

STANDARD OPERATION PROCEDURE											
PLANT: TSAM		AREA: TSAM YARDS (ACSA)			Originator / Controller:	Juan Lange	Snr Supervisors:				
Process / Activity:		LOADING SOP UNIPOWER MAXIPORTER			Critical Equipment / Environmental Significant Equipment		Date	RTMS 061			
Scope:		This process includes all procedures involved for Loading of Vehicles onto a UniPower Maxiporter			Equipment	Reference No	Approved	25/09/2014			
		Loluhlelo iuhanganise yonke ingubo yokulayisha izimoto ku UniPower Maxiporter			PPE, Ratchets + Straps		Version	J LANGE			
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. Ngenkathi ungena endaweni yokulayisha sebenzisa amalambu akhomba ingozi.			DRIVER	Familiarise yourself with your surroundings	Amalambu akhomba ingozi wasebenzise ngenkathi ungena	IN CASE OF EMERGENCY				
2	When Entering the Loading Area drive at 20 km/h ONLY. Ngenkathi ungena endaweni yokulayisha sebenzisa iubane lokushayela lika 20kmh kuphele.			DRIVER	Beware of Pinch points. 1.Screw pins on forward ramp 2.Lock Pins for Upper Deck.	CONTACT NUMBERS					
3	Park carrier straight in loading area / bay. Make use of a Leadsman when reversing. Ensure truck and trailer parking brake is applied before dismantling cab.			DRIVER	Make use of a Leadsman at all times when loading. This will assist you with spaces between cars.	KINGSWAY HOSPITAL Tel: 031 904 7000					
4	Check that all PPE is properly worn. As per company PPE policy. Bheka izngubo uzgqoko ngendilela eyijo nangendilela yomthetho wekhampani.			DRIVER	Make use of Wheel Chocks to prevent vehicles from rolling off the ramps while strapping	OPERATIONS MANAGER: JUAN LANGE Cell: 082 878 5092					
5	Start truck and engage PTO with PTO switch inside cab. Dumisa itruck uvule i PTO nge ngokokuvla okungaphakathi.			DRIVER	Be sure to strap each wheel.	GENERAL MANAGER: AK KAMDAR Cell: 083 786 9119					
6	Open chevron flaps at rear of trailer to access loading ramps. Pull out loading ramps, position correctly and secure for loading. Vula amachevron nama flaps ukuvulela marnp. Kniph Amaramps okulayisha ngokufnile ukulungisela ukulayisha.			DRIVER	Be sure that the vehicles you are loading are correct for your destination.	SHEQ MANAGER - JUAN LANGE Cell: 082 878 5092					
7	Lower suspension of trailer. Lower rear of Upper deck of Trailer to lowest position. Extend loading ramps from trailer to truck body upper deck. Yehlisa isuspension yetruck. Yehlisa ideck engapehezelu.yetrailer ngendilela efanele. Khulisa amaramp okulayisha emzimbeni wetrailer kudeck engapehezelu.			Umshayeli	Qikekela ukusokha amasondo ukuvikela ukuzihambela kwemoto lapho ubopha.	FLEET MANAGER: JUNAID MANSOOR Cell: 083 776 4888					
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 amnaratchets phewu kwedeck uwabekwa emaceleni. Kuzovikela ukulimaza amaratchets namabhande ngezimono.			Umshayeli	Qiniseka izimoto zilayishwe ngokufanale izindawo ezyodilizwa kuzo.	DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE Cell: 083 408 9942					
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 imotu yokuqala ufake igear! nebhuleki lesanda uylethe kucarrier. K-Sheet maybekwe unogadada wakwaCAT. Qiniseka imotu iphakathi nendawo yedeck. Faka amashoka ngemuva kwesondo ukuze imotu ingazihambell.			Umshayeli	Be sure that the vehicles you are loading are correct for your destination.	PPE REQUIREMENTS					
