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|---|---|--|------------------|--|---|--|--|---------------------------------------|--------------------|----------------------------------|--|--|--|--|
|   |   | STANDARD OPERATION PROCEDURE   |                  |  |   |  |  |                                       |                    |                                  |  |  |  |  |
| PLANT: TSAM                               |   | AREA: TSAM YARDS (ACSA)  |                  |  |   | Originator / Controller: Juan Lange                      |  | Snr Supervisors:                      |                    |                                  |  |  |  |  |
| Process / Activity:                       |   | LOADING SOP LOHR SHR   |                  |  |   | Critical Equipment / Environmental Significant Equipment |  |                                       |                    |                                  |  |  |  |  |
| Scope:                                    |   | This process includes all procedures involved for Loading of Vehicles onto a LOHR SHR  |                  |  |   | Equipment  |  | Reference No                          |                    |                                  |  |  |  |  |
|   |   | Kuloluhlelo kuhlanganiswe inqubo yokulayishwa kwezimoto ku LOHR SHR  |                  |  |   | PPE, Ratchets + Straps                                   |  |                                       |                    |                                  |  |  |  |  |
| 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.<br>Ngenkathi uengena 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 drive at 20 km/h ONLY.<br>Ngenkathi uengena endaweni yokulayisha sebenzisa ijubane lokushayela lika 20km kuphela.  |  | DRIVER           | Beware of Pinch points.<br>1.Screw pins on forward ramp 2.Lock Pins for Upper Deck.              | ILLUSTRATION / PHOTOGRAPHS  |  | OPERATIONS MANAGER: JUAN LANGE                               |                                       | Cell: 082 878 5092 |                                  |  |  |  |  |
| 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.<br>Endaweni yokulayisha misa itruck iqonde uqikekele uwasebenzisile amabrake etralier ngaphambi koku  |  | DRIVER           | Make use of a Leadsman at all times when loading. This will assist you with spaces between cars. | LOADING PROCEDURE LOHR SHR PICTURE ASSISTANCE / GUIDELINES                                |  | GENERAL MANAGER: AK KAMDAR                                   |                                       | Cell: 082 786 9119 |                                  |  |  |  |  |
| 4   | Check that all PPE is properly worn. As per company PPE policy.<br>Qikekela izingubo zokulayisha ngendlela efanele nangokomthetho wekhampani.   |  | DRIVER           | Make use of Wheel Chocks to prevent vehicles from rolling off the ramps while strapping          |   |  | SHEQ MANAGER - JUAN LANGE                                    |                                       | Cell: 082 878 5092 |                                  |  |  |  |  |
| 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.<br>Xhuma izintambo zikagesi kusuka kuyi trailer kuya kuy-truck uqikekele uyamukela umlilo. Indawo oxhuma kuyo isesandleni sokunxele setralier nesokunxele setruck eduze kwebattery. Ufaka isolenoid key ubophe namavalve okuqinisa ngendlela yewashi (clockwise).  |  | DRIVER           | Be sure to strap each wheel.   |   |  | FLEET MANAGER: JUNAID MANSOOR                                |                                       | Cell: 083 776 4888 |                                  |  |  |  |  |
| 6   | Open chevron flaps at rear of trailer to access loading ramps. Pull out loading ramps, position correctly and secure for loading.<br>Vula amachevron, flaps ukulungiselela amaramps okulayisha, udonse ame ngendlela efanele ukuze ulayishe ngokuphepha.  |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE                  |                                       | Cell: 083 408 9942 |                                  |  |  |  |  |
| 7   | Lower suspension of trailer. Lower Upper deck of Trailer to lowest position.<br>Yehlisa isuspension yetralier. Wehlise ngendlela eyanele ideck engaphezulu yetralier.   |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | PPE REQUIREMENTS   |                                       |                    |                                  |  |  |  |  |
| 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.<br>Susa amabhande namaratchets. Lengisa amaratchets onqenqemeni lwe deck. Imoto ngeke ihambe phezu kwama ratchets, namasondo emoto ngeke alimale. Uma imoto isimile imshayeli, umshyeli uzovokeleka ukuhi engawi.  |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | TYPE OF PPE  |                                       |                    |                                  |  |  |  |  |
| 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.<br>thatha imoto yokuqala kulayini uyiletthe kuyi-carrier uma ukhipha imoto kulayini iphepha elinemininingwane yemoto malisayinwe unogada lakwa CTA. Qikekela imoto iphakathi nendawo yedeck bese uyilayisha.  |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | YES  |                                       |                    |                                  |  |  |  |  |
| 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.<br>indawo yokulayisha yesibili, faka igear yokuqala nehandbrake beka wheel chock ngemumva kwesondo elisemumva langokwesokudla ukuze imoto ingazihambeli. Endaweni yokulayisha yesithathu faka igear lokuqa nehandbrake, wenze okufanayo nokwenze endaweni yesibili yokulayisha.unogada wakwa CTA uzobheka K-Sheet ngaphambi kokuthi imoto ilayishwe. |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | DESCRIPTION  |                                       |                    |                                  |  |  |  |  |
