

<div><div>KDG LOGISTICS</div><div>STANDARD OPERATION PROCEDURE</div><div><div>enviro</div><div>SAFETY FIRST</div></div></div>					Reference No(s):		<div><div>KDG LOGISTICS</div></div>											
PLANT: TSAM		AREA: TSAM YARDS (ACSA)			Originator / Controller:	Juan Lange		Snr Supervisors:										
Process / Activity:		Pre - Trip Inspection SOP			Critical Equipment / Environmental Significant Equipment													
Scope:		This process includes all procedures involved for Pre Trip Inspection SOP			Equipment		Reference No											
		Loluhielo ifaka yonke inqubo ehlanganisa Ukuhlolwa Kokuqala Kohambo kwi SOP																
No.	Actions / Steps	* Key Points		KEY POINTS	Tyre Pressure Gauge													
1	Pre-Trip Inspections need to be done before each trip. Once the carrier has loaded and the driver has been issued all his documents.		Pre-Trip Inspector	All items need to be checked Before the truck is cleared to leave the yard.	Igeji lomoya esondweni.													
	Ukuhlola kokuqala kudinga ukwenziwa ngaphambi kohambo ngalunye , lapho ikheriya isilayishiwe nomshayeli esethole wonke umqulu			Zonke izinto zetrukhi zidinga ukubhekwa ngaphambi kokuba iphume eyadini.														
2	Before the inspection begins, be sure to fill in the correct details of the truck and trailer on the Pre-Trip Inspection Sheet.		Pre-Trip Inspector	Any defaults are to be reported to the Controller ASAP.	ILLUSTRATION / PHOTOGRAPHS		OPERATIONS MANAGER: JUAN LANGE											
	Ngaphambi kokuhlola qiniseka ukuthi ugcwalise kahle iphepha lemininingwane yetruck netrayla.			Noma kungayini engalungile mayibikelwe uMqaphi ngokushesha.	<div>PRE-TRIP INSPECTION STANDARD OPERATING PROCEDURE</div> <div>PRE-TRIP INSPECTION WALK AROUND</div>		GENERAL MANAGER: AK KAMDAR											
3	Make sure that the keys are not in the ignition, so that the driver cannot start the truck and move off while you are busy.		Pre-Trip Inspector	All the Inspection items are vital for Safety on the Road.			SHEQ MANAGER - JUAN LANGE											
	Qiniseka ukuthi awushiyi ukhiye entweni yokudumisa ukuze umshayeli angafiki adumise itruckhi usematasatasa, usasebenza.			Konke ukuhlolwa kubalulekile ukuze kube nokuphepha emgwaqeni.			FLEET MANAGER: JUNAID MANSOOR											
4	Start the inspection at Point A. Follow the Pre-Trip Inspection Walkaround in order to complete the check successfully.		Pre-Trip Inspector				DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE											
	Qala ukuhlola ephoyinti u A. Landela inqubo yokuhlola uhamba uzunga kube yimpumelelo.																	
5	Point A will concentrate on fluid levels of Wiper Washers, Engine Coolant and Engine Oil.				<div>A</div> 1. WIPER WASHER WATER LEVEL 2. ENGINE COOLANT LEVEL		TYPE OF PPE											
	Iphoyinti A liphathelene namazinga okusalukethazi lwamawaypha okuwasha, kokupholisa injini namafutha enjini.				<div>B</div> 1. DRAIN WATER AND OIL FROM AIR TANKS 2. TOOLS: JACK, WHEEL SPANNER, EMERGENCY TRIANGLE X2, FIRE EXTINGUISHER,		YES											
6	Point B will concentrate on clearing the air tanks of excess oil and water from operation and making sure that all the trucks tools are accounted for.				<div>C</div> 1. CHECK CONDITION OF RATCHETS AND STRAPS		DESCRIPTION											
	Iphoyinti B liphathelene nokukhishwa komoya ethangweni ekukhululeni amafutha namanzi asebenze, futhi uqinisekise ukuthi amathuluzi etrukhi akhona.				<div>D</div> 1. CHECK FOR LEAKS ON HYDRAULIC VALVE BANKS 2. CHECK RAMP AND DECK FOR ANY ABNORMAL DAMAGES 3. CHECK THAT THE LOAD IS SECURE 4. CHECK THAT LOADING RAMP ARE SECURE		REF											
7	Point C will concentrate on condition and quantity of Ratchets and Straps.				<div>E</div> 1. CHECK THAT INDICATOR LIGHTS ARE OPERATIONAL 2. CHECK THAT PARK LIGHTS ARE OPERATIONAL 3. CHECK THAT BRAKE LIGHTS ARE OPERATIONAL 4. CHECK THAT HEADLIGHTS ARE OPERATIONAL		Anti-static , steel toe cap shoe											
