

		STANDARD OPERATION PROCEDURE										
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		Reference No		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		
		Kuloluhlelo kuhlangelelwe ingubo yokulayishwa kwezimoto 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.		DRIVER	Familiarise yourself with your surroundings					IN CASE OF EMERGENCY		CONTACT NUMBERS	
	Ngenkathi ugena endaweni yokulayisha sebenzisa amalambu akhomba ingozi.		Umshayeli	Zijwayeze indawo osebenza kuyo					KINGSWAY HOSPITAL		Tel: 031 904 7000	
2	When Entering the Loading Area drive drive at 20 km/h ONLY.		DRIVER	Zijwayeze indawo osebenza kuyo	ILLUSTRATION / PHOTOGRAPHS				OPERATIONS MANAGER: JUAN LANGE		Cell: 082 878 5092	
	Ngenkathi ugena endaweni yokulayisha sebenzisa ijubane lokushayela lika 20km kuphela.		Umshayeli	Beware of Pinch points. 1. Screw pins on forward ramp 2. Lock Pins for Upper Deck.	LOADING PROCEDURE FLEXI MK 3 PICTURE ASSISTANCE / GUIDELINES				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.		DRIVER	Qaphele amapinch point; 1 ophini bokuhambisa iramp. 2) ophini bedeck engaphezulu					SHEQ MANAGER - LEROY DWYER		Cell: 0718900069	
	Paka icarrier endaweni yokulaysha, uqiniseke ukuthi amabhuleki okupaka uwasebenzisile kokukupha amakhebuli.		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.		DRIVER	Sebenzisa okusizayo ngasonke isikhathi uma ulayisha. Kuzosiza ngezikhala phakathi kwezimoto					PPE REQUIREMENTS			
	Bheka izingubo (PPE) uzigqoke ngendlela efanele nangokomthetho wekhampani.		Umshayeli	Make use of Wheel Chocks to prevent vehicles from rolling off the ramps while strapping								
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.		DRIVER	Sebenzisa okokushoka amasondo lapho ubopha ukuvikela ukuzihambela kwemoto.					TYPE OF PPE		YES	
	Xhuma izintambo zikagesi kuyi- truck nakutailer, uqinisekise kukhumeke kahle. Izintambo uzixhuma kwesokunxele setrailer nesokunxele setruck eduze nebattery. Faka ukhiye isolenoid kuslot kumavalve etrailer uwuvale njengewashi (clockwise).		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.		DRIVER	Qikekela ukubopha onke amasondo.					HI-VIZ Vest or Shirt	Yes	Reflective Vest - visitors / Leadsman	N/A
	Vula amachevron, flaps kutailer ukuvulela amaramps. Khipha amaramps ngendlela efanele ukulungela ukulayisha.		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.			Qikekela izimoto zifanele ndezindawo ezizodilizwa kuyo.					HI-VIZ Pants	Yes	Work pants with Reflective Strip.	N/A
	Yehlisa isuspension yetrailer wehlise ideck engaphezulu ngendlela eyanele.								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 namaratchets phezu kwedek. Gaxa amabhande emaceleni kwedek. Imoto ayizohamba phezu kwamabhande namaratchets ilimaze namasondo. Uma isipakile imoto umshayeli akaphume ngokucophelela											
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 yokuqala uyibekwe kulayini wokulayisha, I K-Sheet ibhekwe unogada wakwa Cat. Qikekela imoto uyibekwe phakathi naphakathi kwedek bese ulayish imoto											
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 kutraile, UNGAGXUMI ukusuka kwideck egaphezulu. Phakamisa iramp ukuvula izikhala zendawo yesibili yokulayisha. Hambisa ihatch ngaphansi kweramp, lungisa ophini bokubopha, ulande imoto yesibili, I K-Sheet ibhekwe unogada wakwaCat.											
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 isondo laphambili wehlise iramp ngaphansi kweramp yesondo. Endaweni yesithathu faka igear1 nehandbrake, faka okokubamba isondo ukuvikela ukuzihambela kwemoto.											
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 okokubamba isondo ukuze imoto ingezukuzihambela. Sebenzisa okusizayo ukubheka izikhala phakathi kwezimoto, I K-Sheet ibhekwe unogada wakwaCat.											
13	Lash wheels on vehicles in position 2,3 + 4. Lift inner ramp of upper deck and insert pin into position 4. Lift deck to highest position to prepare for loading on lower deck. Open hatch below Position 3 to make space for Position 5 below.											
	Bopha amasondo ezimotini eziku2, 3, no4. Phakamisa iramp engaphakathi kwedek engaphezulu bese ufaka uphini endaweni yesine- 4. Phakamisa ideck ngokwanele ukulungela ukulayisha kudeck engaphansi. Vula ihatch ngaphansi kwendawo 3 ukuvula isikhala sendawo 5 ngezansi.											
14	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. Lash wheels on vehicles in position 5 + 6.											
	Layisha indawo 5, faka igear 1 nehandbrake. Yenza okufanayo nakundawo 6. I K-Sheet ibhekwe unogada wakwaCat, ubophe amasondo ezimoto eziku 5 no 6.											
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.											
	Bopha amasondo ngenqubo ye SOP, lokho kuzosiza ukungalmazi amasills ezimoto. Kumele kube nebande esondweni ngalinye.											
16	With assistance from your VDO 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 lweVDO supervisor hlela ukuphakama kwedek, ngokunjalo kudeck engaphezulu. Qiniseka usebenzisile ophini bokubopha ideck ngaphezulu namascrew amaramp.											
17	Check the height of your load with your VDO Supervisor to ensure you are at 4.6m or lower. This height should be recorded on your Loading Plan.											
	Usizana no VDO Supervisor, bheka ukuphakama komthwalo ube 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 amaflaps, ubeke I ABNORMAL Sign.											
19	Switch off the solenoid key, remove the key. Remove the electrical cable between truck and trailer.											
	Cisha ukhiye isolenoid uwukhiphe. Ukhiphe amakhebulikagesi phakathi kwetruck netrailer.											
20	When Exiting the Loading Area, drive with Emergency Hazards ON.											
	Ngenkathi uphuma endaweni yokulayisha sebenzisa amalambu akhomba ingozi.											
21	When Exiting the Loading Area drive drive at 20 km/h ONLY.											
	Ngenkathi uphuma endaweni yokulayisha sebenzisa ijubane lokushayela lika 20km kuphela.											
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/zigameko ukulimala kubasebenzi nasezimotweni.		Wear Protective Gloves for Driving and Lashing / Gqoka amaglavu okuvikela lapho uhayela nalapho ubopha		If in doubt, follow VDO Standards for Lock Out, Fall from Height and Lashing Procedures.					VDO 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 wakwaVDO, ukuwa phezu noliho lokulayish.							
3	Pinching Fingers in Ratchets and/or Deck locking pins / Ukucindezeleka kweminwenamaRatchets 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 =	WATCH 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