

STANDARD OPERATION PROCEDURE										KDG LOGISTICS		
PLANT: TSAM	AREA: TSAM YARDS (ACSA)				Originator / Controller:	Juan Lange	Snr Supervisors:		Doc No	RTMS 060		
Process / Activity:	LOADING SOP LOHR MHR				Critical Equipment / Environmental Significant Equipment		Date		25/09/2014			
Scope:	This process includes all procedures involved for Loading of Vehicles onto a LOHR MHR: Loluhlelo lufake yonke inqubo ehlanganise ukulayishwa kwezimotu ku LOHR MHR				Equipment	Reference No	Approved		J LANGE			
	Loluhlelo lufake yonke inqubo ehlanganise ukulayishwa kwezimotu ku LOHR MHR				PPE, Ratchets + Straps		Version		1			
No.	Actions / Steps		* Key Points	Control Criteria	KEY POINTS	Hazard Warning Lights When Entering Yard	AK Kamdar, Juan Lange	Yard Managers	Chris Gunther, Juan Lange			
1	When Entering the Loading Area, drive with Emergency Hazards ON. <i>Ngenkathi ungena endaweni yokulayisha sebenza amalambu akhomba ingozi.</i>		DRIVER	Familiarise yourself with your surroundings	Sebenzisa amalambu akhomba ubungozi		IN CASE OF EMERGENCY		CONTACT NUMBERS			
2	Open chevron flaps at rear of trailer to access loading ramps. Pull out loading ramps, position correctly and secure for loading. <i>Ngenkathi ungena endaweni yokulayisha sebenza ijuubane lokushayela lika 20km kuphela.</i>		DRIVER	Beware of Pinch points. 1. Screw pins on forward ramp 2.Lock Pins for Upper Deck.	Zijwayeze indawo osebenza kuyo		KINGSWAY HOSPITAL		Tel: 031 904 7000			
3	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. <i>Misa itruck iqonde endaweni yokulayisha usebenzise okusizayo. Qinisekisa amabhuleki etruck netrailer uwasebenzile ngaphambhi kokukhipha amakhebuli</i>		DRIVER	Make use of a Leadsman at all times when loading. This will assist you with spaces between cars.	Umshayeli		OPERATIONS MANAGER: JUAN LANGE		Cell: 082 878 5092			
4	Check that all PPE is properly worn. As per company PPE policy. <i>Bheka izingubo (PPE) uzigoke ngendlela efanele nangokomthetho wekhampani.</i>		DRIVER	Make use of Wheel Chocks to prevent vehicles from rolling off the ramps while strapping.	Umshayeli		GENERAL MANAGER: AK KAMDAR		Cell: 083 786 9119			
5	Start truck and engage PTO with PTO switch inside cab. The truck can then be switched Off and On from the hydraulic control panel on the trailer as the decks need to be moved. <i>Dumisa itruck Uthine I PTO. Usungayicisha itruck uphinde uydumise endaweni amakhebuli etruckini.</i>		DRIVER	Be sure to strap each wheel.	Umshayeli		SHEQ MANAGER - JUAN LANGE		Cell: 082 878 5092			
6	Open chevron flaps at rear of trailer to access loading ramps. Pull out loading ramps, position correctly and secure for loading. <i>Vula amachevron, flaps kutrailer ukukhipha amaramps okuyisha. Khipha amaramps yokulayisha ngokufanele ukulungel ukulayisha.</i>		DRIVER	Be sure that the vehicles you are loading are correct for your destination.	Umshayeli		FLEET MANAGER: JUNAID MANSOOR		Cell: 083 776 4888			
7	Lower suspension of trailer. Lower rear of Upper deck of Trailer to lowest position. Extend hydraulic loading ramps from trailer to truck body upper deck. <i>Yehilisa isuspension yetrailer. Yehilisa ideck engapezelu ngokwanele. Yenezela amahydraulic ramps kusuka kutrailer kuya emzimbeni wedek engapezelu.</i>						DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE		Cell: 083 408 9942			
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. <i>Susa amabhande namaratches phewa kwedek, wagaxe emaceleni. Kuzovikela ukungalmali kwamaratches namathaya.</i>						PPE REQUIREMENTS					
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. Place a wheel chock behind the right rear wheel in case the vehicle moves. <i>Thatha imoto yokugala kulayina wokulayisha uyleithe etruckini. IK-Sheet ibhekwe unogada wakwaCat. Qinisekisa imoto iohakathi nedawo yedeck bese ulayisha, beka okokushaka isondo ukuze ingahambi imoto.</i>						TYPE OF PPE					
