

STANDARD OPERATION PROCEDURE								Reference No(s):			KDG LOGISTICS				
PLANT: TSAM	AREA: TSAM YARDS (ACSA)			Originator / Controller:	Juan Lange	Snr Supervisors:				RTMS 067					
Process / Activity:	Pre - Trip Inspection SOP			Critical Equipment / Environmental Significant Equipment						Date 02.12.2014					
Scope:	This process includes all procedures involved for Pre Trip Inspection SOP			Equipment		Reference No				Approved J LANGE					
	Loluhelo ifaka yonke inqubo ehlanganisa Ukuholwa Kokuqala Kohambo kwip SOP									Version 1					
No.	Actions / Steps		* Key Points	KEY POINTS		Tyre Pressure Gauge		AK Kamdar, Juan Lange	Yard Managers	Eben SMale, Juan Lange					
1	Pre-Trip Inspections need to be done before each trip. Once the carrier has loaded and the driver has been issued all his documents.			Pre-Trip Inspector	All items need to be checked Before the truck is cleared to leave the yard.		Igeji lomoya esondweni.		IN CASE OF EMERGENCY		CONTACT NUMBERS				
	Ukuholwa kokuqala kudinga ukwenziva ngaphambi kohambo ngalunye , lapho ikheriya isilayishiwe nomshayeli esethole wonke umquulu				Zonke izinto zetrukhi zidanga ukubekwa ngaphambi kokuba iphume eyadini.				KINGSWAY HOSPITAL			Tel: 031 904 7000			
2	Before the inspection begins, be sure to fill in the correct details of the truck and trailer on the Pre-Trip Inspection Sheet.			Pre-Trip Inspector	Any defaults are to be reported to the Controller ASAP.		ILLUSTRATION / PHOTOGRAPHS		OPERATIONS MANAGER: JUAN LANGE	Cell: 082 878 5092					
	Ngaphambi kokuholwa qiniseka ukuthi ugcwalise kahle iphepha lemininingwane yetruck netrayla.				Noma kungayini engalungile mayibikewi uMqaphi ngokushesa.		PRE-TRIP INSPECTION STANDARD OPERATING PROCEDURE PRE-TRIP INSPECTION WALK AROUND				GENERAL MANAGER: AK KAMDAR	Cell: 083 786 9119			
3	Make sure that the keys are not in the ignition, so that the driver cannot start the truck and move off while you are busy.			Pre-Trip Inspector	All the inspection items are vital for Safety on the Road.				SHEQ MANAGER - JUAN LANGE	Cell: 082 878 5092					
	Qiniseka ukuthi awushiyi ukhaye entweni yokudumisa ukuze umshayeli angafiki adumise itrukhi usematasatasa, usasebenza.				Konke ukuholwa kubalulekile ukuze kube nokuphepha emgwaenzi.						FLEET MANAGER: JUNAID MANSOOR	Cell: 083 776 4888			
4	Start the inspection at Point A. Follow the Pre-Trip Inspection Walkaround in order to complete the check successfully.			Pre-Trip Inspector					DEPOT FLEET MAINTENANCE MANAGER: EBEN SMALE	Cell: 083 408 9942					
	Qala ukuholwa ephoyinti u A. Landela inqubo yokuhola uhamba uzungeza kube yimpumelelo.										PPE REQUIREMENTS				
5	Point A will concentrate on fluid levels of Wiper Washers, Engine Coolant and Engine Oil.						<ul style="list-style-type: none"> <li>(A) 1. WIPER WASHER WATER LEVEL</li> <li>2. ENGINE COOLANT LEVEL</li> </ul>		TYPE OF PPE	YES	DESCRIPTION	REF			
	Iphoyinti A liphathelene namazinga okusaluketszezi Iwamawaypha okuwasha, kokuholisa injini namafutha enjini.						<ul style="list-style-type: none"> <li>(B) 1. DRAIN WATER AND OIL FROM AIR TANKS</li> <li>2. TOOLS: JACK, WHEEL SPANNER, EMERGENCY TRIANGLE X2, FIRE EXTINGUISHER,</li> </ul>		SAFETY Shoes	Yes	Anti-static , steel toe cap shoe	N/A			
6	Point B will concentrate on clearing the air tanks of excess oil and water from operation and making sure that all the trucks tools are accounted for.						<ul style="list-style-type: none"> <li>(C) 1. CHECK CONDITION OF RATCHETS AND STRAPS</li> </ul>		HI-VIZ Vest or Shirt	Yes	Reflective Vest - visitors / Leadsman	N/A			
	Iphoyinti B liphathelene nokukhishwa komoya ethangweni ekukhululenzi amafutha namanzi asebenze, futhi uqinisekise ukuthi amathuluzi etrukhi akhona.						<ul style="list-style-type: none"> <li>(D) 1. CHECK FOR LEAKS ON HYDRAULIC VALVE BANKS</li> <li>2. CHECK FOR LEAKS ON HYDRAULIC RAMS</li> <li>3. CHECK RAMPS AND DECKS FOR ANY ABNORMAL DAMAGES</li> <li>4. CHECK THAT THE LOAD IS SECURE</li> <li>5. CHECK THAT LOADING RAMPS ARE SECURE</li> </ul>		Gloves	Yes	Driver's & Checkers gloves when handling vehicles	N/A			
