

PLANT: TSAM		VDQI Supervisor SOP				Originator / Controller:		Snr Supervisors:		Doc No		RTMS 062			
Process / Activity:		VDQI Supervisor SOP				Critical Equipment / Environmental Significant Equipment						Date			
Scope:		This process includes all procedures for Supervision of Carrier Loading.				Equipment			Reference No			Approved		AK Kamdar	
		Lenqubo Ihlangerisa yonke indlela eqaphelisa ngokulayisha kwecarrier.				Height Measuring Tool						Version			
No.	Actions / Steps		* Key Points	Control Criteria	KEY POINTS	Driving Gloves						AK Kamdar,	Yard Managers	Chris Gunther	
1	The VDQI Supervisor will oversee ALL aspects of Carrier Loading.			DRIVER + VDQI SUPERVISOR	Familiarise yourself with your surroundings	Clipboard + Pen						IN CASE OF EMERGENCY		CONTACT NUMBERS	
	Umaqaphi weVDQI uzobhekha konke okuphathelele nokulayisha.											KINGSWAY HOSPITAL		Tel: 031 904 7000	
2	Pre-Loading the VDQI Supervisor will oversee Staging of vehicles in the staging bays. At this point there are two Standard Operating Procedures involved: Staging and Reversing			DRIVER + VDQI SUPERVISOR	Be observant of the Ratchets + Straps conditions.	ILLUSTRATION / PHOTOGRAPHS						OPERATIONS MANAGER: RODENY GOVENDOR		Cell: 082 878 5092	
	Ngaphambi kokulayisha umqaphi wakwa VDQI uzobhekha ukuma kwezimoto endaweni yokulayisha.														
3	The Planned loads will be submitted to the VDQI Supervisor who will then fill out a Loading Plan which is specific to each make / model of Carrier.			DRIVER + VDQI SUPERVISOR	Vehicle spacing needs to be sufficient so that bumpers do not "rub" against each other.	VDQI SUPERVISOR STADARD OPERATING PROCEDURES						GENERAL MANAGER: AK KAMDAR		Cell: 083 786 9119	
	Uhlelo lomthwalo lusayinwa kumqaphi wa VDQI okuwuyena ozogcwalisa uhlelo lomthwalo oluqondene noholobo lwe-Carrier					VDQI SUPERVISOR COMPLETES LOADING PLAN						SHEQ OFFICER - LEROY DWYER		Cell: 082 878 5092	
4	Vehicles will then be collected and Staged in the order of the Loading Plan so that NO Reversing is required, however, if there is an abnormal requirement, there is a Reversing SOP to be adhered to.			DRIVER + VDQI SUPERVISOR	VDQI Supervisor, RFT Staging Driver + Carrier Driver must wear Driving Gloves.	VDQI SUPERVISOR CONTACTS CARRIER DRIVER TO LOAD						FLEET MANAGER: JUNAAD MANSOOR		Cell: 083 776 4888	
	Izimoto zizolandwa zibekwe ngendlela esohlelweni lokulayisha ukuze kungabikho ukuhlehla, nakuba uma kunesidingo esikhulu kungahlelwa ngokubhekela kweSOP.					CARRIER ENTERS YARD TO LOAD									
						VDQI SUPERVISOR LEADS DRIVER IN LOADING BAY									
						VDQI SUPERVISOR ENSURES VECHILE HAS BEEN CHOCKED SAFELY BEFORE									
						VDQI SUPERVISOR ASSISTS DRIVER WITH SPACING OF VEHICLES									
						VDQI SUPERVISOR ASSISTS DRIVER WITH SETTING DECK SPACE									
						CARRIER DEPARTS YARD									
						VDQI SUPERVISOR HANDS COMPLETED LOADING PLAN FOR FILING									
5	The VDQI Supervisor will make sure that all procedures are followed by the RFT Staging drivers as per the Staging SOP.											PPE REQUIREMENTS			
	Umaqaphi waka VDQI uzogcinisekisa ukuthi uhlelo luyalandelwa umshayeli weRFT ngokwendlela yeSOP.											TYPE OF PPE	YES	DESCRIPTION	REF
6	Once these vehicles are staged in the Staging Bay, the Delivery Intruction for that load needs to be checked that the Correct Vehicles have been staged. This is then signed off by the VDQI Supervisor.											SAFETY Shoes	Yes	Anti-static , steel toe cap shoe	N/A
