

KDG LOGISTICS										STANDARD OPERATION PROCEDURE										enviroSAFETY FIRST		Reference No(s):		KDG LOGISTICS	
PLANT: TSAM			AREA: TSAM YARDS (ACSA)							Originator / Controller:		Juan Lange		Snr Supervisors:		Reference No(s):		Doc No		RTMS 040					
Process / Activity:			STAGING PROCESS FOR PLANNED LOADS							Critical Equipment / Environmental Significant Equipment								Date		07/08/2014					
Scope:			This process includes all procedures involved for staging of planned vehicles. / Lenqubo ihlanganisa zonke izingxenywe zokusebnza laph abashayeli kudingeka bahlele khona.							Equipment				Reference No				Approved		J LANGE					
										Side & Rear view mirrors on vehicles								Version		1					
No.		Actions / Steps			* Key Points	Control Criteria		KEY POINTS		Hazard Warning Lights						AK Kamdar, Juan Lange		Yard Managers		Chris Gunther, Juan Lange					
1		Vehicles will be planned by the Planner for Loading.				DRIVER		Familiarise yourself with your surroundings								IN CASE OF EMERGENCY		CONTACT NUMBERS							
		Imoto izotholakala endaweni yokulayisha lapho umhleli wezimoto eyibeke khona.				Umshayeli		Zijwayeze indawo osebenza kuyo																	
2		Vehicles will be arranged on a Loading Plan by the VDQI Supervisor, specific to the Carrier to be loaded.				DRIVER		Speed limit 20km/h. Stopping procedure of hand brake up and neutral gear to be applied		ILLUSTRATION / PHOTOGRAPHS				OPERATIONS MANAGER: JUAN LANGE		Cell: 082 878 5092									
		Izimoto zizobe zihlelwe nguSupervisor ngendlela eqondene neCarrier ezobe izilayishwa ohlelweni lukulayisha (Loading plan)				Umshayeli		Ijubane u20km/h, ukudonsa ibhuleki lesandla, ukufaka imoto kunyuthulali makwenziwe.																	
3		Collect the vehicles and check that these are the Correct Vehicles against the K Sheet.				DRIVER		Be aware of parked vehicles next to your allocated parking bay, light poles/masts, barriers, side mirrors, protruding tow bars, length of vehicles		<div>STAGING PROCESS: COLLECTION FROM ACSA STOCK - VDQI PROCEDURE</div> <div></div>				GENERAL MANAGER: AK KAMDAR		Cell: 083 786 9119									
		Uzobe usuyithatha esitokweni ngendlela ehlewe ngayo ukuba ilayishwe				Umshayeli		Qaphela izimoto ezipakwe eduze kwakho ,amapali okukhanyisa, amatow-bar avle aphume ujojo ,ubude bezimoto.																	
4		Before you attempt to move a vehicle, ensure the side mirrors are open.				DRIVER		At staging lane adhere to VDQI guidelines. Apply Handbrake, Key on Passenger Seat, In Gear, Fold Mirrors.		<div></div>				SHEQ MANAGER - JUAN LANGE		Cell: 082 878 5092									
		Ngaphambi kokuba uqale ukuqhuba imoto qaphela kuqala izibuko eziseceleni zemoto zivuliwe.				Umshayeli		Donsa ibhuleki lesandla, unyuthulele																	
5		Open the door with your right hand, place your left hand on the top of the door. Then place your right hand on the inner door handle. Enter the vehicle and close the door. This measure is specifically noted for Windy Days.				DRIVER		Take note of furthest / opposite side of front and rear bumper.		<div>ADHERE TO VDQI PARKING STANDARDS - SECURE VEHICLE</div> <div></div>				SAFETY Shoes		Yes		Anti-static , steel toe cap shoe		N/A					
		Ngesandla sokudla vula isivalo semoto, beka esokunxele phezu kwesivalo. Bese ubamba isibambo esingaphakathi esivalweni semoto.				Umshayeli		Bhekisisa ukuma kuka bhampa ingemuva nenga phambili																	
6		Before moving, make sure the paper protecting the floor / carpet is not on the clutch / brake pedal, as this may cause your shoe to slip off a pedal while in motion.				SURROUNDINGS		Remember the objects / your surroundings		<div></div>				Hi-VIZ Vest or Shirt		Yes		Reflective Vest - visitors / Leadsman		N/A					
		Ngaphambi kokuba uqale ukuqhuba imoto qaphela ukuthi awukho yini ucarpet ngaphansi kweclutch, lokho kungabangela ukuba unyawo lwakho lushele.				Izindawo ezikuzungezile		Kumbula izinti ezicijile emaceleni.																	