10	Lift Hydraulic Ramps and Load Position2, engage 1st gear and handbrake, place a wheel chock behind the right rear wheel in case the vehicle moves, 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. Lash wheels on Position 1+2. Sebenzisa amahydrolic ramps uzolayisha endaweni yesibili faka igear 1 nebhuleki lesanda. Faka ishoka ngemuva kwesondo ukuze ingazihambel imoto. Unogada wakwaCAT ahfeka K-Sheet ngaphambi kokulayisha imoto. Bopham amasondo endaweni ka 1 no 2 yokulayisha.			Umshayeli	Engage 1st gear and handbrake, place a wheel chock behind the right rear wheel in case the vehicle moves, 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. Lash wheels on Position 1+2.	TYPE OF PPE YES DESCRIPTION REF					
11	Store connecting ramps from deck to truck and load Position 3, engage 1st gear and handbrake, place a wheel chock behind the right rear wheel in case the vehicle moves.Load position 4, 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 the vehicle is loaded. Gina amamaramp okuhuma kudeck retruck uylayishive endaweni yesithupha. Faka igear 1 nebhuleki lesanda. Faka ishoka ngemuva kwesondo ukuze ingazihambel. Yenza okufanayo hasendaweni yesina-4. I-K-Sheet ibekhewe unogada wakwaCAT ngaphambi kokuba imoto ilayishwe.			Umshayeli	Engage 1st gear and handbrake, place a wheel chock behind the right rear wheel in case the vehicle moves.Load position 4, 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 the vehicle is loaded.	SAFETY Shoes Yes Anti-static , steel toe cap shoe N/A					
12	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. Lift the manual ramps and load position 5. The vehicle K-Sheet will be checked by the CAT Security before each vehicle is loaded. Lash wheels on vehicles in Positions 3,4 + 5. Endaweni yesine faka igear 1 ne bhuleki lesanda. Laylisa endaweni ka 6. Faka igear 1 nebhuleki lesanda. Laylisa endaweni ka7, faka igear 1 nebhuleki lesanda. Laylisa endaweni ka8-faka igear 1 nebhuleki lesanda. Phakamisa amaramp uylayishive endaweni ka 9 I-K-Sheet ibekhewe unogada wakwaCAT ngaphambi kokuba imoto ilayishwe. Bopham amasondo endaweni yesi 6, 7 & 9 no9.			Umshayeli	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. Lift the manual ramps and load position 5. The vehicle K-Sheet will be checked by the CAT Security before each vehicle is loaded. Lash wheels on vehicles in Positions 3,4 + 5.	Hi-VIZ Vest or Shirt Yes Reflective Vest - visitors / Leadsman N/A					
13	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. Phakamisa ideck engapehezelu emzimbeni wetruck ukulungisela ukulayisha emzimbeni. Phakamisa ideck engapehezelu ukulungisela ukulayisha kudeck engezansi.			Umshayeli	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.	Gloves Yes Driver's & Checkers gloves when handling vehicles N/A					
14	Load position 6, 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. Lift the manual ramps and load Position 9.The vehicle K-Sheet will be checked by the CAT Security before each vehicle is loaded. Lash wheels on vehicles in Position 6,7 & 9. Endaweni yesithupha-6 faka igear 1 ne bhuleki lesanda. Laylisa endaweni ka 6. Faka igear 1 nebhuleki lesanda. Laylisa endaweni ka7, faka igear 1 nebhuleki lesanda. Laylisa endaweni ka8-faka igear 1 nebhuleki lesanda. Phakamisa amaramp uylayishive endaweni ka 9 I-K-Sheet ibekhewe unogada wakwaCAT ngaphambi kokuba imoto ilayishwe. Bopham amasondo endaweni yesi 6, 7 & 9 no9.			Umshayeli	Load position 6, 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. Lift the manual ramps and load Position 9.The vehicle K-Sheet will be checked by the CAT Security before each vehicle is loaded. Lash wheels on vehicles in Position 6,7 & 9.	Hi-VIZ Pants Yes Work pants with Reflective Strip. N/A					
