



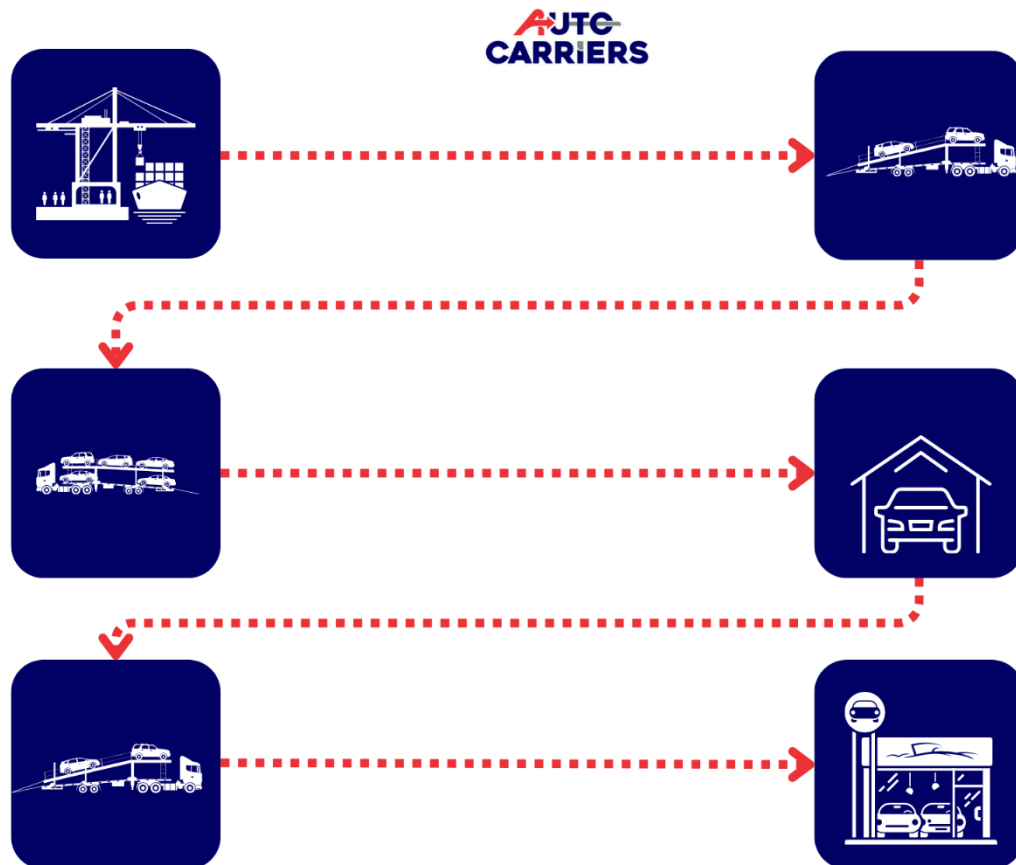
# *Loading SOP*



## Standard operating procedure-loading

**Purpose:** This document describes the procedure for correctly loading vehicles.

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



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.	Always ensure Hazard lights are on when entering the loading area.	Familiarise yourself with your surroundings	  Driver/s Inspector
2.	20km/h is the suitable speed when entering the loading area.		  Driver/s
3.	Park the carrier straight into the loading bay/area. Ensure you are making use of a leadsman when reversing. Ensure truck and trailer parking brake is applied before leaving the cab.	Make use of the leadsman	  Driver/s
4.	Check that all your PPE is correctly worn.		  Driver/s
5.	Start the truck and engage the PTO with the switch inside the cab.	Be sure to strap each wheel.	  Driver/s
6.	Open the flaps on the trailer to access the loading ramps. Pull out loading ramps, position correctly and secure for loading.	Be sure the vehicles you are loading are correct for your destination.	  Driver/s

7.	Lower suspension of the trailer. Lower the rear of the upper deck to its lowest position. Extend loading.		  Driver/s
8.	Remove the lashing belts and ratchets from the deck. Hang the lashing belts and ratchets along the edges of the deck. Once the vehicle is parked the driver exiting the vehicle will avoid tripping.		  Driver/s
9.	Pick up the 1 <sup>st</sup> vehicle from the staging lane and bring it to the carrier. Make sure to line up the vehicle with the centre of the deck and then load the vehicle. Place a wheel chock behind the right rear wheel in case the vehicle moves.	Make use of wheel chocks to prevent vehicles from rolling off the ramps while strapping.	  Driver/s
10.	Lift Hydraulic Ramps, engage 1 <sup>st</sup> gear and handbrake, place a wheel chock behind the right rear wheel in case the vehicle moves.		  Driver/s
11.	Store connecting ramps from deck to the truck, engage 1 <sup>st</sup> gear and handbrake, place wheel chock behind the right wheel in case the vehicle moves.		  Driver/s
12.	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.		  Driver/s
13.	Lift the manual ramps and load.		  Driver/s
14.	Lash the wheels according to the Lashing SOP. This will assist you in not damaging the sills of the vehicles. There must be one lashing belt for each wheel.		  Driver/s
15.	With assistance from the VDQI set the deck height of the truck body upper deck. With assistance		  Driver/s

	from the VDQI set the deck height of the trailer upper deck.		
16.	Check the height of your load with your VDQI to ensure you are at 4.6m or lower. This height should be recorded on your loading plan.	4.6m is the max height for your load.	  Driver/s
17.	Check the swing clearance between the overhang of the truck to the front end of the trailer.		  Driver/s
18.	Put the loading ramps back into the ramp tray. Close the flaps, Secure the Abnormal sign.		  Driver/s
19.	When exiting the loading area drive with the Emergency Hazards on.		  Driver/s
20.	When exiting the loading area drive at 20km/h only.		  Driver/s

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





Version History		
Version No:	Effective since:	Changes made:
01	2024/05/02	N/A