

STANDARD OPERATION PROCEDURE									KDG LOGISTICS		
PLANT: TSAM	AREA: TSAM YARDS			Originator / Controller:	Snr Supervisors:		Doc No	RTMS 063			
Process / Activity:	LOADING SOP FLEXI MK 3			Critical Equipment / Environmental Significant Equipment			Date	25/09/2014			
Scope:	This process includes all procedures involved for Loading of Vehicles onto a Unipower Flexiporter MK 3			Equipment	Reference No		Approved	AK Kamdar			
	Kuloluhelo kuhlanganiswe inqubo yokulayisha kwezimto ku Flexi MK 3			PPE, Ratchets & Straps			Version				
No.	Actions / Steps		* Key Points	Control Criteria	KEY POINTS	Hazard Warning Lights When Entering Yard		Yard Managers	Chris Gunther		
1	When Entering the Loading Area, drive with Emergency Hazards ON. Ngenkathi ungena endaweni yokulayisha sebenzia amalambu akhomba ingozi.			DRIVER	Familiarise yourself with your surroundings			IN CASE OF EMERGENCY		CONTACT NUMBERS	
			Umshayeli	Zijwayeze indawo osebenza kuyo				KINGSWAY HOSPITAL		Tel: 031 904 7000	
2	When Entering the Loading Area drive at 20 km/h ONLY. Ngenkathi ungena endaweni yokulayisha sebenzia ijubane lokushayela lika 20km kupheba.			DRIVER	Zijwayeze indawo osebenza kuyo	ILLUSTRATION / PHOTOGRAPHS		OPERATIONS MANAGER: JUAN LANGE		Cell: 082 878 5092	
			Umshayeli	Beware of Pinch points. 1.Screw pins on forward ramp 2.Lock Pins for Upper Deck.				GENERAL MANAGER: AK KAMDAR		Cell: 083 786 9119	
3	Park carrier straight in loading area / bay. Ensure truck and trailer parking brake is applied before dismounting cab. Paka icarrier endaweni yokulaysha, uqiniseke ukuthu amabhlule okupaka uwasebenzile kokulhipha amakhebuli.			DRIVER	Qapha amapinch point: 1 ophini bokuhambisa iramp. 2) ophini bedek engapehulu			SHEQ MANAGER - LEROY DWYER		Cell: 0718900069	
			Umshayeli	Make use of a Leadsman at all times when loading. This will assist you with spaces between cars.				FLEET MANAGER: JUNAID MANSOOR		Cell: 083 776 4888	
4	Check that all PPE is properly worn. As per company PPE policy. Bheka izingubo (PPE) uzigqoke ngendlela efanelo nangokomthetho wekhampani.			DRIVER	Sebenzia okusizayo ngasosonke isikathil uma ulayisha. Kuzosiza negezikhalo phakathi kwezimto.						
			Umshayeli	Make use of Wheel Chocks to prevent vehicles from rolling off the ramps while strapping				PPE REQUIREMENTS			
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 izintambo zikagesi kuy-truck nakutralier, uqinisekise kuxumekie kahle. Izintambo uxizuma kwesokunxele setrailer nesokunxele setruck eduze nebattery. Faka ukiye isolenoit kusok kumavalve etrailer uwuvale njengewashi (clockwise).			DRIVER	Sebennzia okukushoka amasondo lapho ubopho ukuvikela ukuzihambela kwemoto.			TYPE OF PPE		REF	
			Umshayeli	Be sure to strap each wheel.				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. Vula amachevron, flaps kutterialer ukuvulela amaramps. Khipha amaramps ngendlela efanelo ukulungela yokulayisha.			DRIVER	Qikekela ukubopha onke amasondo.			HI-VIZ Vest or Shirt	Yes	Reflective Vest - visitors / Leadsman	N/A
			Umshayeli	Be sure that the vehicles you are loading are correct for your destination.				Gloves	Yes	Driver's & Checkers gloves when handling vehicles	N/A
7	Lower suspension of trailer. Lower Upper deck of Trailer to lowest position. Yehlisa isuspension yetrailer wehlide ideck engapehulu ngendlela eyanele.				Qikekela izimoto zifanele ndezindawo ezizodiliwa kuyo.			HI-VIZ Pants	Yes	Work pants with Reflective Strip.	N/A
								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 namaratches phezu kwedeck. Gaxa amabhande emaceleni kwedeck. Imoto ayizohamba phezu kwamabhande namratches ilimaze namasondo. Uma isipakile imoto umshayeli akaphume ngokucophelela bee uayish imoto.							CALIBRATION			
								Equipment	Frequency		
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. Thatha imoto yokugali uylubeke kulyaini wokulayisha, K-Sheet ibhekwe unogada wakawa Cat. Qikekela imoto uylubeke phakathi naphakathi kwedeck bee uayish imoto							N/A			
