

		STANDARD OPERATION PROCEDURE												
PLANT: TSAM		AREA: TSAM YARDS (ACSA)				Originator / Controller:	Juan Lange	Snr Supervisors:		Doc No	RTMS 060			
Process / Activity:		LOADING SOP LOHR MHR				Critical Equipment / Environmental Significant Equipment								
Scope:		This process includes all procedures involved for Loading of Vehicles onto a LOHR MHR: Lotuhlelo lufake yonke inqubo ehlanganise ukulayishwa kwezimoto ku LOHR MHR				Equipment		Reference No		Date	25/09/2014			
		Lotuhlelo lufake yonke inqubo ehlanganise ukulayishwa kwezimoto ku LOHR MHR				PPE, Ratchets + Straps				Approved	J LANGE			
										Version	1			
No.	Actions / Steps	* Key Points	Control Criteria	KEY POINTS	Hazard Warning Lights When Entering Yard		AK Kamdar, Juan Lange	Yard Managers	Chris Gunther, Juan Lange					
1	When Entering the Loading Area, drive with Emergency Hazards ON.		DRIVER	Familiarise yourself with your surroundings	Sebenzisa amalambu akhomba ubungozi		IN CASE OF EMERGENCY		CONTACT NUMBERS					
	Ngenkathi ugena endaweni yokulayisha sebenza amalambu akhomba ingozi		Umshayeli	Zijwayeze indawo osebenza kuyo			KINGSWAY HOSPITAL		Tel: 031 904 7000					
2	Open chevron flaps at rear of trailer to access loading ramps. Pull out loading ramps, position correctly and secure for loading.		DRIVER	Beware of Pinch points. 1.Screw pins on forward ramp 2.Lock Pins for Upper Deck.		ILLUSTRATION / PHOTOGRAPHS	OPERATIONS MANAGER: JUAN LANGE		Cell: 082 878 5092					
	Ngenkathi ugena endaweni yokulayisha sebenza ijubane lokushayela ila 20km kuphela.		Umshayeli	Qaphela izindawo ezinobungozi. 1) Ophini bokuhambisa iramp. 2) Ophini bokubopha ideck engaphezulu.			GENERAL MANAGER: AK KAMDAR		Cell: 083 786 9119					
3	Park carrier straight in loading area / bay. Make use of a Leadsman when reversing. Ensure truck and trailer parking brake is applied before dismounting cab.		DRIVER	Make use of a Leadsman at all times when loading. This will assist you with spaces between cars.			SHEQ MANAGER - JUAN LANGE		Cell: 082 878 5092					
	Misa itruck iqonde endaweni yokulayisha usebenzise okusizayo. Qinisekisa amabhuleki etruck netrailer uwasebenzisile ngaphambi kokukhipha amakhubuli		Umshayeli	Sebenzisa umhleli ngasosonke isikhathi uma ulayisha. Lokhu kuzokusiza ngezikhala phakathi kwezimoto.			FLEET MANAGER: JUNAID MANSOOR		Cell: 083 776 4888					
4	Check that all PPE is properly worn. As per company PPE policy.		DRIVER	Make use of Wheel Chocks to prevent vehicles from rolling off the ramps while strapping			DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE		Cell: 083 408 9942					
	Bheka izingubo (PPE) uzigoke ngendlela efanele nangokomthetho wekhampani.		Umshayeli	Sebenzisa okokushoka isondo ukuvimba ukuthi imoto iingahambi uma usayibopha			PPE REQUIREMENTS							
5	Start truck and engage PTO with PTO switch inside cab. The truck can then be switched Off and On from the hydraulic control panel on the trailer as the decks need to be moved.		DRIVER	Be sure to strap each wheel.					TYPE OF PPE		YES	DESCRIPTION	REF	
	Dumisa itruck Uthinte I PTO. Usungayicisha itruck uphinde uyidumise endaweni amakhubula etrukhini.		Umshayeli	Qikelela ukuthi uwabophile wonke amasondo			SAFETY Shoes		Yes	Anti-static , steel toe cap shoe	N/A			
6	Open chevron flaps at rear of trailer to access loading ramps. Pull out loading ramps, position correctly and secure for loading.		DRIVER	Be sure that the vehicles you are loading are correct for your destination.			Hi-VIZ Vest or Shirt		Yes	Reflective Vest - visitors / Leadsman	N/A			
	Vula amachevron, flaps kutrailer ukukhipha amaramps okuayisha. Khipha amaramps okulayisha ngokufanele ukulungele ukulayisha.		Umshayeli	Qikelela ukuthi izimoto ozilayishayo ziya endaweni efanele.			Gloves		Yes	Driver's & Checkers gloves when handling vehicles	N/A			
7	Lower suspension of trailer. Lower rear of Upper deck of Trailer to lowest position. Extend hydraulic loading ramps from trailer to truck body upper deck.						Hi-VIZ Pants		Yes	Work pants with Reflective Strip.	N/A			
	Yehlisa isuspension yetrailer. Yehlisa ideck engaphezulu ngokwanele. Yenezela amahydrolic ramps kusuka kutrailer kuya emzimbeni wedeck engaphezulu.						Hi-VIZ Cap		YES	Hi-Viz company cap to clearly identify the Service Provider.	N/A			
8	Clear deck of lashing belts and ratchets. Hang lashing belts and ratchets along the edges of the deck. Vehicles can then avoid driving over ratchets, damaging ratchets + tires. Once the vehicle is parked, the driver exiting the vehicle will avoid tripping.													
	Susa amabhande namaratchets phezu kwedek, wagaxe emaceleni. Kuzovikela ukungalimali kwamaratchets namathaya.													