	Ephoyintini C liphathelene nesimo nanesibalo samabhande. (ratchets and straps)				<div>F</div> 1. CHECK HANDBRAKE IS IN GOOD WORKING ORDER 2. CHECK THAT THE RADIO IS WORKING 3. CHECK THAT THE FUEL CARD, TRUCK LICENSE, PERMIT ARE VALID 4. CHECK DASHBOARD FOR ANY ACTIVE WARNING LIGHTS 5. CHECK THAT TRUCK, TRAILER AND INSIDE OF CAB ARE CLEAN		Reflective Vest - visitors / Leadsman											
8	Point D will concentrate on the trailer operation making sure there are no hydraulic leaks and that the decks and ramps are in working order.				<div>G</div> 1. CHECK CONDITION OF ALL TYRES 2. CHECK CONDITION OF SPARE WHEEL		Driver's & Checkers gloves when handling vehicles											
	Iphoyinti D liphathelene nokusebenza kwethreyila uqinisekisa nokuthi akunakuvuza komoya nokuthi ideck namaramp kusebenza kahle						Work pants with Reflective Strip.											
9	Point E will concentrate on operation of park, brake, indicator and head lights.						Hi-VIZ Cap											
	Iphoyinti E liphathelene ipaki, ibhuleki, ilambu-nkomba namalambu.						YES											
10	Point F will concentrate on items inside the cab. The cab needs to be clean. If there are any warning lights showing, these need to be attended to before the truck is loaded.						Hi-Viz company cap to clearly identify the Service Provider.											
	Iphoyinti F liphathelene nezinto eziphakathi ekhebhini. Ikhebhulu idinga ukuhlanzwa. Uma kukhona isixwayiso esikhonjwa ngamalambu, kudinga ukunakwa ngaphambi kokulayishwa																	
11	Point G will concentrate on condition and pressure of all tyres.																	
	Iphoyinti G liphathelene nesimo kanye nomoya emathayini.																	
12	The completed and Pre-trip Inspection sheet needs to be signed off by the driver as well as the Pre-trip Inspector.																	
	Ishidi lokuqala kokuhlolwa eseliqediwe lidinga ukusayinwa umshayeli kanjalo noMhloli.																	
13	Any defect is to be recorded on a Defect report and handed to Management for approval. A decision will then be made whether the truck will be cleared to leave or sent for immediate repair.																	
	Noma ngabe yini engalungile mayiqoshwe lapho kugcinwa khona imibiko yokungalungile, bese inikwa umphathi onqumayo. Kuzobe sekuthathwa isinqumo ukuba itruckhi izoyekwa ihambe noma izoyolungiswa ngokushesha.																	
14	The Pre-Trip Inspection Sheet is then handed in to Admin and the truck is cleared to depart the yard to load.																	
	Ishidi lokuqala kokuhlolwa malibe selinikwa uMgcini-mininingwane itruckhi iphume iyolayishwa.																	
15																		
16																		
17																		
18																		
SAFETY & HEALTH RISKS					SPECIAL NOTES		REFERENCE / RECORDS / CHECKLISTS											
NO:	RISK:	PREVENTATIVE MEASURES:		Title			Ref No											
1	Take care not to pinch fingers when checking ratchets and straps. / Nakekela ungaciphizi iminywe lapho ubheka amaratchet.	Make the driver is aware that you are inspecting the truck so that he does not start and move off while you are busy. / Yienza umshayeli abone ukuthi uhlola itruckhi ukuze angazohambisa itruckhi usematasatasa.		Pre-Trip Inspection Sheet														
2																		
3																		
4																		
Approved by:-					OPERATIONS MANAGER: Juan Lange		SHEQ CO-ORDINATOR: Juan Lange		SNR SUPERVISOR: AK Kamdar, Juan Lange		YARD SUPERVISORS: Leroy Dwyer, Nicky Singh							
KEY POINTS: TAKE NOTE =  TIME =  CHECK =  PPE =  HEALTH / SAFETY =  LEGAL =  ENV =  PINCH IN MACHINE / CAUTION=							General Manager: Abdul Kamdar											
Reason for revision to Work Instruction:-					SOP revised and translated into Zulu		Established Date		07.08.2014		Revision No		1		Revision Date		07.08.2014	
SHEET																	1	