

STANDARD OPERATION PROCEDURE									Reference No(s):	KDG LOGISTICS																										
PLANT: TSAM	AREA: TSAM YARDS (ACSA)			Originator / Controller:	Juan Lange	Snr Supervisors:		Doc No		RTMS 058																										
Process / Activity:	Lashing SOP			Critical Equipment / Environmental Significant Equipment				Date																												
Scope:	This process includes all procedures involved for Lashing of Wheels when Carrier Loading.			Equipment	Reference No			Approved		J LANGE																										
	Loluhlelo luhlanganise yonke inquubo ehlanganise ukuboshwa kwamasondo uma kulayishwa			Lashing Gloves				Version																												
No.	Actions / Steps		* Key Points	Control Criteria	Personal Protective Equipment		AK Kamdar, Juan Lange	Yard Managers	Chris Gunther, Juan Lange																											
1	When the vehicle is loaded and parked, the wheels need to be Lashed in place to secure the vehicle for a trip. Ngenkathi imoto isilayishi yapakwa , amasondo adinga ukuboshwa ukuvikela imoto endileeni.			DRIVER	Lashing Hooks must be placed as close to the wheel as possible.				IN CASE OF EMERGENCY		CONTACT NUMBERS																									
					Beka amahuka asondele ngokwanele esondweni.					KINGSWAY HOSPITAL		Tel: 031 904 7000																								
2	4 x Lashing Belts and Straps are used, each wheel needs to be lashed to the deck. Mane amabhande namastrepha asetshenziswayo, isondo ngalinye lidinya ukuboshewa enqolweni.			DRIVER	The Lashing Belt must be centered over the wheel		ILLUSTRATION / PHOTOGRAPHS		OPERATIONS MANAGER: JUAN LANGE	Cell: 082 878 5092																										
					Ibhande lokubophya kumele libe phakathi nendawo esondweni.					GENERAL MANAGER: AK KAMDAR	Cell: 083 786 9119																									
3	When lashing, make sure to secure each wheel as per the following instructions. Uma ubopha qikekela ukubophya isondo ngalinye njengokweziyalelo ezilandelayo.			DRIVER	The Ratchet must be closed onto the Locking Pin to avoid the Ratchet coming Loose.				SHEQ MANAGER - JUAN LANGE	Cell: 082 878 5092																										
					Valela amaratchet kopini bokubophya ukuvikela ukuthi amaratchet angaqaqeki.					FLEET MANAGER: JUNAID MANSOOR	Cell: 083 776 4888																									
4	The hook at the end of the Lashing Belt needs to be hooked in a Perforation (Hole) in the deck, as close to the wheel as possible and as Centered as possible. Ihuka elisekugcineni kwebandhe lokubophya ulihuka embotsheni esedeckini eseduzane kakulu nesondo, futhi kuge maphakathi nendawo yesondo.								DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE	Cell: 083 408 9942																										
										PPE REQUIREMENTS																										
5	The lashing belt must be placed over the tire in the center of the wheel. Ibhande kumele libekwe phezu kwethaya phakathi nendawo esondweni.						<table border="1"> <thead> <tr> <th>TYPE OF PPE</th> <th>YES</th> <th>DESCRIPTION</th> <th>REF</th> </tr> </thead> <tbody> <tr> <td>SAFETY Shoes</td> <td>Yes</td> <td>Anti-static , steel toe cap shoe</td> <td>N/A</td> </tr> <tr> <td>HI-VIZ Vest or Shirt</td> <td>Yes</td> <td>Reflective Vest - visitors / Leadsman</td> <td>N/A</td> </tr> <tr> <td>Gloves</td> <td>Yes</td> <td>Driver's & Checkers gloves when handling vehicles</td> <td>N/A</td> </tr> <tr> <td>HI-VIZ Pants</td> <td>Yes</td> <td>Work pants with Reflective Strip.</td> <td>N/A</td> </tr> <tr> <td>Hi-VIZ Cap</td> <td>YES</td> <td>Hi-Viz company cap to clearly identify the Service Provider.</td> <td>N/A</td> </tr> </tbody> </table>		TYPE OF PPE	YES	DESCRIPTION	REF	SAFETY Shoes	Yes	Anti-static , steel toe cap shoe	N/A	HI-VIZ Vest or Shirt	Yes	Reflective Vest - visitors / Leadsman	N/A	Gloves	Yes	Driver's & Checkers gloves when handling vehicles	N/A	HI-VIZ Pants	Yes	Work pants with Reflective Strip.	N/A	Hi-VIZ Cap	YES	Hi-Viz company cap to clearly identify the Service Provider.	N/A				
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6	The lashing belt will then go through a floating hook. The floating hook must be placed through a Perforation (Hole) in the deck as close to the wheel as possible. Ibhande lokubophya lizobe selixhumana nehuka. Ihuka lingene embotsheni esedeckini eduze kakulu nesondo.								CALIBRATION																											
7	The Lashing Belt is then attached to the spool on the ratchet. Ibhande kumele libambane nesibopho seratchet.																																			
8	The Ratchet hook is then positioned in a Perforation (Hole) in the deck. Kumele ihuka leratchet embotsheni yedock.								CHEMICALS																											
9	Be sure that the Ratchet is not close to the undersill of the vehicle, to avoid damage when operating the Ratchet. Qinisekisa ukumi ratchet ayisondene nengaphansi temoto ukuze kungabiko ukulimala kwemoto lapo usebenzisa amaratchet.																																			
10	The Ratchet must be tightened by hand as much as possible. The Ratchet handle is then folded down so that it Locks the release pin in place. Amaratchets waginise ngokwanele usebenzisa isandla ucindzelelo ibopho uphini ungaziphumeli.																																			
11	Make sure that the Lashing Belt is not touching the deck, as this will damage / cut the Belt. Qinisekisa ukuthi amabhande awathinti ideck, lokho kungalimaza / kungamule ibhande																																			
12	When the vehicles have been offloaded, roll them up and store in the Ratchet and Lashing Belt Toolbox. Ngenkathi izimoto sezhiliwi, goqa amabhande uwabeke ebhokisini lamathulizi.																																			
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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/izigameko ukulimala kubasebenzi nasezimotweni.	Follow the instructions as laid out by the Staging SOP. Landela iziyalezo ngendlela ezibekwe ngayo kuSOP.					Drivers to be aware of other vehicle lengths and protruding towbars on some units when loading / Umshayeli makaqaphele ubude benye imoto namatowbar kwezinye izimoto uma elayisha.		Loading Plan																											
2	Injuries to Driver / Ukulimala komqhewbi	Leadsman to stand a safe distance away from vehicle when guiding drivers. Leadsman to wear reflective vest at all times. / Umqhewbi ame endaweni ephiphile kude nemoto ngesikhathi esebenza.					When there is no leadsman in area stop vehicle until leadsman or team leader arrive and ask for guidance / Uma engekho okuholayo endaweni yimise imoto aze afike akusize.																													
3							Handbreak up and gear in neutral when stopping to reverse / Ngenkathi usuma kade ulelela, phakamisa ibhuleki lesandla ufake igiya libe neutral.																													
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 = LEGAL = ENV = PINCH 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																									
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										SHEET	1 / 1																									