



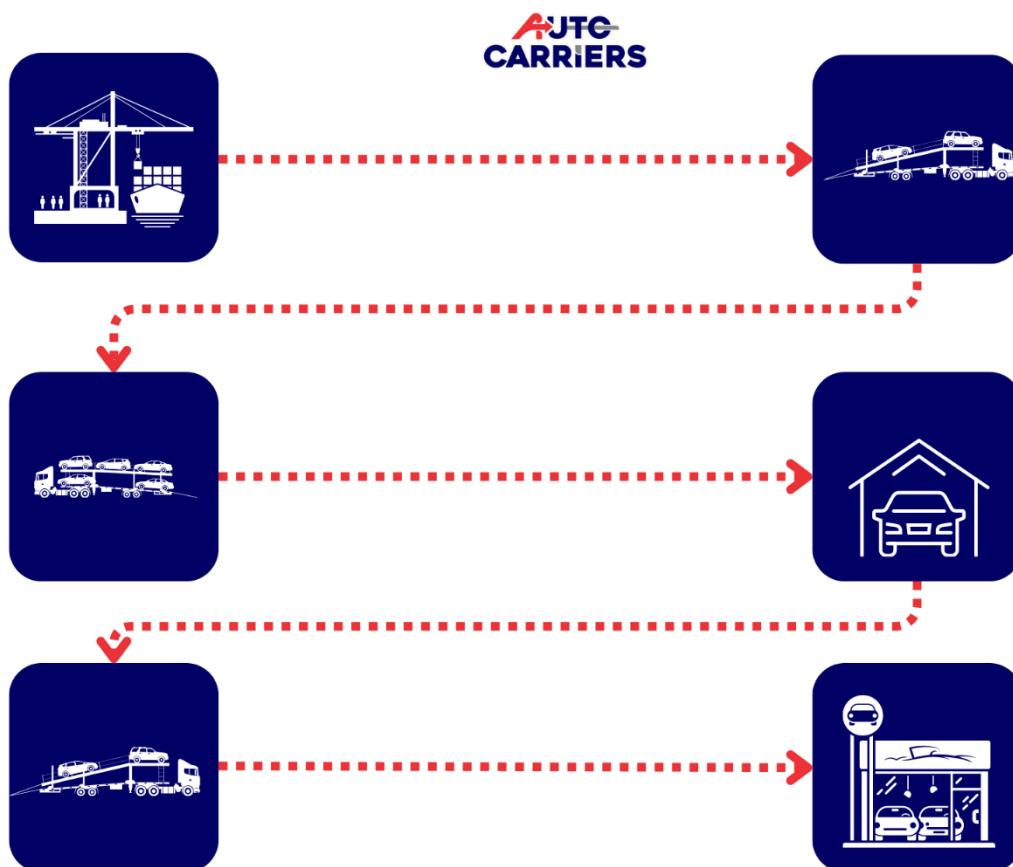
# VDQI Supervisor SOP



## Standard operating procedure-VDQI Supervisor

**Purpose:** This document describes the procedure for supervision of carrier loading.

**Process:** The objective is to ensure that all trucks have their loads correctly guided onto the carrier.



Role	Responsibility
Driver	<b>Check the correct points of the truck and trailer</b>
Simon Hadebe	<b>Ensure Drivers are trained to correctly check on points of the truck and trailer.</b>

Key words/Notes	Definitions
KPA Scale 1-5 where 1 is lowest and 5 is highest	

X

Simon Hadebe  
Driver Trainer

X

David Roberts  
COO

<b>Process No.</b>	<b>Process/Steps</b>	<b>Key Point</b>	<b>Person Responsible</b>
1.	The VDQI Supervisor will oversee all aspects of the loading process.		  Driver/s +VDQI
2.	Before loading the VDQI will oversee the Staging of vehicles. At this point there are 2 SOP's involved Staging and Reversing.		  Driver/s +VDQI
3.	The planned loads are then submitted to the VDQI who will fill out a loading plan specific to each model/make of carrier.		  Driver/s +VDQI
4.	Vehicles will then be collected and staged in the order of the Loading plan to ensure No reversing would be required.		  Driver/s +VDQI
5.	The VDQI will ensure that all the procedures are followed by the RFT Staging Drivers as per the Staging SOP.		  Driver/s +VDQI
6.	Once these vehicles are staged in the staging Bay, the Delivery instruction for that load needs to be checked that the correct Vehicles have been staged. This is then signed off by the VDQI.		  Driver/s +VDQI
7.	Once the staging are correctly signed off the VDQI notifies the Driver that the load is ready for loading/ collection.		  Driver/s +VDQI
8.	At this point, the VDQI Supervisor is required to understand and complete training on ALL the Carrier Loading SOP's.		  Driver/s

			+VDQI
9.	When the Carrier arrives the VDQI will lead the driver to the loading bay.		  Driver/s +VDQI
10.	At this point the VDQI must ensure that when the driver parks the carrier that they chock the wheels before any work continues.		  Driver/s +VDQI
11.	At this point if the VDQI finds that there is an issue with the carrier the VDQI should bring this to the attention of management so this issue can be solved.		  Driver/s +VDQI
12.	The Carrier Driver will then follow the company's Loading SOP and ready the Carrier for loading. The driver will then fetch the vehicles for loading from the relevant staging area.		  Driver/s +VDQI
13.	While the driver loads the vehicles onto the carrier the VDQI will assist as a leadsman to make sure there is correct spacing between the vehicles.		  Driver/s +VDQI
14.	When the driver has completed his loading the VDQI will assist with the deck setting to ensure there is suitable spacing between the upper deck and the Vehicles below.		  Driver/s +VDQI
15.	Deck height is important so that the deck does not touch the roof of the vehicle below. Overall height should not exceed 4.6m		  Driver/s +VDQI
16.	When this step is complete the driver ensures the load is secure and will depart the loading area.		  Driver/s +VDQI

#### PPE Requirements

Safety Shoes

Hi-Visibility Vest or Shirt

Lashing gloves Driving Gloves
Hi- Visibility Pants
Helmet



Version History		
Version No:	Effective since:	Changes made:
01	2024/05/02	N/A