15	Lash wheels according to the Lashing SOP. This will assist you in not damaging the sills of vehicles. There must be one lashing belt for each wheel. Bopham amasondo ulandela 1 SOP. Kukusiza ukungalmaszai amasili. Isondo ngalinyi malibe nebhanda lalo.			Umshayeli	Lash wheels according to the Lashing SOP. This will assist you in not damaging the sills of vehicles. There must be one lashing belt for each wheel.	Hi-VIZ Cap YES Hi-Viz company cap to clearly identify the Service Provider. N/A					
16	With assistance from your VDQ Supervisor, set the deck height of the truck body Upper Deck. With assistance from your VDQ Supervisor, set the deck height of the trailer Upper Deck. Usizana nosupervisor weVDQ hiela ukuphakama kwedeck emzimbeni wetruck ngapehezelu.			Umshayeli	With assistance from your VDQ Supervisor, set the deck height of the truck body Upper Deck. With assistance from your VDQ Supervisor, set the deck height of the trailer Upper Deck.	CALIBRATION					
17	Check the height of your load with your VDQ Supervisor to ensure you are at 4.6m or lower. This height should be recorded on your Loading Plan. Bheka ukulugala komthwalo ekugcinne kwetruck netrailer.			Umshayeli	Check the height of your load with your VDQ Supervisor to ensure you are at 4.6m or lower. This height should be recorded on your Loading Plan.	Equipment Frequency					
18	Check the swing clearance between the overhang of the truck to the front end of the trailer. Bheka ukulugala komthwalo ekugcinne kwetruck netrailer.			Umshayeli	Check the swing clearance between the overhang of the truck to the front end of the trailer.	N/A					
19	Put the loading ramps back into the ramp tray. Close the flaps. Secure the ABNORMAL Sign. Buyisela amaramp okulayisha endaweni yawo. Vala amaflap ubeki kahe uphawu iweABNORMAL.			Umshayeli	Put the loading ramps back into the ramp tray. Close the flaps. Secure the ABNORMAL Sign.	CHEMICALS					
20	When Exiting the Loading Area, drive with Emergency Hazards ON. Ngenkathi uphuma endaweni yokulayisha sebenzisa amalambu akhomba ingozi.			Umshayeli	When Exiting the Loading Area, drive with Emergency Hazards ON.	N/A					
21	When Exiting the Loading Area drive at 20 km/h ONLY. Ngenkathi uphuma endaweni yokulayisha sebenzisa iubane lokushayela lika 20kmh kuphele.			Umshayeli	When Exiting the Loading Area drive at 20 km/h ONLY.	REFERENCE / RECORDS / CHECKLISTS					
22						Title Ref No					
SAFETY & HEALTH RISKS						SPECIAL NOTES					
NO:	RISK:	PREVENTATIVE MEASURES:									
1	Accidents / Incidents causing injuries to employees and damages to vehicles. / Izngozu/izgajameko ukulimala kabasebenzi nasezimotweni.	Wear Protective Gloves for Driving and Lashing / Gqoka amaglavu okuvikela lapho ushayela halapho ubopha			If in doubt, follow VDQ Standards for Lock Out, Fall from Height and Lashing Procedures.						
2	Injuries to Leadsman. / Ukolimala komqhwеби	Leadsman to stand a safe distance away from vehicle when guiding drivers. Leadsman to wear reflective vest at all times. / Umqhwеби аме endaweni ephiphile kudeck nemozo ngesikhathi esebenza.			Uma unokungabaza landela umgomo wakwaVDQ, ukuba phezulu nohlelo lokulayish.						
3	Pinching Fingers in Ratchets and/or Deck locking pins / Ukcindzezeleka kweminenwamaRatchets norma nogiphini bokubopa 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 = EALTH / SAFETY = EGAL = 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 / 1