



Module 8:

Unloading the goods







Start Module

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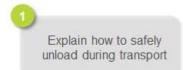
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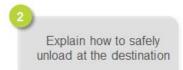
Learning objectives

At the end of 'Module 8: Unloading the goods' you will be able to:





Describe how to receive goods at a warehouse or depot













Module overview

Throughout this course

Covered how to prepare, load and secure both standard and unusual loads



This module

Final step in the process, which is to unload the goods

You may be unloading the goods as:

A driver unloading the goods during transport or on delivery to the customer



A warehouse assistant receiving the goods at a warehouse for storage or at a depot for consolidation with a new load













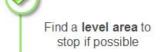
Unloading during transport - Safety precautions

It's important to stop and check your load at regular intervals during transport.

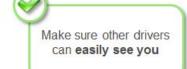
If you observe any load movement, you will need to stop, unload and reload the goods.

If you have to unload on a public road, follow these safety tips:



















Once the driver reaches the destination, the unloading safety precautions are the same, whether it is the driver or the warehouse assistant undertaking the unloading.

Click each heading to find out more.









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Clear the area of unnecessary people, equipment or obstacles

Make sure people have heard and understood that you are about to start unloading

Walk around the vehicle and check the load and load restraints for any sign of movement or damage

Select appropriate unloading equipment for the specific load

Inspect the unloading equipment to make sure it is in good working order











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Click each heading to find out more.



Put safety first at all times

Communicate 'unloading in progress' warnings clearly

Check that pedestrians have not entered the pedestrian exclusion zones

Wear appropriate PPE for the task

Open doors and un-tension knots, winches and tensioners slowly, watching for any movement of the goods

Unload systematically - Start from the outside of the load and work inwards

Operate unloading equipment safely and keep your hands clear of machinery

Use safe manual handling techniques if unloading by hand

Promptly report and rectify any problems that arise during unloading

If dangerous goods have been damaged or are leaking, you must report this immediately

If you are only unloading part of the load at this destination, make sure you re-distribute the remaining load







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Click each heading to find out more.

Clean the platform so it is ready for the next load

Remove any dangerous goods placard labels from the vehicle











Receiving the goods at a warehouse or depot

If you are unloading the goods as part of the receival process at a warehouse or depot, you will need to complete additional tasks.



Check the goods against the relevant documentation

Confirm the correct items have been delivered, the correct number of items has been delivered and they are in a good condition

An invoice, a packing slip, a delivery note or a manifest

You will often be required to sign the document

Take note of any differences



May need to re-pack or re-palletise them

Re-packing:

Breaking down bulk loads into smaller packages or unitising small loads into bigger packages

Re-palletising:

Sorting and separating mixed products that have arrived on different pallets and palletising them together

May need to re-label the goods



If it is a large load with a combination of different goods



Organise the load into the types of goods and types of storage zones

Make the stowing process quicker and easier



Move and stow the goods in the correct storage location, using appropriate equipment









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Summary

Congratulations! You have now completed 'Module 8: Unloading the goods'.

You should now be able to:



Explain how to safely unload during transport



Explain how to safely unload at the destination



Describe how to receive goods at a warehouse or depot.



You can now return to the home page and move on to the last module which will provide a summary of the key points covered throughout this course.





