



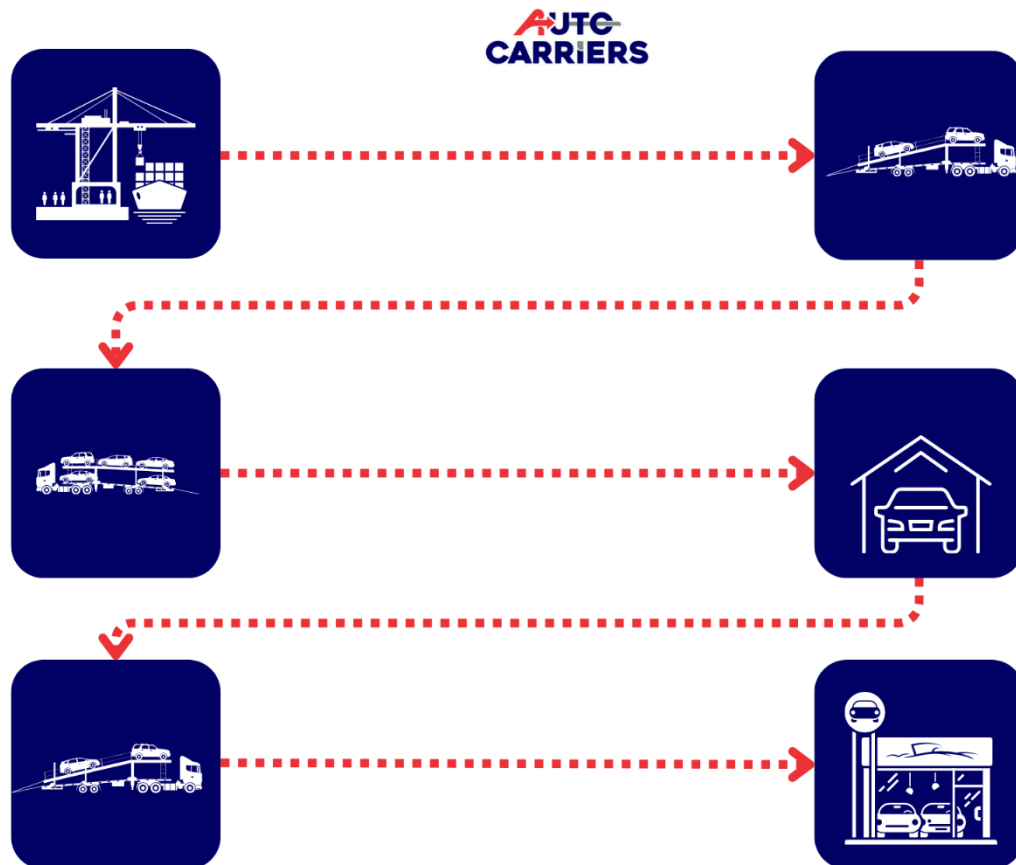
Offloading SOP



Standard operating procedure-Offloading

Purpose: This document describes the procedure for correctly Offloading vehicles.

Process: The objective is to ensure that all trucks have their loads correctly offloaded.



Role	Responsibility
Driver	Check the correct points of the truck and trailer
Simon Hadebe	Ensure Drivers are trained to correctly check on points of the truck and trailer.













Key words/Notes	Definitions
KPA Scale 1-5 where 1 is lowest and 5 is highest	





















X









Simon Hadebe
Driver Trainer

X

David Roberts
COO

Process No.	Process/Steps	Key Point	Person Responsible
1.	Whenever you enter the loading area always ensure you have your Hazards ON.		  Driver/s Inspector
2.	When entering the offloading zones please adhere to the speed limit.	The speed limit is 20km/h	  Driver/s
3.	Park the carrier straight in the offloading area and make use of a leadsman if possible. Before you dismount the cab ensure that the Truck and Trailers parking brake is applied.		  Driver/s
4.	Check that all the PPE is properly worn as per the company PPE policy.		  Driver/s
5.	Attach electrical coupling from trailer to truck, making sure of correct polarity.		  Driver/s
6.	Open the Chevron flaps at the rear of the trailer to access your loading ramps. Pull out the loading ramps and position them correctly and securely for offloading.		  Driver/s

7.	Lower the trailers suspension.		  Driver/s
8.	Remove the lashings from the wheels of vehicles to be offloaded from the bottom of the deck.		  Driver/s
9.	Raise the rear deck slightly and unlock the safety locks. Continue to raise the deck to maximum height. Once at maximum height Re-engage the safety locks.	Beware of Pinch points. <ul style="list-style-type: none"> Screw pins on forward ramp. Lock Pins for upper deck. 	  Driver/s
10.	Remove the vehicle from the bottom deck carefully, taking special care to glide onto the ground slowly to prevent any damages.	Always use a leadsman when offloading.	  Driver/s
11.	Only once the hand over of the vehicle is done and the vehicle is removed from the rear of the carrier may the driver then proceed to the carrier to offload the next vehicle.		  Driver/s
12.	Once all of the vehicles have been offloaded from the bottom deck, remove the safety pins and lower the bottom deck.		  Driver/s
13.	Remove lashing from vehicles to be offloaded from the upper deck and offload these vehicles slowly to avoid damages occurring.		  Driver/s
14.	Only once the hand over of the vehicle is done and the vehicle is removed from the rear of the carrier may the driver then proceed to the carrier to offload the next vehicle.		  Driver/s
15.	After offloading all vehicles secure all loose deck equipment.		  Driver/s
16.	Raise the rear deck to rest in a safe position and insert Safety pins.		  Driver/s

17.	Replace loading ramps into storage compartment, close and secure it.		  Driver/s
18.	Remove electrical coupling.		  Driver/s
19.	Ensure all documents have been signed and stamped by consignee as proof of Delivery.		  Driver/s
20	Conduct a pre trip inspection before beginning your return journey.		  Driver/s

PPE Requirements
Safety Shoes
Hi-Visibility Vest or Shirt
Lashing gloves Driving Gloves
Hi- Visibility Pants
Helmet





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