

STANDARD OPERATION PROCEDURE											KDG LOGISTICS
PLANT: TSAM	AREA: TSAM YARDS (ACSA)			Originator / Controller:	Juan Lange	Snr Supervisors:		Doc No		RTMS 059	
Process / Activity:	LOADING SOP LOHR SHR			Critical Equipment / Environmental Significant Equipment				Date	25/09/2014		
Scope:	This process includes all procedures involved for Loading of Vehicles onto a LOHR SHR			Equipment				Approved	J LANGE		
	Kuloluhlelo kuhlanganiswe inqubo yokulayishwa kwezimoto ku LOHR SHR			PPE, Ratchets + Straps				Version			
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		IN CASE OF EMERGENCY		CONTACT NUMBERS		
2	When Entering the Loading Area drive at 20 km/h ONLY. Ngenkathi ungena endaweni yokulayisha sebenzisa ijubane lokushayela lika 20km kuphele.			DRIVER	Beware of Pinch points. 1.Screw pins on forward ramp 2.Lock Pins for Upper Deck.		KINGSWAY HOSPITAL		Tel: 031 904 7000		
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. Endaweni yokulayisha misa itruck iqonde uqikekele uwasebenzisile amabrade etrailer ngaphambi koku			DRIVER	Make use of a Leadsman at all times when loading. This will assist you with spaces between cars.	ILLUSTRATION / PHOTOGRAPHS			OPERATIONS MANAGER: JUAN LANGE		
4	Check that all PPE is properly worn. As per company PPE policy. Qikekela izingubo zokulayisha ngendela efanele nangokomthetho wekhampani.			DRIVER	Make use of Wheel Chocks to prevent vehicles from rolling off the ramps while strapping.				GENERAL MANAGER: AK KAMDAR		
5	Attach electrical coupling from trailer to truck, making sure of correct polarity. Coupling is on front left side of trailer and left side of truck near battery. Insert the solenoid key into the slot at the trailer deck control valves and turn clockwise to engage. Xhuma izintambozikagesi kusulu kuyi trailer kuya kuy-truck uqikekele uyamukeli umlilo. Indawo exhuma kuyo iesendandi sokunxele setralier nesokunxele setruck eduze kwebatya. Ufake isolenoid key ubopho namavalve okuqinisa ngendela yewashi (clockwise).			DRIVER	Be sure to strap each wheel.			SHEQ MANAGER - JUAN LANGE			
6	Open chevron flaps at rear of trailer to access loading ramps. Pull out loading ramps, position correctly and secure for loading. Vula amachevren, flaps ukulungiselela amaramps okulayisha, udosne ame ngendela efanele ukuze ulayisha ngokuphepha.			DRIVER	Be sure that the vehicles you are loading are correct for your destination.			FLEET MANAGER: JUNAID MANSOOR			
7	Lower suspension of trailer. Lower Upper deck of Trailer to lowest position. Yehlisa isuspension yetrailer. Wehlise ngendela eyanele ideck engapezelu yetrailer.			Umshayeli	Qikekela ukubopha onke amasondo.			DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE			
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 namaratches. Lengisa amaratches onqenqemeni iwe deck. Imoto ngeke ihamble phazu kwama ratchets, namasondo emoto ngeke alimale. Uma imoto isimile imhsayeli, umshayeli uzovkeleka ukulu engawi.			Umshayeli							
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 yokugala kulayini uylethu kuyi-carrier uma ukhipha imoto kulayini iphepha elineminingwane yemoto malisayinwe unogada lakwa CTA. Qikekela imoto iphakathi nendawo yedek bese uylayisha.			Umshayeli							
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. indawo yokulayisha yesibili, faka igear yokugala nehandbrake beka wheel chock ngenumwana kwsondo elisemunwa langokwesokudla ukuze imoto Ingazihambel. Endaweni yokulayisha yesithathu faka igear lokoqhe nehandbrake, wenze okufanayo nokwenzu endaweni yesibili yokulayisha.unogada wakwa CTA uzobheka K-Sheet ngaphambi kokuthi imoto liyishwe.			Umshayeli							
11	Lash wheels on vehicles in position 1.2 + 3. Lift deck to highest position to prepare for loading on lower deck. Open hatch below Position 1 to make space for Position 4 below. bopha imoto endaweni yokulayisha 1,2+3. phakamisa ideck iyepezelu kakhulu ulungiselela ukulayisha ideck engaphansi. Vula hatch engaphansi endaweni yokulayisha wenze isikhalo sendawo yokulayisha yesine engaphansi.			Umshayeli							
12	Load position 4, engage 1st gear and handbrake. Load position 5, engage 1st gear and handbrake. Load position 4, 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 4, 5 + 6. layisha endaweni yesine ufae igear lokoqala nehandbrake, wenze okufana endaweni yesihulupha. Unogada wakwa CTA uzobheka K-Sheet ngaphambi kokuthi imoto. Isondo ngalinye kumele libe nebande lokubopha.			Umshayeli							
13	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. bopha izimoto ngokohlelo lokubopha lwakwa SOP. Lokuhu kuzokusiza ukuthi ungalmazi imoto. Isondo ngalinye kumele libe nebande lokubopha.			Umshayeli							
14	With assistance from your VDQI Supervisor, set the deck height of the Upper Deck. Insert pins into slots on rear scissor jacks in Hole 6. Lower scissor deck to secure upper deck. Ngosizo iwe VDQ supervisor hielu ukuphakama kwedeck engapezelu ufae ophini kuslot kujike, esikhaleni 6 kuscissor yedeck engaphansi ukuvikela ideck.			Umshayeli							
15	Check the height of your load with your VDQI Supervisor to ensure you are at 4.6m or lower. This height should be recorded on your Loading Plan. bhela ukuyaphezelu komthwalo ubeni nomphathi wakwa VDQI ukucqiniseka ukuthi kuwi 4.6m nom ngaphansi kwalokho.			Umshayeli							
16	Put the loading ramps back into the ramp tray. Close the flaps. Secure the ABNORMAL Sign. buyisela amaramp endaweni yawo. Bese uyalwa. Ufake uphawu iwe ABNORMAL.			Umshayeli							
17	Switch off the solenoid key, remove the key. Remove the electrical cable between truck and trailer. cima ukhiye we-solenoid bese uyalwukhiha.			Umshayeli							
18	When Exiting the Loading Area, drive with Emergency Hazards ON. Ngenkathi uphuma endaweni yokulayisha sebenzisa amalambu akhomba ingozi.			Umshayeli							
19	When Exiting the Loading Area drive at 20 km/h ONLY. Ngenkathi uphuma endaweni yokulayisha sebenzisa ijubane lokushayela lika 20km kuphele.			Umshayeli							
20											
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/izigameko ukulimala kubasebenzi nasezimotweni.	Wear Protective Gloves for Driving and Lashing / Gqoka amaglavu okuvikela lapho ushayela nalapho ubopha			If in doubt, follow VDQI Standards for Lock Out, Fall from Height and Lashing Procedures.		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. / Umqhwеби ame endaweni ephiphile kude nemoto ngesikhathi esebeza.			Uma unokungabaza landela umgomu wakwa VDQ, ukuwa phezelu nohlelo yokulayish.						
3	Pinching Fingers in Ratchets and/or Deck locking pins / UkuvinwenamaRatchets 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 / 1	



NOTE: - MSDS's are available for the above chemicals/paints