loads:

- a. All grocery pallets with load containing:
 - Cans
 - Bottles
 - Mixture of both
 - Example: 19 pallet positions with mixture of cans & bottles
- b. All kegs, with possibility of being:
 - 1/6 kegs
 - 1/2 kegs
 - Mixture of both types of kegs
 - Example: 25 pallet positions loaded where 13 are 1/6 kegs & 12 are 1/2 kegs
- c. Mixture of grocery pallets & keg pallets
 - Example: 20 pallet positions where one is 1/6 kegs, 3 are 1/2 kegs, and 17 are grocery pallets.

Photos of 2 of the 3 loading examples are shown below from the perspective of a viewer at the position marked with .





Outbound Loading and Patterns

Owner: T. Guire

AGCO-WH-LU-ESOP-0001

Approved by: B. Aman

Rev: 2

Rev. Date: 06/29/2023

4. These standard loading patterns for either 48-foot or 53-foot truck loading of grocery pallet product (bottles & cans) have been worked out to ensure trailers scale out:

CASES OF BOTTLES & CANS ON GROCERY PALLETS
Regular 48' and 53' TRUCK Loading Patterns

Length	Row	Pallet Positions						
		17	18	19	20	21	22	23
4.0	1	■	■	■	■	■	■	■
8.0	2	■■	■■	■■	■■	■■	■■	■■
12.0	3	■	■	■	■	■■	■■	■■
16.0	4	■■	■■	■■	■■	■■	■	■■
20.0	5	■	■■	■■	■■	■■	■■	■■
24.0	6	■■	■	■	■■	■■	■■	■■
28.0	7	■	■■	■■	■■	■■	■■	■■
32.0	8	■■	■■	■■	■■	■■	■■	■■
36.0	9	■	■	■■	■■	■■	■■	■■
40.0	10	■■	■■	■■	■■	■■	■■	■■
44.0	11	■■	■■	■■	■■	■■	■■	■■
48.0	12						■■	■■

In reading these patterns:

- Each table column pictures a trailer & identifies the number of pallet positions being loaded. For example, column 19 will have 19 pallet positions loaded, each identified by ■.
- Row 1 = nose = 1st row loaded into trailer. In all standard loading patterns, we center a single pallet position at nose (shown as

■

).
- Row 12, in tail, at 48 feet, is maximum length for loading – even for 53-foot trailers that could hold 13 rows of 4-foot pallets – to avoid exceeding weight requirement on tail axle.
- 2nd lift placed onto trailer (Row 2) is a double & should be staggered to right (shown as

■■

 where pallets touch right side of truck).
 - Pallets should also press tightly against already placed pallets.
- Continuing to load back toward tail:
 - Singles should be centered (shown as

■

).
 - Doubles should stagger (so 2nd double will stagger to left

■■

, 3rd double to right

■■

, & so on).
 - Doing this ensures load is balanced from left to right along trailer.
- Last row should always be a double (never a single) to help secure the load. Doubles should be centered if driver is using straps (identified by multiple vertical tracks on both sidewalls of trailer) but can be staggered if driver is using a load bar.



Outbound Loading and Patterns

Owner: T. Guire

AGCO-WH-LU-ESOP-0001

Approved by: B. Aman

Rev: 2

Rev. Date: 06/29/2023

5. These standard loading patterns for either 48 foot or 53-foot truck loading of Kegs (either 1/2 Kegs or 1/6 Kegs) have been worked out to ensure trailers scale out:

KEG TRUCK LOADING PATTERNS												
											Truck Length	
											53	48
Pallet Positions												
Length	Row	21	22	23	24	25	26	27	28	29	30	30
2.5	1	■	■	■	■	■	■	■	■	■	■	■
5.0	2	■■	■■	■■	■■	■■	■■	■■	■■	■■	■■	■■
7.5	3	■	■	■	■	■	■	■	■	■	■	■
10.0	4	■	■	■	■	■	■■	■■	■■	■■	■■	■■
12.5	5	■	■	■	■■	■■	■	■	■■	■■	■■	■■
15.0	6	■	■■	■	■	■	■■	■■	■	■	■	■
17.5	7	■■	■	■■	■	■■	■	■	■■	■■	■■	■■
20.0	8	■	■	■	■	■	■■	■■	■■	■■	■■	■■
22.5	9	■	■	■	■■	■■	■	■■	■	■■	■	■■
25.0	10	■	■■	■	■	■	■■	■	■■	■	■■	■■
27.5	11	■	■	■■	■■	■■	■	■■	■■	■■	■■	■■
30.0	12	■■	■	■■	■	■	■■	■■	■	■■	■■	■■
32.5	13	■	■	■	■■	■■	■	■	■■	■■	■■	■■
35.0	14	■	■■	■	■	■	■■	■■	■■	■	■■	■
37.5	15	■	■	■	■■	■■	■■	■■	■	■■	■■	■■
40.0	16	■	■	■■	■	■	■	■	■■	■■	■	■■
42.5	17	■■	■■	■■	■■	■■	■■	■■	■■	■■	■■	■■
45.0	18										■■	