10	Load Position2, engage 1st gear and handbrake, place a wheel chock behind the right rear wheel in case the vehicle moves. Load Position 3, 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 each vehicle is loaded. <i>Endaweni yesibili, faka igear 1nebhuleki lesandisa, faka okokushaka isondo. Ukuze ingazihambeli imoto. Yenza okufanayo nasendaweni yesithathu. Unogada abheke I K-Sheet na.</i>						YES					
11	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. The vehicle K-Sheet will be checked by the CAT Security before each vehicle is loaded. Lash wheels on vehicles in Positions 1,2,3 + 4. <i>Endaweni yesine yenza okufanayo nokukulayini 2. Bopha amasondo endaweni yokulayisha ka 1,2,3, no4.</i>						DESCRIPTION					
12	Retract hydraulic ramps from trailer upper deck joining upper deck of truck and trailer. 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. <i>Phinda uxume ihydrylic ramp kuedek engapezelu uhlanganisa netruck netrailer.phakamisa ideck engapezelu ngokwanele kuze uzolayisha emzimbeni wetruck. Phakamisa ideck engapezeluukulayisha ideck engapezelu.</i>						REF					
13	Load position 5, 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. The vehicle K-Sheet will be checked by the CAT Security before each vehicle is loaded. Lash wheels on vehicles in position 5,6,7 + 8. <i>Endaweni yokulayisha yesihlana 5, eesithupha 6 eyesikhombisa 7 faka igear 1 nebhuleki lesandisa kanjalo nasendaweni yesishyalombili 8. I-K-Sheet ibhekwe unogada wakwaCat.</i>											
14	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. <i>Bopha amasondo ngengubo yokubopha yeSOP. Kuzokusiza ukungalmazi amasilli emoto. Isondo ngalinye maliba nembande.</i>											
15	With assistance from your VDQI Supervisor, set the deck height of the truck body Upper Deck. With assistance from your VDQI Supervisor, set the deck height of the trailer Upper Deck. <i>Ngosiozo lukasuvesi we VDQ hlela ukupakama kwedeck engapezelu yomzimba wetruck yedeck engapezelu. Usizwa usuvepsi weVDQ sheka ukupakama kwedeck yetrailer.</i>											
16	Check the height of your load with your VDQI Supervisor to ensure you are at 4.6m or lower. This height should be recorded on your Loading Plan. <i>Bheka ukupakama komthwalo wakho usizana no supervisor weVDQ qinisekisa aweiq ku 4.6 nomi ngaphansi. Ukupakama komthwalo makugcine wehlelwan iwkawo lokulayisha.</i>											
17	Check the swing clearance between the overhang of the truck to the front end of the trailer. <i>Bheka ukugamanxa komthwalo kwehlelwan iwkawo lokulayisha.</i>											
18	Put the loading ramps back into the ramp tray. Close the flaps. Secure the ABNORMAL Sign. <i>Buyisela amarapp endaweni yawo. Vala amiflaps ukugcina kahle uphawu lwe ABNORMAL.</i>											
19	When Exiting the Loading Area, drive with Emergency Hazards ON. <i>Ngenkathi usuphuma endaweni yokulayisha sebenza amalambu akhomba ingozi.</i>											
20	When Exiting the Loading Area drive at 20 km/h ONLY. <i>Ngenkathi uphuma endaweni yokulayisha sebenza ijuubane lokushayela kila 20km/h kuphela.d</i>											
21												
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/izigameko ukulimala kubasebenzi nasezimatweni.	Wear Protective Gloves for Driving and Lashing / Gqoka amaglavu okuvikela lapho ushayela naphopho ubophoa					If in doubt, follow VDQI Standards for Lock Out, Fall from Height and Lashing Procedures.		VDQI Standards			
2	Injuries to Leadsman. / UKulimala komqhebi	Leadsman to stand a safe distance away from vehicle when guiding drivers. Leadsman to wear reflective vest at all times. / Umqhebi ame endaweni ephiphile kude nemoto ngesikhathi esebeza.					Uma unokungabaza landela umgomo wakwaVDQ, ukuwa phezulu nohlelo lokulayish.					
3	Pinching Fingers in Ratchets and/or Deck locking pins / Ukcincdezeleka kwemwinenamaRatchets 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: 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	Revision Date	25.09.2014
											SHEET	1 / 1