7		Before you move a vehicle ensure the hazards are on, check for pedestrians and other moving vehicles. Then move off.								<div></div>				Gloves		Yes		Driver's & Checkers gloves when handling vehicles		N/A					
		Ngaphambi kokuba uqale ukuqhuba imoto qaphela ukuthi amahazard ayasebenza, akukho muntu ohambayo noma enye imoto eqhutshwayo.																							
8		While in motion adhere to the speed limit, pedestrian crossings and following distance en-route to the staging area.												Hi-VIZ Pants		Yes		Work pants with Reflective Strip.		N/A					
		Usalindele ukususa imoto bheka i-speed lim, uqaphele ukuba akekho onqamula ngezinyawo endaweni yokugcina izimoto.																							
9		At the staging area adhere to VDQI parking standards:												Hi-VIZ Cap		YES		Hi-Viz company cap to clearly identify the Service Provider.		N/A					
		Endaweni yokulayisha bheka ukuba iVDQ yokupaka isesimeni.																							
		a. Enter the staging bay, be aware of other parked vehicles, follow the lane line keeping the right side wheels against the line.																							
		Uma ungena endaweni yezimoto qaphela ezinye izimoto ezipakile, ube ku-lane efanele, qondisa amasondo kulayini.																							
		b. Park the vehicle, apply the handbrake.																							
		Paka imoto usebenzise i-handbrake																							
		c. Switch off the vehicle and place the key on the passenger seat.																							
		Cisha imoto ubeke ukiye esihlalweni somgibeli ( passenger seat)																							
		d. Switch off the hazards.																							
		Cisha amahazards.																							
		e. Put the vehicle in 1st gear.																							
		Faka imoto egiyeni lokuqala (near no 1)																							
		f. Exit the vehicle with the correct door handling procedure.																							
		Phuma emotini usebenzisa umnyango ofanele nangendlela efanele.																							
		g. Fold both mirrors.																							
		Vala zonke izibuko zemoto.																							
10		NO Vehicle is to be reversed in the staging area.																							
		Awuhlehli imoto endaweni egcina izimoto.																							
11		Hand in the RFT Tag to CAT so that they are aware we have taken the vehicle into our responsibility.								<div></div> <div><div>STOP - CALL - WAIT NO REVERSING !!!<div>1. CALL A SUPERVISOR LEADSMAN IN ORDER TO REVERSE.<div>2. ADHERE TO REVERSING PROCEDURE.</div></div></div></div>															
		Nikeza abaCAT isiqeshana sephapha leRFT ukze bezokwazi ukuthi imoto siyithathile isingaphnsi kolawulo lwethu.																							
		NB: If a vehicle needs to be reversed, call a Supervisor / Leadsman and follow the Reverse Procedure.																							
		Kubutulekile Lokhu: Uma imoto idinga ukuhleliswa biza u Supervisor ukze kutandelewe inqubo efanele yokuhlehla.																							
SAFETY & HEALTH RISKS										SPECIAL NOTES						REFERENCE / RECORDS / CHECKLISTS									
NO:		RISK:			PREVENTATIVE MEASURES:					Handbreak up and gear in neutral when stopping to reverse.						Title			Ref No						
1		Accidents / Incidents causing injuries to employees and damages to vehicles. / Izingozi/izigameko ukulimala kubasebenzi nasezimotweni.			Drivers to follow processes cautiously and slowly. Report faded parking lines and or obstructions. / Abashayeli balandele ngokucophelela kancane. Babike imigqa esishabalala noma yini engadala ingozi.					Drivers to be aware of other vehicle lengths and protruding towbars on some units.						VDQI 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.					When there is no leadsman in area stop vehicle until leadsman or team leader arrive and ask for guidance															
3																									
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		07.08.2014					
										SHEET		1													