

		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				Doc No	
Scope:		This process includes all procedures involved for Loading of Vehicles onto a Unipower Maxiporter				Equipment		Reference No		Date	
		Lotuhlelo luhlanganise yonke ingubo yokulayisha izimoto ku Unipower Maxiporter				PPE, Ratchets + Straps				Approved	
										Version	
										Chris Gunther, Juan Lange	
No.		Actions / Steps		* Key Points	Control Criteria	KEY POINTS		Hazard Warning Lights When Entering Yard		AK Kamdar, Juan Lange	
1		When Entering the Loading Area, drive with Emergency Hazards ON.			DRIVER	Familiarise yourself with your surroundings		Amalambu akhomba ingozi wasebenzise ngenkathi ugena		IN CASE OF EMERGENCY	
		Ngenkathi ugena endaweni yokulayisha sebenzisa amalambu akhomba ingozi.			Umshayeli	Zijwayeze indawo osebenza kuyo				CONTACT NUMBERS	
2		When Entering the Loading Area drive drive at 20 km/h ONLY.			DRIVER	Beware of Pinch points. 1.Screw pins on forward ramp 2.Lock Pins for Upper Deck.		ILLUSTRATION / PHOTOGRAPHS		OPERATIONS MANAGER: JUAN LANGE	
		Ngenkathi ugena endaweni yokulayisha sebenzisa ijubane lokushayela lika 20km/h kuphela.			Umshayeli	Qaphela amaPinch Points: 1) Ophini bokubambisa amaramp. 2) Ophini bokubopha ideck engaphezulu.				GENERAL MANAGER: AK KAMDAR	
		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.			DRIVER	Make use of a Leadsman at all times when loading. This will assist you with spaces between cars.				SHEQ MANAGER - JUAN LANGE	
		Paka icarrier iqonde endaweni yokulayisha. Qikekela uyasebenzisana nokuqaphile lapho uhlela. Qinisekisa uwafakile amabhuleki etruck netrailer ngaphambi kokukhipha amakhubela.			Umshayeli	Qikekela amsebenzisa okusizayo lapho ulayisha. Kukusiza ekuubhekani izikhata phakathi kwezimoto.				FLEET MANAGER: JUNAID MANSOOR	
		Check that all PPE is properly worn. As per company PPE policy.			DRIVER	Make use of Wheel Chocks to prevent vehicles from rolling off the ramps while strapping				DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE	
		Bheka izngubo uzgokwe ngendlela eyiyo nangendlela yomthetho wekhampani.			Umshayeli	Qikekela ukushoka amsondo ukuvikela ukuzihambela kwemoto lapho ubopha.				PPE REQUIREMENTS	
5		Start truck and engage PTO with PTO switch inside cab.			DRIVER	Be sure to strap each wheel.				TYPE OF PPE	
		Dumisa itruck uvule i PTO nge ngokokuvula okungaphakathi.			Umshayeli	Qiniseka ukubopha amasondo ng				YES	
		Open chevron flaps at rear of trailer to access loading ramps. Pull out loading ramps, position correctly and secure for loading.			DRIVER	Be sure that the vehicles you are loading are correct for your destination.				DESCRIPTION	
		Vula amachevron nama flaps ukuvulela maramp. Khipha amaramps okulayisha ngokufnele ukulungiselela ukulayisha.			Umshayeli	Qiniseka izimoto ziyashwe ngokufanele izindawo ezyodilizwa kuzo.				REF	
		Lower suspension of trailer. Lower rear of Upper deck of Trailer to lowest position. Extend loading ramps from trailer to truck body upper deck.								SAFETY Shoes	
		Yehlisa isuspension yetruck. Yehlisa ideck engaphezulu.yetrailer ngendlela efanele. Khulisa amaramp okulayisha emzimbeni wetrailer kudek engaphezulu.								Yes	
		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.								Anti-static , steel toe cap shoe	
		Susa amabhande amarratchets phezu kwedek uwabeke emaceleni. Kuzovikela ukulimaza amaratchets namabhande ngezimoto.								Reflective Vest - visitors / Leadsman	
		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.								Driver's & Checkers gloves when handling vehicles	