In reading these patterns:

- Each table column pictures a trailer & identifies the number of pallet positions being loaded. For example, column 23 will have 23 pallet positions loaded, each identified by ■.
- Row 1 = nose = 1st row loaded into truck. In all standard loading patterns, we center a single pallet position at nose (shown as

■

).
- Row 18, in tail, at 45 feet, is maximum length for loading – even for 53-foot trailers that could hold 21 rows of 2.5-foot pallets – to avoid exceeding weight requirement on tail axle.
- 2nd lift placed onto trailer (Row 2) is a double & should be staggered to right (shown as

■■

 where pallets touch right side of truck).
 - Pallets should also press tightly against already placed pallets.
- Continuing to load back toward tail:
 - Singles should be centered (shown as

■

).
 - Doubles should stagger (so 2nd double will stagger to left

■■

, 3rd double to right

■■

, & so on).
 - Doing this ensures load is balanced from left to right along trailer.
- Last row should always be a double (never a single) to help secure the load. Doubles should be centered if driver is using straps (identified by multiple vertical tracks on both sidewalls of trailer) but can be staggered if driver is using a load bar.

6. Notice also, from loading pattern tables, when we add 1 more pallet position (e.g., grocery pallets: 18 positions → 19 positions, or keg/case pallets: 23 positions → 24 positions), the following must occur:
- a. We convert a single (1 pallet-position per row) to double (2 pallet-positions per row).
 - b. We redistribute stagger pattern to balance from side-to-side & from nose-to-tail:
 - 6.b.1. Adding a single may cause a row that staggered left to stagger right, as seen when comparing grocery pallets: 18 positions → 19 positions.
 - 6.b.2. Adding a single may require moving singles & doubles to different row positions to balance the position of doubles which are twice the weight of singles, as seen when comparing keg pallets: 23 positions → 24 positions.

CASES OF BOTTLES & CANS ON GROCERY PALLETS						KEG TRUCK LOADING					
Regular 48' and 53' TRUCK Loading Patterns											
	Pallet Positions						Pal				
Row	17	18	19	20	21	Row	21	22	23	24	25
1	■	■	■	■	■	1	■	■	■	■	■
2	■	■	■	■	■	2	■	■	■	■	■
3	■	■	■	■	■	3	■	■	■	■	■
4	■	■	■	■	■	4	■	■	■	■	■
5	■	■	■	■	■	5	■	■	■	■	■
6	■	■	■	■	■	6	■	■	■	■	■
7	■	■	■	■	■	7	■	■	■	■	■
8	■	■	■	■	■	8	■	■	■	■	■
9	■	■	■	■	■	9	■	■	■	■	■
10	■	■	■	■	■	10	■	■	■	■	■
11	■	■	■	■	■	11	■	■	■	■	■
12						12	■	■	■	■	■
						13	■	■	■	■	■
						14	■	■	■	■	■
						15	■	■	■	■	■
						16	■	■	■	■	■
						17	■	■	■	■	■
						18					


