

Pre-Despatch Checklist

Aligned requirements for all deliveries into Woolworths, Coles & Metcash DCs



AUSTRALIAN
**FOOD &
GROCERY**
COUNCIL

Trading
Partner
Forum

Despatch Date:

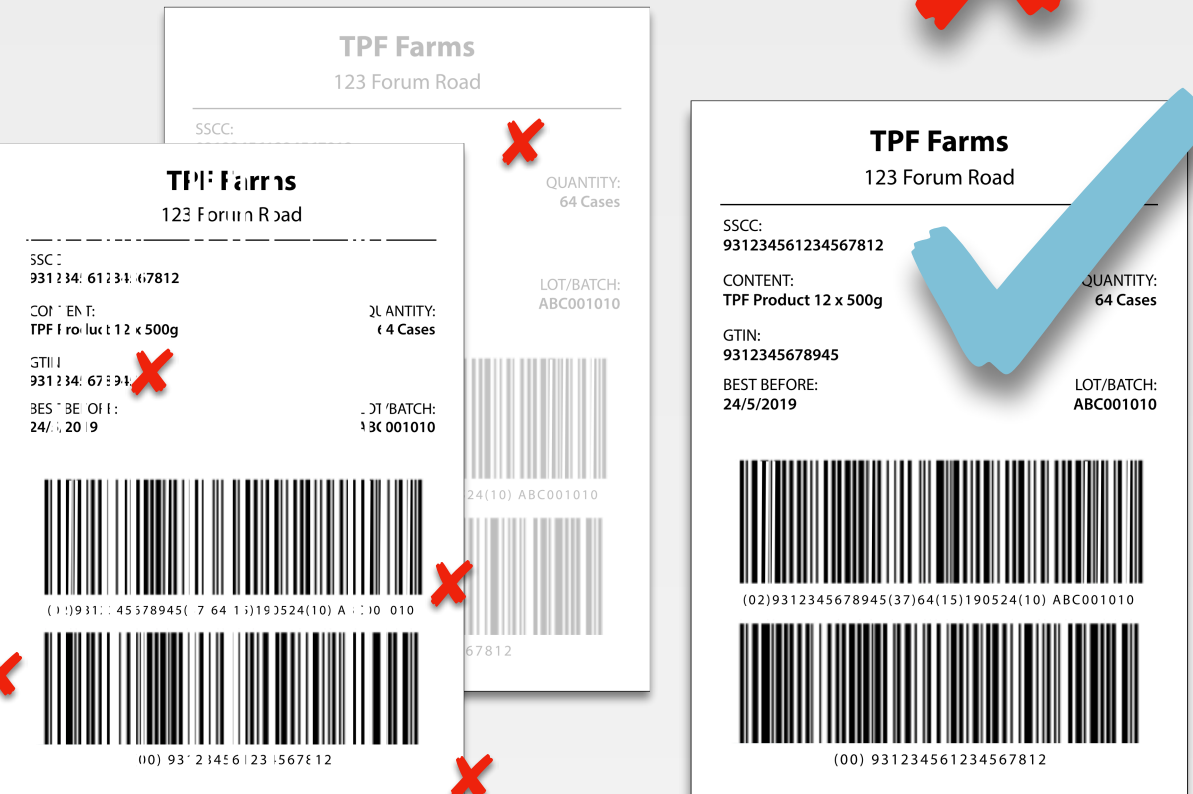
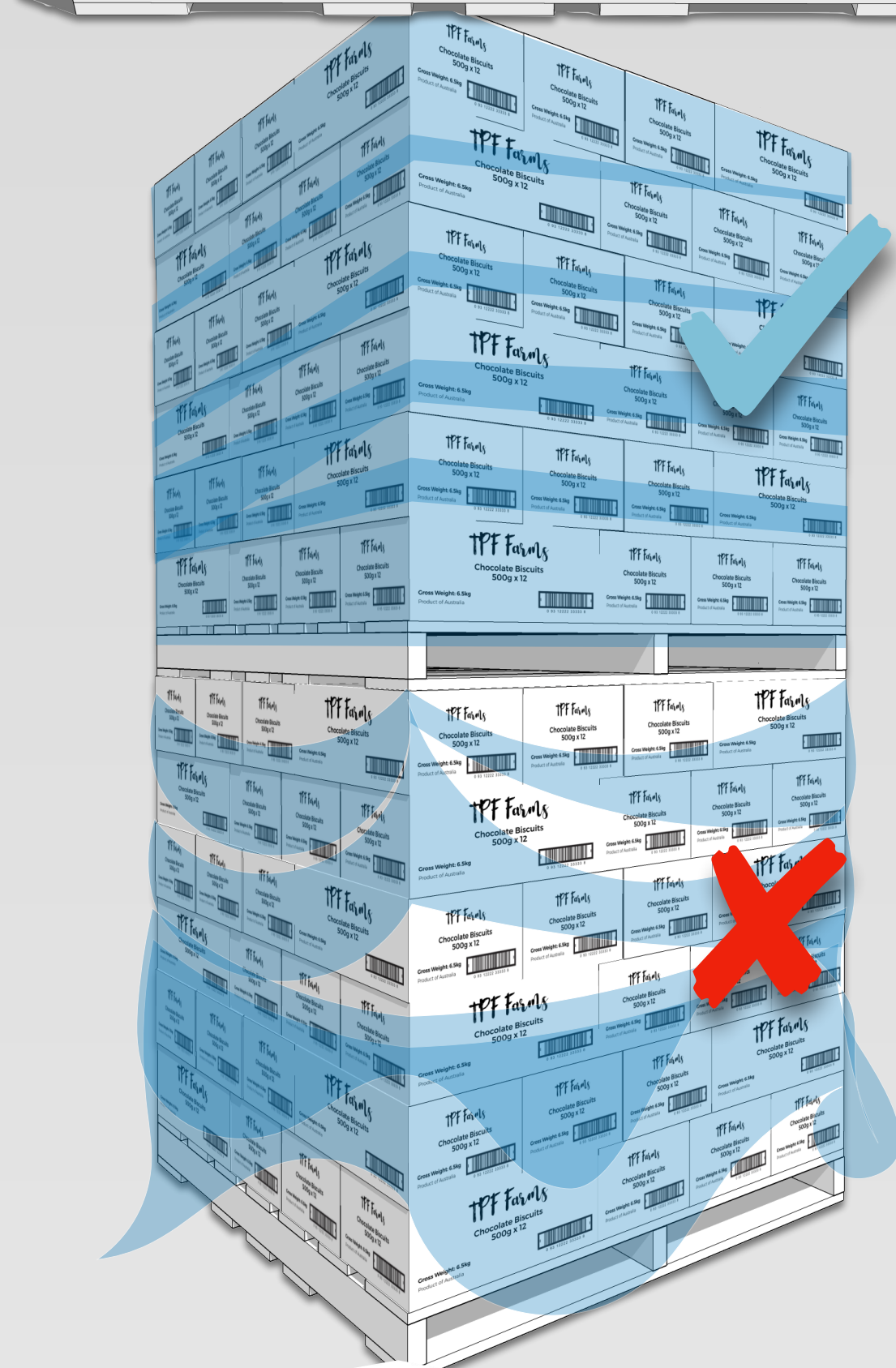
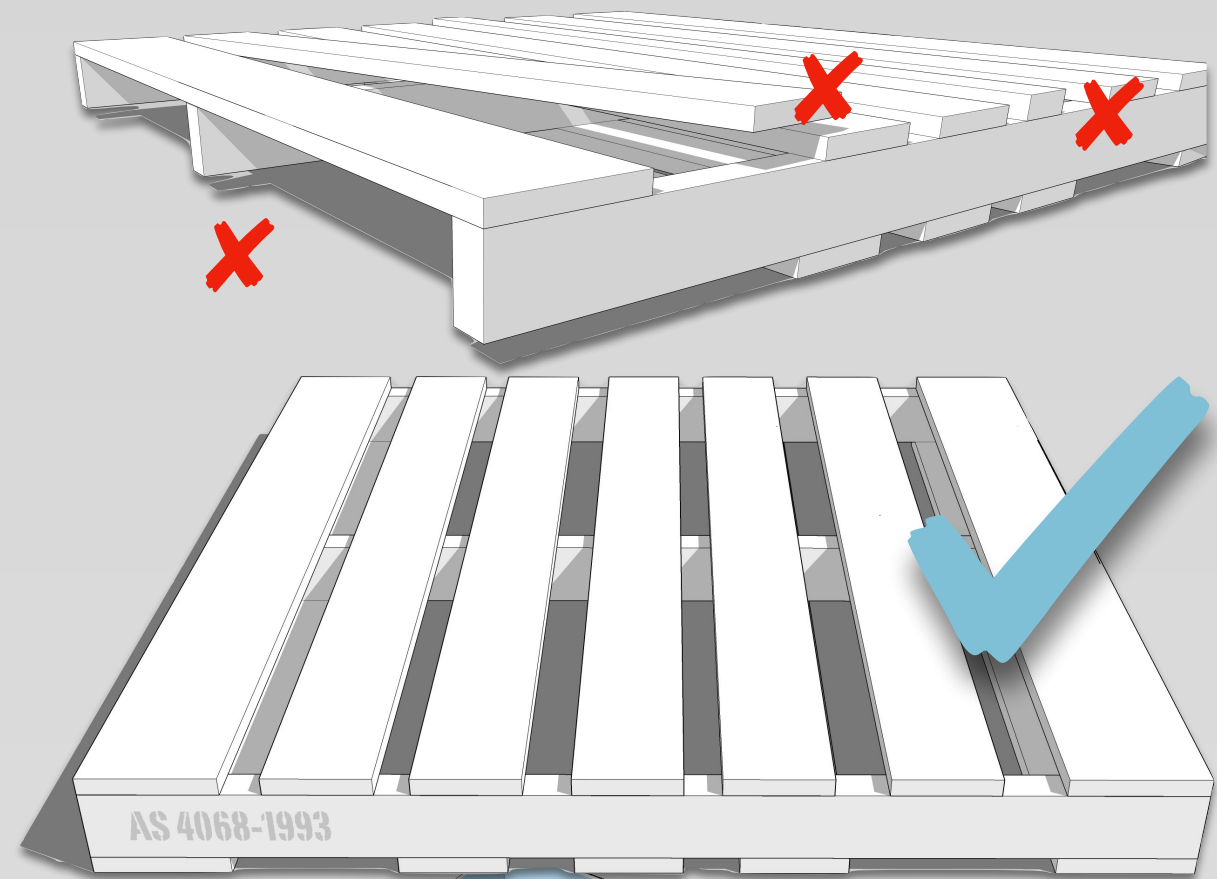
PO Number:

Destination:

Transport:

Pallet Quantity:

Checked By:



Pallet Checklist:

All boards and bearers are within tolerances of pallet quality specifications

Lead boards are square with bearer, or at no greater than 15mm pushback

All stock is centred on the pallets and no product or slipsheets overhang the pallet edge

All pallets are wrapped securely with sufficient passes to maintain load stability in transit

Stretch wrap is securely bound to the top 33-50% of the wooden pallet

Stretch wrap is applied neatly, with no "tails" or "dags" at risk of becoming loose

No loose sheets of paper have been placed between wrap and product

Yes	No	Fixed (initial)

Carton Checklist:

GTIN barcodes are visible on fork-entry sides of the pallet (for at least some cartons)

No cartons are damaged, crushed, leaking, moisture-affected or spilling product

Yes	No	Fixed (initial)

SSCC Label Checklist:

SSCC labels are in place on both of the pallet's fork-entry sides

SSCC labels are on the right hand side of the pallet face, at 400-800mm from ground level

Both SSCC labels - on the front and back fork-entry sides of each pallet - are identical

Both SSCC labels on each pallet match the actual product contained within that pallet

Both SSCC labels are clearly visible, and not damaged, poorly printed, or under stretch-wrap

Yes	No	Fixed (initial)

Vehicle & Driver Checklist:

Vehicle is roadworthy, load is restrained and stable, gates/bracing in use etc

Driver is wearing appropriate PPE, adhering to site transport requirements & speed limits

Yes	No	Fixed (initial)

All items marked "No" must be corrected pre-despatch

Checked By Team Leader:

Other Issues Identified:

Note: this document is intended as a support tool only. Suppliers should note that:

- The guidance is not exhaustive and Suppliers should reference Retailer guidelines where more detailed information on requirements is appropriate.
- Chain of Responsibility requirements are paramount and the advice here is subordinate to any CoR outcomes and obligations. Suppliers should discuss any potential CoR issues with trading partners prior to adopting the advice above.

INDUSTRY ALIGNED