	Lapho izimoto sezimisilew endaweni yokulayisha iphepha elinezimoto ezizolayishwa ludinga ukubhekwa ukuthi izimoto ezifanele yini ezibekiwe, bese lushicilelwa umqaphi weVDQI.											Hi-VIZ Vest or Shirt	Yes	Reflective Vest - visitors / Leadsman	N/A
7	Once the Staging bays have been signed off as Correct, the VDQI Supervisor will notify the specific Carrier driver that the load is ready for loading / collection.											Gloves	Yes	Driver's & Checkers gloves when handling vehicles	N/A
	Lapho sezishicilelwe ngokufanele umqaphi weVDQI uzokwazisaumshayeli oqondene nomthwalo ukuba usulungele ukuzolayishwa/ uzothathwa.											Hi-VIZ Pants	Yes	Work pants with Reflective Strip.	N/A
8	At this point, the VDQI Supervisor is required to understand and complete training on ALL the Carrier Loading SOP's.											Hi-VIZ Cap	YES	Hi-Viz company cap to clearly identify the Service Provider.	N/A
	Kuloleliqophelo kubhekeke umqaphi weVDQI ukuba agonde futhi abe eeqeshelwe ngokuphelele ngokulayisha ngokwe SOP.														
9	When the carrier arrives, the VDQI Supervisor will make sure to Lead the carrier driver into the loading bay.														
	Uma Imoto yokulayiha ingena umqaphi we VDQI uzoholela umshayeli endaweni yokulayisha.														
10	Upon arrival of the carrier the VDQI must ensure that when the carrier has parked and the driver has dismounted the cab, the driver safely checks the wheels before any further work continues														
	Lapho Ifika iloli, i-VDQI kumele igcinisekise ukuthi lapho liloli lipake umshayeli esephumile neloli, umshayeli uvimba amasondo ngokuphepha														
11	If at this point the VDQI Supervisor finds any reason why the carrier is Unfit to Load, the VDQI Supervisor should bring this to the attention of Management and send the carrier back to the yard to rectify the problem.														
	Uma kuleliqophelo umqaphi weVDQI ethola isizathu sokuthi imoto yokulayisha ayikho esimeni esifanele makabikele abaphathi abuyisele eyadini ukulungisa inkanga.														
12	The carrier driver will follow his Carrier Loading SOP and ready the carrier for loading. The carrier driver will then fetch the vehicles for loading from the relevant Staging Lane.														
	Umshayeli ulandela uhlelo lwemoto yakhe yokulayisha ngohlelo lweSOP, ilindele ukulayisha. Umshayeli uzobe eselanda izimoto ngokubekwa kwazo.														
13	While the carrier driver loads the vehicles ontot the carrier, the VDQI Supervisor will assist the driver as a Leadsman, ensuring that the driver has the correct spacing in between vehicles.											CALIBRATION			
	Lapho umshayeli elayisha izimoto umqaphi weVDQI uzobe emsiza nangezikhala phakathi kwezimoto njengomholi.											Equipment	Frequency		
14	When the carrier driver has completed loading, the VDQI Supervisor will assist the driver to Set the deck with suitable spacing between the Upper Deck and the Vehicles below.											N/A			
	Ngenkathi umshayeli eseqede ukulayisha umqaphi weVDQI uzosiza ngezikhala phakathi kwedeck engaphezulu nezimoto ezingaphansi														
15	It is important to Set the deck height at a suitable height so that the deck does not touch the roof of the vehicle below, this also allows the overall Height of the Load to not exceed 4.6m.											CHEMICALS			
	Kubalulekile ukusetha ukuphakama kwedeck ngokulungele ukuthi ideck ingathinti uphahla lwemoto ngaphansi. Lokho kusiza nangokuthi umthwalo ungeki ku4.6m.											N/A			
16	When this step is complete, the driver will make sure the load is secure and depart the Loading area.														
	Ngenkathi lesisigaba sesiphelle, umshayeli akaziqikelele umthwalo uphephile abese ephuma endaweni yokulayisha.														