9	Fetch the 1st vehicle from the staging lane and bring to the carrier. The vehicle K-Sheet will be checked by the CAT Security. Make sure to line-up the vehicle with the center of the deck and then load the vehicle. Place a wheel chock behind the right rear wheel in case the vehicle moves.													
	Thatha imoto yokuqala kulayini wokulayisha uyilthe etrukhini. IK-Sheet ibhekwe unogada wakwaCat. Qinisekisa imoto iphakathi nendawo yedek bese ulayisha, beka okokushoka isondo ukuze ingahambi imoto.													
10	Load Position2, engage 1st gear and handbrake, place a wheel chock behind the right rear wheel in case the vehicle moves. Load Position 3, engage 1st gear and handbrake, place a wheel chock behind the right rear wheel in case the vehicle moves the vehicle K-Sheet will be checked by the CAT Security before each vehicle is loaded.													
	Endaweni yesibili, faka igear 1nebhuleki lesandla, faka okokushoka isondo. Ukuze ingazihambeli imoto. Yenza okufanayo nasendaweni yesithathu. Unogada abheke I K-Sheet ng													
11	Load position 4, engage 1st gear and handbrake, engage 1st gear and handbrake, place a wheel chock behind the right rear wheel in case the vehicle moves. The vehicle K-Sheet will be checked by the CAT Security before each vehicle is loaded. Lash wheels on vehicles in Positions 1,2,3 + 4.													
	Endaweni yesine yenza okufanayo nokulayini 2. Bopha amasondo endaweni yokulayisha ka 1,2,3, no4.													
12	Retract hydraulic ramps from trailer upper deck joining upper deck of truck and trailer. Lift upper deck of truck body to highest position to prepare for loading on body. Lift upper deck of trailer to allow loading of lower deck.													
	Phinda uxhume hydrylic ramp kudeck engaphezulu uhlanganisa netruck netrailer.phakamisa ideck engaphezulu ngokwanele kuze uzolayisha emzimbeni wetruck. Phakamisa ideck engaphezuluukulayisha ideck engezansi.													
13	Load position 5, engage 1st gear and handbrake. Load position 6, engage 1st gear and handbrake. Load position 7, engage 1st gear and handbrake. Load position 8, engage 1st gear and handbrake. The vehicle K-Sheet will be checked by the CAT Security before each vehicle is loaded. Lash wheels on vehicles in position 5,6,7 + 8.													
	Endaweni yokulayisha yesihlanu 5, eesithupha 6 eyesikhombisa 7 faka igear 1 nebhuleki lesandla kanjalo nasendaweni yesishiyalombili 8. I K-Sheet ibhekwe unogada wakwaCat.													
14	Lash wheels according to the Lashing SOP. This will assist you in not damaging the sils of vehicles. There must be one lashing belt for each wheel.													
	Bopha amasondo ngenqubo yokubopha yeSOP. Kuzokusiza ukungalimazi amasili emoto. Isondo ngalinye malibe nembhanda.													
15	With assistance from your VDOI Supervisor, set the deck height of the truck body Upper Deck. With assistance from your VDOI Supervisor, set the deck height of the trailer Upper Deck.													
	Ngosiozo lukasupevisor we VDO hlela ukuphakama kwedek engaphezulu yomzimba wetruck yedek engaphezulu. Usizwa usupevisor weVDQ bheka ukuphakama kwedek yetrailer.													
16	Check the height of your load with your VDOI Supervisor to ensure you are at 4.6m or lower. This height should be recorded on your Loading Plan.													
	Bheka ukuphakama komthwalo wakho usizana no supervisor weVDQ qinisekisa aweqi ku 4.6m noma ngaphansi. Ukuphakama komthwalo makugcinwe ohleweni lwakho lokulayisha.													
17	Check the swing clearance between the overhang of the truck to the front end of the trailer.													
	Bheka ukugamanxa komthwalo phakathi kwezikhala etrukhini.													
18	Put the loading ramps back into the ramp tray. Close the flaps. Secure the ABNORMAL Sign.													
	Buyisela amaramp endaweni yawo. Vala amflaps ukugcina kahle uphawu lwe ABNORMAL.													
19	When Exiting the Loading Area, drive with Emergency Hazards ON.													
	Ngenkathi usuphuma endaweni yokulayisha sebenzisa amalambu akhomba ingozi.													
20	When Exiting the Loading Area drive drive at 20 km/h ONLY.													
	Ngenkathi uphuma endaweni yokulayisha sebenzisa ijubane lokushayela kila 20km/h kuphela.d													
21														
22														
SAFETY & HEALTH RISKS												SPECIAL NOTES	REFERENCE / RECORDS / CHECKLISTS	
NO:	RISK:	PREVENTATIVE MEASURES:								Title	Ref No			
1	Accidents / Incidents causing injuries to employees and damages to vehicles. / Izingozi/zigameko ukulimala kubasebenzi nasezimotweni.	Wear Protective Gloves for Driving and Lashing / Gqoka amaglavu okuvikela lapho ushayela nalapho ubopha								VDQI Standards				
2	Injuries to Leadsman. / Ukulimala komqhwebi	Leadsman to stand a safe distance away from vehicle when guiding drivers. Leadsman to wear reflective vest at all times. / Umqhwebi ame endaweni ephiphile kude nemoto ngesikhathi esebenza.												
3	Pinching Fingers in Ratchets and/or Deck locking pins / Ukucindezeleka kweminwenamaRatchets noma ngophini bokubopha ideck													
4														
5														
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	25.09.2014							
										SHEET	1			