| 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.<br>bopha imoto endaweni yokulayisha 1,2+3. phakamisa ideck iyephezulu kakhulu ulungiselele ukulayisha ideck engaphansi. Vula hatch engaphansi endaweni yokuqala yokulayisha wenze isikhala sendawo yokulayisha yesine engaphansi.  |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | REF  |                                       |                    |                                  |  |  |  |  |
| 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.<br>layisha endaweni yesine ufaka igear lokuqala nehandbrake, wenze okufana endaweni yesithlanu neyesithupha. Unogada wakwa CTA uzobheka K-Sheet ngaphambi kokuba ulayishe. Bopha izimoto ezindaweni zokulayisha 4,5+6  |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | SAFETY Shoes   |                                       |                    |                                  |  |  |  |  |
| 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.<br>bopha izimoto ngokohlelo lokubopha lwakwa SOP. Lokhu kuzokusiza ukuthi ungalingazi imoto. Isondo ngalinye kumele libe nebhande lokubopha.   |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | Yes  |                                       |                    |                                  |  |  |  |  |
| 14  | With assistance from your VDOQ 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.<br>Ngosizo lwe VDOQ supervisor hlela ukuphakama kwedeck engaphezulu ufake ophini kuslot kujeke , esikheleni 6 kuscissor yedeck engaphansi ukuvikela ideck.   |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | Anti-static , steel toe cap shoe                             |                                       |                    |                                  |  |  |  |  |
| 15  | Check the height of your load with your VDOQ Supervisor to ensure you are at 4.6m or lower. This height should be recorded on your Loading Plan.<br>bheka ukuyaphezulu komthwalo ubeno nomphathi wakwa VDOQ ukuqiniseka ukuthi kulu 4.6m noma ngaphansi kwalokho.   |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | Reflective Vest - visitors / Leadsman                        |                                       |                    |                                  |  |  |  |  |
| 16  | Put the loading ramps back into the ramp tray. Close the flaps. Secure the ABNORMAL Sign.<br>buyisela amaramp endaweni yawo. Bese uyavala. Ufaka uphawu lwe ABNORMAL.   |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | Driver's & Checkers gloves when handling vehicles            |                                       |                    |                                  |  |  |  |  |
| 17  | Switch off the solenoid key, remove the key. Remove the electrical cable between truck and trailer.<br>cima ukhiye we-solenoid bese uyawukhipha.  |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | Work pants with Reflective Strip.                            |                                       |                    |                                  |  |  |  |  |
| 18  | When Exiting the Loading Area, drive with Emergency Hazards ON.<br>Ngenkathi uphuma endaweni yokulayisha sebenzisa amalambu akhomba ingozi.   |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  | Hi-Viz company cap to clearly identify the Service Provider. |                                       |                    |                                  |  |  |  |  |
| 19  | When Exiting the Loading Area drive drive at 20 km/h ONLY.<br>Ngenkathi uphuma endaweni yokulayisha sebenzisa ijubane lokushayela lika 20km kuphela.  |  | DRIVER           | Be sure that the vehicles you are loading are correct for your destination.                      |   |  |  |                                       |                    |                                  |  |  |  |  |
| 20  |   |  |                  |  |   |  |  |                                       |                    |                                  |  |  |  |  |
| 21  |   |  |                  |  |   |  |  |                                       |                    |                                  |  |  |  |  |
| 22  |   |  |                  |  |   |  |  |                                       |                    |                                  |  |  |  |  |
| SAFETY & HEALTH RISKS                     |   |  |                  |  | SPECIAL NOTES   |  |  |                                       |                    | REFERENCE / RECORDS / CHECKLISTS |  |  |  |  |
| NO:                                       | RISK:   | PREVENTATIVE MEASURES:   |                  |  |   |  |  |                                       |                    | Title                            |  |  |  |  |
| 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  |                  |  | If in doubt, follow VDOQ Standards for Lock Out, Fall from Height and Lashing Procedures. |  |  |                                       |                    | VDOQ 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. |                  |  | Uma unokungabaza landela umgomo wakwaVDOQ, ukuwa phezulu nohlelo lokulayish.              |  |  |                                       |                    |                                  |  |  |  |  |
| 3   | Pinching Fingers in Ratchets and/or Deck locking pins / Ukucindezeleka kwemimwenamaRatchets 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 =                          |  |  |  |
| 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  |  |  |  |