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| **Company logo** | **Company name** | | |
| **TRANSPORT/CLEANING/LOADING AND UNLOADING/CONTROL AND SECURITY OF CARGO** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** SOP-12 |

**Objective**

To protect product from contamination during transport and take the necessary measures to reduce possible contamination *inside* vehicles (for example, with other potentially contaminated products or due to contact with the floor, ceiling, or walls of the vehicle), contamination *above* the vehicles (such as birds), or *under* vehicles (such as from dirt from the ground or roads).

**Control Measures**

* Transport vehicles are used exclusively for (name of the product), if they are used for other purposes, they are cleaned and sanitized before loading product.
* All transportation vehicles that come into direct contact with product are cleaned and/or sanitized according to the cleaning and sanitation procedure (SOP-06) and kept as clean as possible.
* All product that is moved is covered to avoid contamination.
* At all times, transportation vehicles must be clean, in good condition, free from unpleasant odors and without any obvious dirt or debris.
* Product is not loaded with other products that could be a source of contamination (personal objects, tools, chemical products, etc.).
* Transport vehicle cargo areas must keep a temperature of XXºF or XXºC (Only use this statement if temperature control applies to your product)
* Product loading is done in such a way that minimizes product damage.
* Employees with transportation-related activities follow good hygiene practices, including, but not limited to:
  + No smoking.
  + Not eating or drinking.
  + No jewelry.
  + If applicable, they wear a hair net and beard cover.

(The following points apply if your facility is a wholesale distribution center/terminal warehouse.)

* (Insert your company name here) does not accept product loaded with other products that may represent a potential source of contamination or that are not protected from contamination.
* (Insert your company name here) monitors the temperature of the refrigerated product upon arrival (RECORD-21). If the product is not at the temperature established in the facility's guidelines, the product is rejected and/or discarded according to company policies.
* (Insert your company name here) requires that a specific temperature range for products that require it be maintained during transit to the destination.