

STANDARD OPERATION PROCEDURE



Reference No(s):

PLANT: TSAM	AREA: TSAM YARDS (ACSA)			Originator / Controller:	Juan Lange	Snr Supervisors:		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 ihianganisa zonke izingxenye 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 umheli wezmoto eyibeki khona.			Umshayeli	Zijwayeze indawo osebenza kuyo			KINGSWAY HOSPITAL		Tel: 031 904 7000							
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 zihlewe ngu Supervisor ngendela eqondene neCarrier ezobe izilayishwa 'ohlelweni lukulayisha (Loading plan)			Umshayeli	Ijubane u20km/h, ukudonsa ibhuleki lesanda, ukufaka imoto kyunuthulali makwenzive.					GENERAL MANAGER: AK KAMDAR Cell: 083 786 9119							
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.					SHEQ MANAGER - JUAN LANGE Cell: 082 878 5092							
	Uzobe usuyithatha esitokweni ngendela ehlewe ngayo ukuba ilayishwe			Umshayeli	Qaphela izimoto ezipakwe eduze kwakho ,amapali okukhanya, amatobbar avle aphume ujojo, ubude bezimoto.					FLEET MANAGER: JUNAID MANSOOR Cell: 083 776 4888							
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.					DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE Cell: 083 408 9942							
	Ngaphambi kokuba uqale ukuqhube imoto qaphela kuqala izibuko ezeseceleni zemoto zivulive.			Umshayeli	Donsa ibhuleki lesanda, unyuthule					PPE REQUIREMENTS							
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.					TYPE OF PPE	YES	DESCRIPTION	REF				
	Ngesandia sokudia vula isivalo semoto, beka esokunxele phezu kwasivalo. Bese ubamba isibampo esingaphakathi esivalweni semoto.			Umshayeli	Bhekisisa ukuma kuka bhampa ingemuva nenga phambili					SAFETY Shoes	Yes	Anti-static , steel toe cap shoe	N/A				
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					HI-VIZ Vest or Shirt	Yes	Reflective Vest - visitors / Leadsman	N/A				
	Ngaphambi kokuba uqale ukuqhube imoto qaphela ukuthi awukho yini ucarpert ngaphansi kweclutch, lokho kungabangela ukuba unyawo iwakho lushele.			Izindawo ezikuzungezile	Kumbula izinti ezicijile emaceleni.					Gloves	Yes	Driver's & Checkers gloves when handling vehicles	N/A				
7	Before you move a vehicle ensure the hazards are on, check for pedestrians and other moving vehicles. Then move off.									HI-VIZ Pants	Yes	Work pants with Reflective Strip.	N/A				
	Ngaphambi kokuba uqale ukuqhube imoto qaphela ukuthi amahazard ayasebenza, akukho muntu ohambayo noma enye imoto equhutshwayo.									Hi-VIZ Cap	YES	Hi-Viz company cap to clearly identify the Service Provider.	N/A				
8	While in motion adhere to the speed limit, pedestrian crossings and following distance en-route to the staging area.									CALIBRATION							
	Usalindele ukususa imoto bheka i-speed lim, ugapele ukuba akekho onqamula nezinyawo endaweni yokucina izimoto.									Equipment	Frequency		N/A				
9	At the staging area adhere to VDQI parking standards:									CHEMICALS							
	Endaweni yokulayisha bheka ukuba iVDQI yokupaka isesimeni.									N/A							
	a. Enter the staging bay, be aware of other parked vehicles, follow the lane line keeping the right side wheels against the line.									FAILSAFE							
	Uma ungena endaweni yezmoto qaphela ezinyo izimoto ezipakile, ubekuhlane efanele, qondisa amasondo kulayini.									STOP - CALL - WAIT NO REVERSING !!!							
	b. Park the vehicle, apply the handbrake.									1. CALL A SUPERVISOR LEADS MAN IN ORDER TO REVERSE.							
	Paka imoto usebenzise i-handbrake									2. ADHERE TO REVERSING PROCEDURE.							
	c. Switch off the vehicle and place the key on the passenger seat.									NOTE: - MSDS's are available for the above chemicals/paints							
	Cisha imoto ubeke ukhiye esihhalweni somgibili (passenger seat)																
	d. Switch off the hazards.									REFERENCE / RECORDS / CHECKLISTS							
	Cisha amahazards.									Title	Ref No						
	e. Put the vehicle in 1st gear.																
	Faka imoto egiyeni lokugala (near no 1)																
	f. Exit the vehicle with the correct door handling procedure.																
	Phuma emotini usebenzisa umnyango ofanele nangendiele efanele.																
	g. Fold both mirrors.																
	Vala zonke izibuko zemoto.																
10	NO Vehicle is to be reversed in the staging area.																
	Awuhlelisi 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.																
	Nikeza abaCAT isiqeshana sepheda leRFT ulze bezokwazi ukuthi imoto siyithathile isingaphensi kolawulo lwethu.																
	NB: If a vehicle needs to be reversed, call a Supervisor / Leadsman and follow the Reverse Procedure.																
	Kubalulekile Lokhu: Uma imoto idinga ukulehliswa biza u Supervisor ukze kulandelewe inqubo efanele yokulehlisa.																