7	Point C will concentrate on condition and quantity of Ratchets and Straps.						<ul style="list-style-type: none"> <li>(E) 1. CHECK THAT INDICATOR LIGHTS ARE OPERATIONAL</li> <li>2. CHECK THAT PARK LIGHTS ARE OPERATIONAL</li> <li>3. CHECK THAT BRAKE LIGHTS ARE OPERATIONAL</li> <li>4. CHECK THAT HEADLIGHTS ARE OPERATIONAL</li> </ul>		HI-VIZ Pants	Yes	Work pants with Reflective Strip.	N/A			
	Ephoyintini C liphathelene nesimo nanesibalo samabhande. (ratchets and straps)						<ul style="list-style-type: none"> <li>(F) 1. CHECK HANDBRAKE IS IN GOOD WORKING ORDER</li> <li>2. CHECK THAT THE RADIO IS WORKING</li> <li>3. CHECK THAT THE FUEL CARD, TRUCK LICENSE, PERMIT ARE VALID</li> <li>4. CHECK DASHBOARD FOR ANY ACTIVE WARNING LIGHTS</li> <li>5. CHECK THAT TRUCK, TRAILER AND INSIDE OF CAB ARE CLEAN</li> </ul>		Hi-Viz Cap	YES	Hi-Viz company cap to clearly identify the Service Provider.	N/A			
8	Point D will concentrate on the trailer operation making sure there are no hydraulic leaks and that the decks and ramps are in working order.						<ul style="list-style-type: none"> <li>(G) 1. CHECK CONDITION OF ALL TYRES</li> <li>2. CHECK CONDITION OF SPARE WHEEL</li> </ul>								
	Iphoyinti D liphathelene nokusebenza kwethreya uqinisekisa nokuthi akunakuva za komoya nokuthi ideck namaramp kusebenza kahle														
9	Point E will concentrate on operation of park, brake, indicator and head lights.														
	Iphoyinti E liphathelene ipaki, ibhuleki, ilambu-nkomba namalambu.														
10	Point F will concentrate on items inside the cab. The cab needs to be clean. If there are any warning lights showing, these need to be attended to before the truck is loaded.														
	Iphoyinti F liphathelene nezinto eziphakathi ekhebhini. Ikhebhul idinga ukuholanzwa. Uma kukhona isixwayiso esikhonjwa ngamalambu, kudinga ukunakwa ngaphambi kokulayisha														
11	Point G will concentrate on condition and pressure of all tyres.														
	Iphoyinti G liphathelene nesimo kanye nomoya emathayini.														
12	The completed and Pre-trip Inspection sheet needs to be signed off by the driver as well as the Pre-trip Inspector.														
	Ishidi lokuqala kokuholwa eseliqediwe lidinga ukusayinwa umshayeli kanjalo noMholi.														
13	Any defect is to be recorded on a Defect report and handed to Management for approval. A decision will then be made whether the truck will be cleared to leave or sent for immediate repair.														
	Noma ngabe yini engalungile mayiqoshwe lapho kugcinwa khona imibiko yokungalungile, bese inikuya umphathi onqumayo. Kuzobe sekuthathwa isinqumo ukuba itrukhi izoyekwa ihambane noma izoyolungiswa ngokushesa.														
14	The Pre-trip Inspection Sheet is then handed in to Admin and the truck is cleared to depart the yard to load.														
	Ishidi lokuqala kokuholwa malibe selinkwa uMgcini-mininingwane itrukhi iphume iyolayishwa.														
15															
16															
17															
18															
SAFETY & HEALTH RISKS						SPECIAL NOTES				REFERENCE / RECORDS / CHECKLISTS					
NO:	RISK:	PREVENTATIVE MEASURES:								Title		Ref No			
1	Take care not to pinch fingers when checking ratchets and straps. / Nakekela ungacipizi iminywe lapho ubheka amaratchet.	Make the driver is aware that you are inspecting the truck so that he does not start and move off while you are busy. / Yienza umshayeli abone ukuthi uholwa ukuze angazohambisa itrukhi usematasatasa.				Any defaults must be brought to the Controllers attention ASAP. / Noma kungayini engalungile mayibikewi uMqaphi.				Pre-Trip Inspection Sheet					
2															
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