a

b1

b2

a

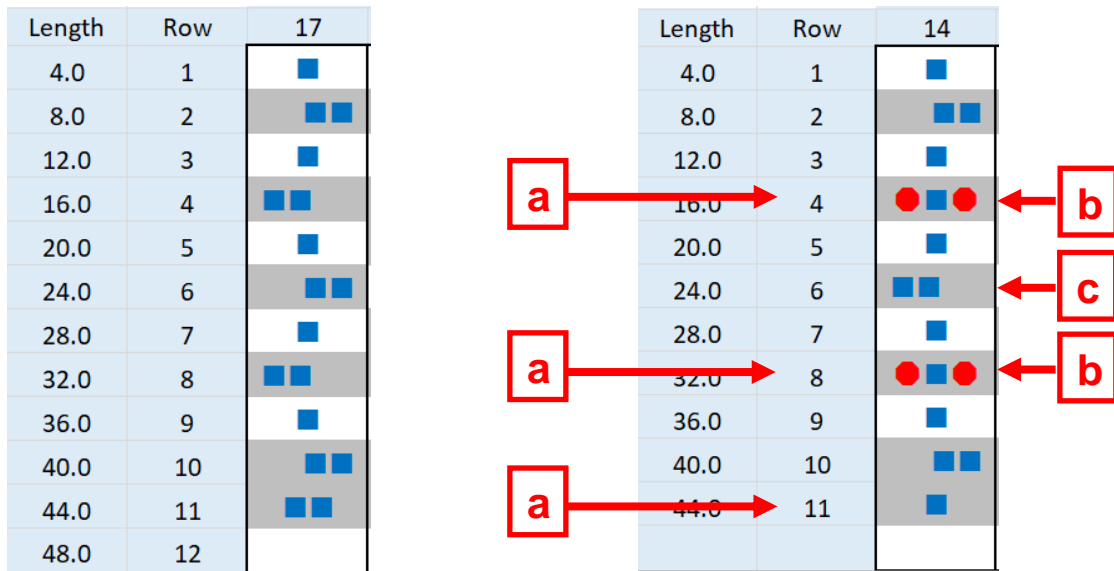
b2

	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

7. Occasionally, you will have a low pallet count for a trailer, which will require you to stretch the load – for example, a load with 14 grocery pallets of bottles &/or cans.

This situation has no standard loading pattern. We can begin with the Standard 17 pattern but:


- Change rows 4, 8 & 11 into singles. Doing so, we are distributing these additional singles across the trailer length.
- Since this causes 2 times where we exceed our rule that “no more than 2 single grocery pallets in a row”, we’ll need to add airbags (pictured by ●) to rows 4 & 8 to split this up.
- To keep doubles staggering from right to left, row 6 needs to stagger left.



8. Rail loading patterns have been worked out as well. This SOP does not discuss those separately except to note that:

- Rail patterns often require use of air bags at selected locations, according to carrier.
- Rail loading often requires kegs be wrapped, & some customers/wholesalers require double-wrapping nose & tail pallets.
- Some customers/wholesalers require checking for leaky 1/6 kegs or spreading out 1/2 kegs.

See Rail Loading Pattern Job Aid for details.

	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

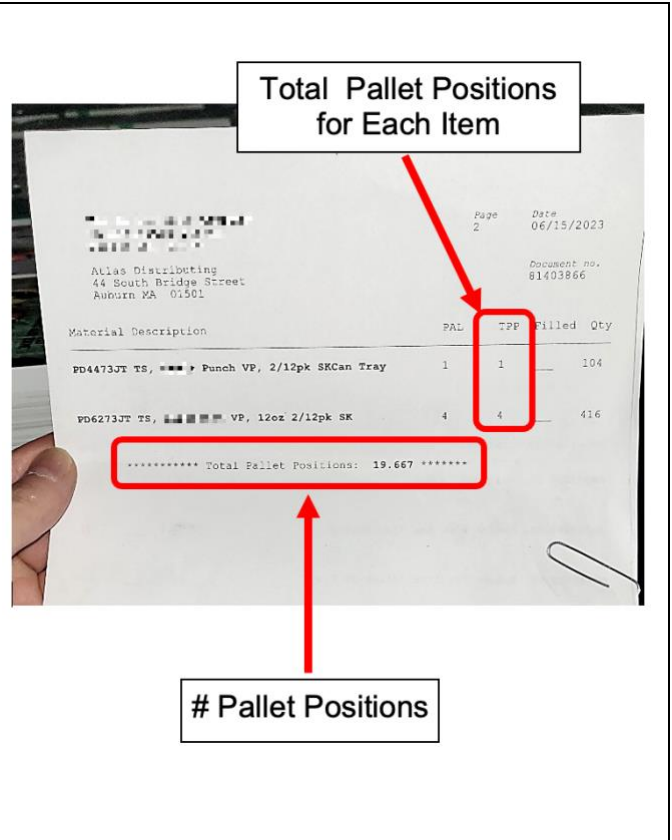
9. Load with Mixture of Pallet Types:

4' grocery pallets (cans/bottles) + 2.5' long pallets (case (1/6 kegs) &/or keg (1/2 kegs))

Your Outbound Delivery Packet identifies how many of each pallet type & the total number of pallet positions to be loaded.

For mixtures, we do not have standard loading patterns, because there are too many possible combinations, but you must still:

- Begin with a single centered in the nose, before beginning to stagger.
- Spread load between 40 to 48 feet to ensure all 3 scales do not exceed maximum.
- Distribute load equally from left to right using a combination of centered pallets & pallet staggering.
- End the load with a double to help driver secure the load.




