



SUBWAY® Frozen Dough Shipper Truck Loading SOP Guide



This process must be followed at all times when loading SUBWAY® frozen dough.

V1.9 updated 05.15.2019

1

Validate product temperature and record on Bill of Lading



Product Temperatures must be:

0 ° F (-18 ° C) or lower

2

Inspect the trailer before loading:



Shipper must verify and document trailer condition

3

Verify reefer unit settings before loading:



Reefer unit must be in **Continuous Run mode** and temperature set point at

-10 ° F (-23 ° C)



Verify trailer has been precooled



Check reefer unit return air temperature digital readout. It must be:

15 ° F (-9 ° C) or lower

4

Load Trailer:



Verify reefer unit is **OFF** while loading. Open the trailer door only at time of loading.



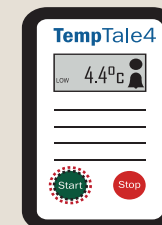
Product **CANNOT** be on the loading dock for more than **30 minutes**.



Use center-line loading process. Wall loading and floor stack are not allowed.



Start the temperature monitor and place it on the top right corner of the last pallet loaded, facing the door.



Request trailer be pulled from the dock, close doors immediately, and **TURN ON** refrigeration unit.



Note on Bill of Lading “the load contains a temperature monitor”.



If trailer has roller doors, install insulated bulk head after the last pallet has been loaded.

5

Shipper verify inside trailer temperature on reefer unit:



Load **CANNOT** be released until the reefer unit return air temperature reading is

0 ° F (-18 ° C)

If after 2 hours the reefer unit does not reach 0 ° F (-18 ° C), but is at +5 ° F (-15 ° C) or lower, wait 30 more minutes to see if the unit will reach 0 ° F (-18 ° C).

If after 30 more minutes (2.5 hours total) the unit still does not reach 0 ° F (-18 ° C), but remains at +5 ° F (-15 ° C) or lower, the load should be released.

If after 30 more minutes (2.5 hours total) the unit rises above +5 ° F (-15 ° C), the product should be unloaded and placed back into shipper inventory.

6

Affix trailer seal(s) on each door, & record seal number(s) on the Bill of Lading. Carrier to provide padlock(s).



Take picture of Reefer Control Panel Screen settings & temps, & save with BOL

7

Have carrier’s driver verify and sign copy of Bill of Lading



- ✓ Reefer unit temperature
- ✓ Unit setting/mode
- ✓ Product temperature recorded by shipper

8

Once steps 1 - 7 are completed, release driver and provide copy of Bill of Lading.

