

SITE SURVEY REPORT

Dispatch and Shipping Checklist

Prepared for	Oakmere Garden Centres Ltd
Date	21 Oct 2026
Site	Brackmills DC, Northampton
Prepared by	J. Pereira

FORM

Dispatch and Shipping Checklist**1. Consignment**

Project	Brackmills DC, Northampton: dispatch to Oakmere Stockport, load 3318 (completed example)
Dispatch site address	Unit 14, Brackmills Industrial Estate, Northampton NN4
Customer	Oakmere Garden Centres Ltd
Location (GPS)	52.2215, -0.8577
Dispatch date	21 Oct 2026
Checked by	J. Pereira
Time the check started	14:10
Consignment or load reference	LOAD-EXAMPLE-3318
Customer orders on this load	SO-EXAMPLE-88412 SO-EXAMPLE-88419
Deliver to	Oakmere Garden Centres, Stockport store, goods in
Carrier service	Haulier, part load
Carrier	Pennine Freight Ltd
Booking or collection reference	PF-EXAMPLE-55021
Loading bay or door	Door 6
Any dangerous goods on this load?	No

2. Pick check

Pick checked against the order by a second person or by scanning	Pass
Item codes and quantities match the pick list	Pass
Batch, lot or best-before dates recorded where the customer needs them	Not applicable
Short or substituted lines agreed with the customer and recorded	Pass
Customer's special instructions followed	Pass

Pick checks failed	0
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Not checked	0
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3. Pallets and packages

Height limit for this customer or network (cm)	180
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Pallets 1: SSCC-EXAMPLE-0001

SSCC or pallet label number	SSCC-EXAMPLE-0001
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Orders on this pallet	SO-EXAMPLE-88412
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Cartons or items	40
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Gross weight (kg)	412
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Length (cm)	120
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Width (cm)	100
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Height including the pallet (cm)	160
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Pallet base sound	Pass
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Load square on the pallet, no overhang, stable	Pass
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Wrapped or strapped tight to the pallet	Pass
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Labels on as the customer or network asks, and readable	Pass
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Checks failed on this pallet	0
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Photos of the pallet



Pallets 2: SSCC-EXAMPLE-0002

SSCC or pallet label number	SSCC-EXAMPLE-0002
Orders on this pallet	SO-EXAMPLE-88412
Cartons or items	38
Gross weight (kg)	386
Length (cm)	120
Width (cm)	100
Height including the pallet (cm)	155
Pallet base sound	Pass
Load square on the pallet, no overhang, stable	Pass
Wrapped or strapped tight to the pallet	Pass
Labels on as the customer or network asks, and readable	Pass
Checks failed on this pallet	0

Pallets 3: SSCC-EXAMPLE-0003

SSCC or pallet label number	SSCC-EXAMPLE-0003
Orders on this pallet	SO-EXAMPLE-88419
Cartons or items	44
Gross weight (kg)	455
Length (cm)	120
Width (cm)	100
Height including the pallet (cm)	170
Pallet base sound	Pass
Load square on the pallet, no overhang, stable	Pass
Wrapped or strapped tight to the pallet	Fail
What needs doing, or why not checked	Film torn across the top layer by a forklift tine. Rewrapped and checked again before loading.

Labels on as the customer or network asks,
and readable

Pass

Checks failed on this pallet

1

Pallets 4: SSCC-EXAMPLE-0004

SSCC or pallet label number

SSCC-EXAMPLE-0004

Orders on this pallet

SO-EXAMPLE-88419

Cartons or items

24

Gross weight (kg)

298

Length (cm)

120

Width (cm)

100

Height including the pallet (cm)

120

Pallet base sound

Pass

Load square on the pallet, no overhang,
stable

Pass

Wrapped or strapped tight to the pallet

Pass

Labels on as the customer or network asks,
and readable

Pass

Checks failed on this pallet

0

Pallets

4

Total weight (kg)

1551

Pallet checks failed

1

Not checked

0

4. Vehicle, trailer and load at the bay

Vehicle registration

REG-EXAMPLE-26

Trailer or container number

PF-T-EXAMPLE-114

Vehicle or trailer type

Curtainsider

Vehicle, trailer and carrier match the
booking

Pass

Load bed and bodywork sound

Pass

Anchorage points, and twist locks where
fitted, in good condition

Pass

Trailer clean, dry and free of smells or the last load's residue	Pass
Curtains, straps, buckles and bars undamaged	Fail
What needs doing, or why not checked	Nearside strap 3 frayed through about a third of its width. Driver swapped it for a spare strap from the cab before loading.
Vehicle prevented from moving off during loading	Pass
Load within the vehicle's gross and axle weight limits	Pass
Load near the centre line, spread evenly, heavier items low	Pass
Load secured against moving forwards, sideways and backwards	Pass
Load does not block the driver's view, including the mirrors	Pass
Doors closed and seal fitted, if the load is sealed	Not applicable
Driver told how the load is loaded and secured	Pass

Photos of the secured load and any fault

Vehicle and load checks failed	1
Not checked	0

A vehicle or load check failed. Put it right and check it again before the load is released. A driver should not set off with a load they have doubts about.

5. Paperwork, release and handover

Delivery note or consignment note printed and matches the pallets	Pass
Pallet manifest or packing list with the SSCC or pallet numbers	Pass
Export or customs documents ready, if the load leaves the country	Not applicable
Load plan or loading notes given to the driver	Pass
Paperwork checks failed	0
Checks failed on this load	2
Not checked	0
Release decision	Released with exceptions recorded
Exceptions and who agreed them	Two failed checks, both put right before release: pallet 3 rewrapped, frayed trailer strap replaced by the driver. Shift manager B. Adewale agreed release at 14:55.
Driver	G. Holt (Pennine Freight)
Handover time	15:02
Handover location (GPS)	52.2213, -0.8574
Pallets handed over	4
Driver signature	

G. Holt

6. Follow-up and sign-off

Checks failed	2
Result	Checks failed: see the actions

Actions 1: Tell Pennine Freight about the frayed strap on trailer PF-T-EXAMPLE-114 so it is taken off the trailer and replaced.

Action	Tell Pennine Freight about the frayed strap on trailer PF-T-EXAMPLE-114 so it is taken off the trailer and replaced.
Priority	Before the next dispatch

Who will do it	J. Pereira
Due by	22 Oct 2026
Status	Done, checked

Actions 2: Remind forklift drivers on the staging lanes to lower the tines fully before reversing out of a pallet.

Action	Remind forklift drivers on the staging lanes to lower the tines fully before reversing out of a pallet.
Priority	This week
Who will do it	B. Adewale
Due by	24 Oct 2026
Status	Open
Actions still open	1
Follow-up	Follow up with the carrier or customer
Follow-up date	24 Oct 2026
Summary	Load 3318: 4 pallets, 1,551 kg, released to Pennine Freight at 15:02 with two exceptions, both put right before departure. Load strapped and checked from the rear and both sides.
Dispatch checker name	J. Pereira
Dispatch checker signature	

J. Pereira

Shift or warehouse manager name	B. Adewale
Shift or warehouse manager signature	

B. Adewale