Total Pallet Positions for Each Item

Material Description	PAL	TPP	Filled	Qty
PD4473JT TS, [barcode] Punch VP, 2/12pk SKCan Tray	1	1		104
PD6273JT TS, [barcode] VP, 12oz 2/12pk SK	4	4		416

***** Total Pallet Positions: 19.667 *****


Pallet Positions

	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

10. Additionally, to avoid major problems with loads that mix pallet types, DO NOT:

- a. Do not place more than 2 single Grocery Pallet positions in a row to stretch load. When this is necessary, use airbags as shown in Step 5.
- b. Do not load a pallet containing 1/6 or 1/2 kegs next to a grocery pallet. There is a major gap in pallet distances so product may dump in transit.
- c. Do not spin keg pallets! Causes major offloading issues for customers using pallet jacks.
- d. Do not place 1/6 kegs in tail; they tend to dump in transit.
- e. Do not place more than 3 rows of doubles for 1/2 kegs as weight will be concentrated in a small area & cause an axle to be overweight.
- f. Do not stack kegs on top of cans/bottles at any time as this can damage cans/bottles.



	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

11. Even-mixing scenario - 10 grocery pallet positions & 12 keg pallet positions (1/2 Kegs).

Begin by calculating the number of positions if we place doubles in every row:

- 10 grocery pallets = 5 doubles of grocery pallets = 5 x 4 feet = 20 feet
- 12 pallet positions of 1/2 kegs = 6 doubles of keg pallets = 6 x 2.5 feet = 15 feet
- Doubling every row would give us 20 feet + 15 feet = 35 feet
- We need to stretch this out with singles because it's very likely that nose &/or middle axle scales will be overweight. See next step.

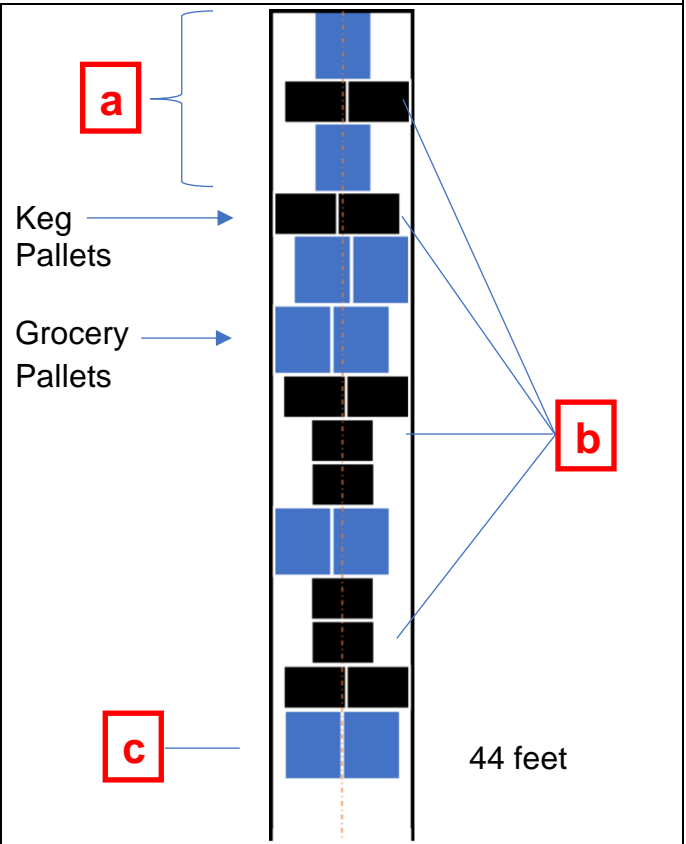
12. One solution to even-mixing scenario presented in last step is shown at right.


In doing this, we use these principles:

- Begin with single-double-single in nose, as is common with standard loading patterns.
- Avoid putting all kegs in one area (no more than 3 doubles) so we don't cause an axle to go overweight. Instead stretch them out by placing kegs in nose, middle, & near tail.
- End the trailer with grocery pallets because kegs, especially 1/6 kegs, tend to fall over when they are in the last row.

Following these principles, we have:

- 8 keg rows = 20 feet
- 6 grocery pallet rows = 24 feet
- 14 rows = 44 feet



	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

15. Grocery pallet-heavy scenario - 17 Grocery Pallet positions & 5 Keg Pallet positions (1/2 Kegs).

Begin by calculating number of positions if we double every row

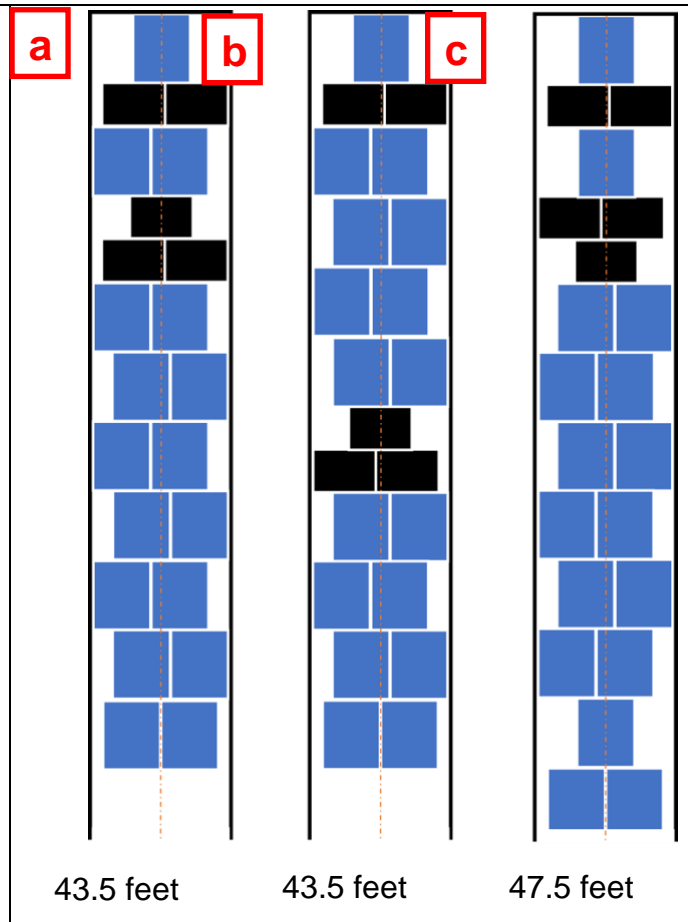
- 8 doubles of grocery pallets = 16 grocery pallets = 8 x 4 feet = 32 feet
- 1 single of grocery pallets = 1 grocery pallet = 1 x 4 feet = 4 feet
- 2 doubles of keg pallets = 4 pallet positions of 1/2 kegs = 2 x 2.5 feet = 5 feet
- 1 single of keg pallets = 1 pallet position of 1/2 kegs = 1 x 2.5 feet = 2.5 feet
- Gives 32 feet + 4 feet + 5 + 2.5 = 43.5 feet
- No need to stretch this out. It fits within 40 to 48 feet guideline. See next step.

16. Grocery pallet-heavy scenario presented in last step can be loaded various ways – but we again use principles demonstrated earlier.

In diagrams, we show:

- a. Load was not stretched but follows Standard 22 Pallet Position pattern for grocery pallets. Result = 43.5 feet.
- b. Almost same as previous pattern except 2nd grouping of kegs moved to middle of trailer.
- c. One grocery pallet double was split to stretch load another 4 feet. Result = 47.5 feet.

Additionally, order of 2nd grouping of kegs was reversed from single-double to double-single.



Outbound Loading and Patterns

Owner: T. Guire

AGCO-WH-LU-ESOP-0001

Approved by: B. Aman

Rev: 2


Rev. Date: 06/29/2023

17. If loading a trailer that needs to be air bagged then airbag the last lift by either method.
- Spread last lift so outside of pallets is touching either side of trailer walls, then blow up airbag in middle, or...
 - Stagger pallet to either side of trailer wall, then blow up air bag between pallet & wall.



If air bagging a single pallet in the nose, center it & inflate airbags on either side.



	Outbound Loading and Patterns		
	Owner: T. Guire	AGCO-WH-LU-ESOP-0001	
	Approved by: B. Aman	Rev: 2	Rev. Date: 06/29/2023

18. Once load is complete & messages on forklift VM1 are cleared:

- a. Sign & complete loading paperwork.
- b. If any load bars or straps were taken off truck, return them to trailer.
- c. Secure packing slip to last pallet placed on truck.
- d. Pop plate, unlock truck & close inside door.
- e. Bring completed paperwork to Dispatch.

To make updates to this document, please note any changes or revisions to this document and route to your supervisor. Your input is critical. Thank You.

REVISION HISTORY

Rev. Date	Rev	Rev. by	Approved by	Approval Date	Revisions
03/31/2022	0	J. Orange	E. Straight	03/31/2022	Initial SOP
05/12/2022	1	J. Orange	E. Straight	05/12/2022	Corrected header. Replaced lo-res figures with hi-res versions.
06/29/2023	2	T. Guire, M. Aman	B. Aman	07/14/2023	Addition of more screenshots & instructions for picking product. Addition of loading patterns. Removal of direct truck transfer (DTT) content to AGCO-WH-TK-ESOP-0007 Take Away DTT .