

Load Out Checklist



Action		
Transfer Sheets	Yes/No	Fill in name of customer, date animals will ship, sales order number, and product ordered
	Yes/No	Add individual tag numbers or tag range of animals to be shipped
	Yes/No	Add in the age of animals by birthlots
	Yes/No	Have copy of transfer sheets printed
Health Papers	Yes/No	Send in transfer sheets to HTV
	Yes/No	Have copy of health papers printed
Before/During Loading	Yes/No	Be aware of outside temperatures during scheduled load times; do not hesitate to request different load times if there are animal welfare concerns
	Yes/No	Determine how many personnel are needed for load out
	Yes/No	Arrive two hours before scheduled load time
	Yes/No	Have list of animals that are to be loaded by pen
	Yes/No	Have alternate animals on your transfer sheets and health papers so they can be substituted if need be
	Yes/No	Pick out any animals that are no longer acceptable for shipment such as those that may have went lame, sick or any reason that determines the animal(s) is not a suitable "PIC Select"
	Yes/No	Read each animal's ID and put a check beside it on the transfer documents as you move from pen to pen, again re-checking the animals to make sure all are suitable as a "PIC Select"
	Yes/No	Mark each animal clearly, especially for others to know which animals are intended for loading onto the truck
	Yes/No	One last recheck of the animals needs to be completed
	Yes/No	Confirm all personnel assisting with loading animals knows the maximum amount of animals to move at one time Isowean to Breeder Weaner Light Gilts: 20 at a time Breeder Weaner Heavy to Select Gilts: 3-5 at a time
Yes/No	If animals should be found not suitable to go on the load and alternates are added, please inform your HTV as to which animals you sent and which ones you did not as compared to the original health papers	
After Loading	Yes/No	Check to make sure the transfer sheet is filled out thoroughly and correctly with all animals accounted for, as this is a direct reflection of YOU and YOUR unit
	Yes/No	Confirm the head count with the transport personnel
	Yes/No	Selection officer signs transfer sheet
	Yes/No	Transport personnel signs transfer sheet
	Yes/No	Provide transfer sheets, health papers and quality feedback form to transport personnel after loading