

SAFE WORK PROCEDURE				FINISHED VEHICLE LOGISTICS Pty LTD	
<b>Department / Site:</b>	AutoCarriers OPC				
<b>Task Description &amp; Location:</b>	Electric Vehicle High Voltage Battery Installation				
<b>Document Ref. No:</b>	FVL / SWP 020	<b>Revision Date:</b>	01/06/2025	<b>Revision No:</b>	00
<b>Risk Assessment - Names &amp; Surnames-</b>	Reviewed by:	Leon Chetty			
	Approved by:	Lee Pillay			
<b>Reference to Risk Assessment Item No's (if applicable):</b>		RM	<b>Pages:</b>	Page 1 of 2	

SWP Implementation Date:		Person Responsible for SWP Implementation:													
<p><i>The Responsible Person must confirm with their initials as each part of this Safe Work Procedure is applied to the work:</i></p> <table border="1"> <tr> <td><b>Hazards:</b></td> <td> <ul style="list-style-type: none"> <li>Physical hazards; noise.</li> <li>Ergonomic hazards; force, repetitive movements, and posture</li> <li>Energy hazards; gravity</li> <li>Work practice hazards; following established safe work practices and procedures, and general housekeeping practices; trips, slips and falls.</li> <li>Shock Hazard; cutting fluids.</li> <li>Electrical hazards; electrocution</li> <li>Heat related hazards; burns</li> <li>Mechanical hazards; flying chips, dust</li> </ul> </td> <td><b>Initials</b></td> </tr> <tr> <td><b>Risks:</b></td> <td> <ul style="list-style-type: none"> <li>Slips are caused by the presence of substances such as water, grease, oil, fats, soaps, granules, plastic sheets, packaging, leaves, ice etc deposited on the floor arising from the working conditions or in some cases the weather. Slip hazards can be found on both wet and dry surfaces.</li> <li>INHALATION: Possible traces of free monomers. Can be irritating.</li> <li>SKIN: Direct contact to be avoided.</li> <li>EYES: Can cause damage.</li> <li>INGESTION: Irritating and nauseating.</li> <li>NO RECORD OF CHRONIC EFFECTS FOUND</li> <li>May have short term environmental effects. Contain, monitor &amp; remove.</li> </ul> </td> <td><b>Initials</b></td> </tr> <tr> <td><b>Document Control:</b></td> <td colspan="3"></td> <td><b>Initials</b></td> </tr> </table>					<b>Hazards:</b>	<ul style="list-style-type: none"> <li>Physical hazards; noise.</li> <li>Ergonomic hazards; force, repetitive movements, and posture</li> <li>Energy hazards; gravity</li> <li>Work practice hazards; following established safe work practices and procedures, and general housekeeping practices; trips, slips and falls.</li> <li>Shock Hazard; cutting fluids.</li> <li>Electrical hazards; electrocution</li> <li>Heat related hazards; burns</li> <li>Mechanical hazards; flying chips, dust</li> </ul>	<b>Initials</b>	<b>Risks:</b>	<ul style="list-style-type: none"> <li>Slips are caused by the presence of substances such as water, grease, oil, fats, soaps, granules, plastic sheets, packaging, leaves, ice etc deposited on the floor arising from the working conditions or in some cases the weather. Slip hazards can be found on both wet and dry surfaces.</li> <li>INHALATION: Possible traces of free monomers. Can be irritating.</li> <li>SKIN: Direct contact to be avoided.</li> <li>EYES: Can cause damage.</li> <li>INGESTION: Irritating and nauseating.</li> <li>NO RECORD OF CHRONIC EFFECTS FOUND</li> <li>May have short term environmental effects. Contain, monitor &amp; remove.</li> </ul>	<b>Initials</b>	<b>Document Control:</b>				<b>Initials</b>
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SUPPORTING DOCUMENTATION / DATA / RECORDS AND REFERENCES				<b>Initials</b>											
<b>Certificates of Fitness:</b>	N/A														
<b>Plant and Equipment:</b>	AutoCarriers OPC														
<b>Documentation:</b>	Risk Assessment, JSA, Training Material														
<b>Standards:</b>	ISO 9001:2015; ISO 14001: 2015 & ISO 45001: 2018 Standards														
<b>Permits:</b>	N/A														
BASIC ITEMS TO BE CONFIRMED BEFORE STARTING TASK				<b>Initials</b>											
<ol style="list-style-type: none"> <li>Hoist 2 Post</li> <li>ForkLift</li> <li>Torque Wrench</li> <li>Anti Static Socket Set</li> <li>Anti Static ScrewDriver Set</li> <li>Hydraulic Lift</li> <li>Cordless Drill</li> <li>Strips</li> <li>Pliers</li> </ol>															
PROCEDURES / INSTRUCTIONS FOR TASK PERFORMANCE				<b>Initials</b>											
<ol style="list-style-type: none"> <li>Upon staging -Inspection of units is conducted by FVL employee for damages/fitment type</li> <li>Locate Battery in accordance to vin number.</li> <li>Open the create and check for damages to battery.</li> <li>Securely mount straps to mounting holes on the battery.</li> <li>Place battery on Hydraulic lift and ensure even weight distribution.</li> <li>Position vehicle on the ramp and align hoist feet to vehicle jacking points</li> <li>Remove the fasteners and undercarriage covers from the back seat,</li> <li>Hoist vehicle and constantly check the support areas for movement,</li> <li>Using the hydraulic lift position battery underneath vehicle and align mount holes.</li> <li>Once positioned hand thread bolts to ensure no cross threading</li> </ol>															

<b>CEO Name &amp; Surname:</b>		<b>Signature:</b>		<b>Date Approved:</b>	
<b>Safety Manager Name &amp; Surname:</b>		<b>Signature:</b>		<b>Date Reviewed:</b>	

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<p>10. Use cordless drill to fasten the 18 Silver mounting bolts using the cross-fastening method. .</p> <p>11. By using a torque wrench fasten each bolt to 70nm.</p> <p>12. Once fastened QC will check the torque of each bolt,</p> <p>13. Remove plastic covering from the 3 harness plugs, align and fasten making sure the Clip is locked in.</p> <p>14. Fit the Side mounted chassis cover by using the 22 Silver 10mm mounting screws .</p> <p>15. Fit the Front mounted sump shield by using the 11 black 10mm mounting screws and the 3 silver 10mm mounting screws.</p>					
<b>PROCEDURES / INSTRUCTIONS FOR TASK PERFORMANCE</b>					
Initials					
<p>1. Lower Vehicle on hoist.</p> <p>2. Connect negative battery terminal and fasten with a 10mm socket.</p> <p>3. Reverse vehicle from ramp.</p> <p>4. Check the cluster from EV battery reading.</p>					
<b>DRESS CODE</b>					
Initials					
<p>1. Use appropriate footwear.</p> <p>2. Use the appropriate personal protective equipment at all times.</p> <p>3. Eye protection must be always worn.</p> <p>4. Loose clothing, long hair, dangling accessories, jewellery, and other similar items shall not be worn.</p>					
<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
Initials					
<b>Head/Face or Eye</b>	<b>Body/Clothing</b>	<b>Feet</b>	<b>Nose</b>	<b>Hands</b>	
<b>REQUIRED</b>	<b>REQUIRED</b>	<b>REQUIRED</b>	<b>REQUIRED</b>	<b>REQUIRED</b>	
Goggles/Safety Glasses with side shields or eye safety shield/Face Shield	Overalls	Safety Shoes/Boots	Dust Mask	Gloves	
<b>IMAGES</b>					
Initials					

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