

# V O L V O

Valid for Organization Volvo Group, AA10000	Information Type Guideline		
Issued by Function Development and Risk Management, BE70210	Document ID 1512094614MAR	Information Class Internal	
Information Owner Anderson Marie	Version 1.0	Reviewed Date 12/19/2023	Page 1 (3)

## Cargo Inspection procedure- Transport handover

### 1. Purpose

To ensure swift and correct transfer of liability during transportation of cargo, in accordance with international laws and conventions, between all parties involved in the logistic chain.

To ensure correct action taken for deviations found during the cargo inspection.

### 2. Scope and field of application

This procedure applies for all handover inspections occurring in the logistics chain, where Volvo Group has a cargo interest and/or the forward assignment has been arranged by Production Logistics.

Applicable from Pick-up of cargo at origin to Delivery to final consignee.

This procedure covers domestic transports & border crossing transports, for all modes of transport.

### 3. Definitions and acronyms

Freight document	Consignment note (CMR, B/L, Airway bill etc.)
Damage reporting document	Internal Volvo group document and/or carrier issued, e.g., VCR, VQC, DR etc.
Cargo / Tally receipt	Damage reporting document issued by carriers or their agents at port of departure and/or port of arrival.
Letter of Protest (LOP)	Formally holding someone liable.

Information Owner Anderson Marie	Document ID 1512094614MAR		
Document Title Cargo Inspection procedure- Transport handover	Version 1.0	Reviewed Date 2023-12-19	Page 2 (3)

## 4. Guideline Content

At each handover point in the logistic chain, a complete visual inspection of the cargo and/or packaging should be done jointly between the delivering party and the receiving party of the cargo, directly upon delivery/pick-up.

If the cargo is delivered outside working hours (always after mutual consent) and a joint inspection cannot be performed, the receiver is responsible to conduct the inspection without delay the following workday. Any deviations noted the receiver is responsible to inform the delivering party in writing without delay.

### 4.1. Inspection procedure

The inspection takes place under the conditions in which the cargo is delivered.

This means that:

- All cargo should always be inspected before loading operation.
- All cargo should be inspected before unloading (when applicable) and always after the unloading operation.

Painted product specifics:

- Cargo cannot be washed prior to inspection.
- The use of light tunnel and bridge is NOT allowed.
- The deviation must be clearly visible at >1 meters distance and at a 30° angle.
- Loose item inspection to be done towards Equipment sheet, VQC and/or other specification accompanying the vehicle/machine (when applicable)

It is important to maintain a consistent inspection level. The inspection must be performed in a systematic and thorough manner and never vary from that routine.

### 4.2. Deviation detection

When losses and/or other deviations from normal are found, make a notation of the found deviation on the applicable freight document. Make sure both parties sign the document.

Each party involved in the handover keeps a copy each of the freight document.

When applicable also note the damage on the respective Damage reporting document.

In addition, all damages/deviations found are always to be documented by photos. For packed cargo, also photo of the packaging material is required. For transports where a freight document is not available at the handover point and/or a joint inspection could not be done, a substitute should be used.

- a) For sea shipments a cargo receipt/tally is commonly used – request a copy upon collection of the cargo.
- b) Carrier/warehouse/compound issued damage reports are accepted – request a copy upon collection of the cargo.
- c) Other local rules may exist and/or none of the above documentation was obtained – fill in a Letter of Protest – LOP (Letter of protest) and send to delivering carrier without delay. Keep a copy and receipt that is has been sent.

[Link to template LOP.](#)

# V O L V O

Information Owner Anderson Marie	Document ID 1512094614MAR		
Document Title Cargo Inspection procedure- Transport handover	Version 1.0	Reviewed Date 2023-12-19	Page 3 (3)

## 5. Archive

Freight document and/or substitute should be archived in accordance with local procedures and regulations. Minimum time for archiving of international freight document is 2 years.

## 6. References

Document ID	Document Title
1809165840MAR	VOLVO GROUP MARINE PROGRAM CARGO FRAMEWORK