







## INSTRUCTIONS

1. This form of inspection report to be used for all inspections made jointly with consignees, in freight house, or at car, if carload, or inspections on either carload or less than carload at consignee's warehouse. Refusal of consignee to sign jointly not to dispense with making report.
2. The report should be as complete in detail and description as possible. Shortages should be enumerated as to quantity, style or lot number, if so invoiced and invoice price. Damages should be sufficiently described as to nature and extent of damage as well as invoice description and price, so as to admit of accurate determination of claim basis.
3. Inspectors should keep in mind that loss of contents of packages, whether apparent at time of delivery or not, may be due to error in checking by the shipper or error in checking by the consignee or from pilferage, and that damage to contents of packages may be the result of insufficiency of the container, improper packing, improper handling by the carrier or improper handling by the drayman or others after delivery, and inspectors should, so far as possible, endeavor to determine the cause of the loss or damage and embody this information in the O. S. & D. report or supplement the O. S. & D. with letter giving full details and suggest how such loss or damage could be prevented.
4. When a package shows evidence of contents pilfered or in bad order at time of unloading or delivery, a joint check should be made with consignees, either at warehouse or consignee's place of business immediately after delivery.
5. Loss or damage to contents of packages, discovered by consignee after accepting delivery, should be reported immediately to agent and joint inspection made at once.
6. When loss or damage is discovered by consignee to a carload shipment, it should be reported to the agent immediately on discovery and before car is unloaded if practical. Agent must, in those circumstances, make immediate inspection.
7. Checking should be done against invoices and bills of lading when available and agreement made with consignees as to extent of the damage or the specific shortage, but report is not to be an agreement as to the amount of money to be paid in the settlement of the claim.
8. This joint inspection report does not dispense with the making of O. S. & D. or concealed loss, or concealed damage reports now in use, but is to replace the field book used by most inspectors and is to constitute an original and permanent record made at the actual time of inspection and to be the basis of exceptions in O. S. & D. reports.
9. Information as to seals, ventilation or heater record, or as to condition of car is not to appear on the inspection report but should be shown on O. S. & D. report.



N. P. 2103  
8-27

# REPORT OF INSPECTION

\_\_\_\_\_19\_\_\_\_

CONSIGNEE \_\_\_\_\_  
COMMODITY \_\_\_\_\_  
SHIPPERS \_\_\_\_\_  
INVOICE No. \_\_\_\_\_ DATE \_\_\_\_\_  
WAYBILL REF. \_\_\_\_\_  
PRO. No. \_\_\_\_\_ DATE \_\_\_\_\_ CAR \_\_\_\_\_  
DEL'D \_\_\_\_\_ INSP'N CALLED FOR \_\_\_\_\_  
TIME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSP'D AT \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

FOR CONSIGNEES

INSPECTOR FOR R. R. CO.

This form to be used as a memorandum of joint inspection of Loss and Damage Freight, LCL or CL and must be signed jointly by the inspector and consignees.

This inspection report should contain a comprehensive statement of facts as to condition of shipment at time of inspection but is not an assumption or admission of liability on part of the carrier. This report does not dispense with the filing of claim in due and regular form.

Report to be made in triplicate. Original retained by inspector in book form. First carbon given consignees. Second carbon file with OS&D report.