		Thatha imoto yokuqala ufaka igear1 nebhuleki lesandla uyilethe kucarrier - K-Sheet mayibekwe unogadada wakwaCAT. Qiniseka imoto iphakathi nendawo yedek. Faka amashoka ngemuva kwesondo ukuze imoto ingazihambeli.								N/A	
		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.								Hi-VIZ Vest or Shirt	
		Sebenzisa amahydraulic ramps uzolayisha endaweni yesibili faka igear 1 nebhuleki lesandla. Faka ishoka ngemuva kwesondo ukuze ingalimbali imoto. Unogada wakwaCAT abheke i K-Sheet ngaphambi kokulayisha imoto. Bopha amasondo endaweni ka 1 no 2 yokulayisha.								Yes	
		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 movesLoad 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.								Gloves	
		Gcina amaramp okuxhuma kudek netruck ulayishe endaweni yesithathu. Faka igear 1 nebhuleki lesandla, faka ishoka ngemuva kwesondo kukuze imoto ingazihambeli. Yenza okufansyo nasendaweni yesine-4. i K-Sheet ibhekwe unogada wakwaCAT ngaphambi kokuba imoto ilayishwe.								Driver's & Checkers gloves when handling vehicles	
		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.								N/A	
		Endaweni yesine faka igear 1 ne bhuleki lesandla. Faka ishoka ngemuva kwesondo ukuze ingazihambeli imoto. Vula amaramp ulayishe endaweni yesihlanu. i K-Sheet ibhekwe unogada wakwaCAT naphambi kokuba imoto ilayishwe. Bopha amasondo endaweni yesi3, 4 no5.								Hi-VIZ Pants	
		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.								Yes	
		Phakamisa ideck engaphezulu emzimbeni wetruck ukulungiselela ukulayisha emzimbeni. Phakamisa ideck engaphezulu ukulungiselela ukulayisha kudek engezansi.								Hi-VIZ Cap	
		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 6,7,8 + 9.								YES	
		Endaweni yesithupha-6 faka igear 1 ne bhuleki lesandla. Layisha endaweni ka 6. Faka igear 1 nebhuleki lesandla. Layisha endaweni ka7, faka igear 1 nebhuleki lesandla. Layisha endaweni ka-8 faka igear 1 nebhuleki lesandla. Phakamisa amaramp ulayishe endaweni ka 9 i K-Sheet ibhekwe unogada wakwaCAT naphambi kokuba imoto ilayishwe. Bopha amasondo endaweni yesi 6, 7, 8 no9.								N/A	
		Lash wheels according to the Lashing SOP. This will assist you in not damaging the sils of vehicles. There must be one lashing belt for each wheel.								Hi-Viz company cap to clearly identify the Service Provider.	
		Bopha amasondo ulandela i SOP. Kukusiza ukungalimsazi amasil. Isondo ngalinye malibe nebhande lala.								N/A	
		With assistance from your VDOQ Supervisor, set the deck height of the truck body Upper Deck. With assistance from your VDOQ Supervisor, set the deck height of the trailer Upper Deck.								N/A	
		Uaiszana nosupervisor weVDOQ hlela ukuphakama kwedek emzimbeni wetruck ngaphezulu.								N/A	
		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.								N/A	
		Bheka ukuphakama komthwalo wakho ukanye nosupervisor wakwa VDOQ ube ku 4.6m noma ngaphansi. Umniningwane womthwalo mawugcine ohlelweni lokulayisha.								N/A	
		Check the swing clearance between the overhang of the truck to the front end of the trailer.								N/A	
		Bheka ukulunga ngomthwalo ekugcineni kwetruck netrailer.								N/A	
		Put the loading ramps back into the ramp tray. Close the flaps. Secure the ABNORMAL Sign.								N/A	
		Buyisela amaramp okulayisha endaweni yawo. Vala amafap ubeke kahe uphawu lweABNORMAL.								N/A	
		When Exiting the Loading Area, drive with Emergency Hazards ON.								N/A	
		Ngenkathi uphuma endaweni yokulayisha sebenzisa amalambu akhomba ingozi.								N/A	
		When Exiting the Loading Area drive drive at 20 km/h ONLY.								N/A	
		Ngenkathi uphuma endaweni yokulayisha sebenzisa ijubane lokushayela lika 20km/h kuphela.								N/A	
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