10	Lash the vehicle on the lifting deck. Walk off the carrier, DO NOT JUMP down from the upper deck. Lift the ramp up to make space for Position 2. Slide the hatch under the ramp open. Engage the lock pins for the hatch. Fetch the next vehicle, line up with the carrier, the vehicle K-Sheet will be checked by the CAT Security. Boph imoto kudeck, yehla kutterialer, UNGAGXUMI ukusuka kwideck engapehulu. Phakamisa iramp ukuvula izikhala zendawo yesibili yokulayisha. Hambisa ihatch ngaphansi kwarmp, lungisa ophini bokubopha, ulande imoto yesibili, I K-Sheet ibkekwe unogada wakawaCat.							CHEMICALS			
								N/A			
11	Load Position 2. Strap the front wheels, lower the ramp below the rear wheels. Load position 3, engage 1st gear and handbrake, place a Wheel Chock behind the right rear wheel in case the vehicle moves. Endaweni yesibili strapha isondono laphambili wehlide iramp ngaphansi kwerear yesondo. Endaweni yesithuthu faka igear! nehandbrake, faka okukubamba isondono ukuvikela ukuzihambela kwemoto.							MSDS's are available for the above chemicals/paints			
								REFERENCE / RECORDS / CHECKLISTS			
12	Load position 4, engage 1st gear and handbrake, place Wheel Chock behind rear wheel in case the vehicle moves. Make use of a leadsman to check space between vehicles. The vehicle K-Sheet must be checked by the CAT Security. Endaweni yesine- 4-faka igear 1 nehandbrake, faka okukubamba isondono ukuzihambela. Sebenzia okusizayo ukubehi izikhala phakathi kwezimto. I K-Sheet ibhekwe unogada wakawaCat.							Title			
								Ref No			
13	Load position 5, engage 1st gear and handbrake. Load position 6, engage 1st gear and handbrake. The vehicle K-Sheet will be checked by the CAT Security. Layisha indawo 5, faka igear 1 nehandbrake. Yenza okufanayo nukundawo 6. I K-Sheet ibhekwe unogada wakawaCat, ubopho amasondo ezimoto eziku 5 no 6.										
14	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. Layisha indawo 7, faka igear 1 nehandbrake. Yenza okufanayo nukundawo 7. I K-Sheet ibhekwe unogada wakawaCat.										
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. Boph amasondo engenqubo ye SOP, lokho kuzosiza ukungalmazi amasills ezimoto. Kumele kuba nebandhe esondweni ngalinyi.										
16	With assistance from your VDQI Supervisor, set the deck height of the front loading ramp. Then set the height of the Upper Deck. Be sure to use the Locking Pins on the Upper Deck and Screw Lock Pins for the Forward ramp. Ngosizo lweVDQ supervisor hiela ukuphakama kwedeck, ngokunjalo kudeck engapehulu. Qiniseka usebenzile ophini bokubopha ideck ngaphansi namascrop amarap.										
17	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. Usizana no VDQ Supervisor, bheka iuuphakama komthwalo ubo ku 4.6m noma ngaphansi.										
18	Put the loading ramps back into the ramp tray. Close the flaps. Secure the ABNORMAL Sign. Buyisela amaramp emuva, uvale amaflops, ubeki I ABNORMAL Sign.										
19	Switch off the solenoid key, remove the key. Remove the electrical cable between truck and trailer. Cisha ukiye isolenoit uwukhapi. Ukhipe amakhebulikagesi phakathi kwetruck netrailer.										
20	When Exiting the Loading Area, drive with Emergency Hazards ON. Ngenkathi uphuma endaweni yokulayisha sebenzia amalambu akhomba ingozi.										
21	When Exiting the Loading Area drive at 20 km/h ONLY. Ngenkathi uphuma endaweni yokulayisha sebenzia ijubane lokushayela lika 20km kupheba.										
22											
SAFETY & HEALTH RISKS						SPECIAL NOTES		REFERENCE / RECORDS / CHECKLISTS			
NO:	RISK:	PREVENTATIVE MEASURES:									
1	Accidents / Incidents causing injuries to employees and damages to vehicles. / Izingozi/izigameko ukulimala kubasebenza nasezimotweni.	Wear Protective Gloves for Driving and Lashing / Gqoka amaglava okuvikela lapho ushayela nalapho ubopho				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 epiphile kudeck engapehulu. kude nemoto ngesikhathi esebezena.				Uma unokungabaza landela umgomu wakwaVQD, uku phezulu nohlelo lokulayish.					
3	Pinching Fingers in Ratchets and/or Deck locking pins / Ukuqindzeleka kweminenamaRatchets 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:			
KEY POINTS: TAKE NOTE = TIME = CHECK = PPE = HEALTH / SAFETY = LEGAL = ENV = DANGER 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	