



NSSL

EVERY MOVE COUNTS

STANDARD OPERATING PROCEDURES CANADA

Learning & Development
September 2025

Hook Trailer

- Back under pick-up plate
- Raise trailer slightly
- Pin trailer
- Perform **2-way tug test**
- Connect air & electrical lines
- Pull ahead slightly & raise trailer to **safe travel height**

Move: Yard → Dock

- **VERIFY:** Trailer # & condition
- **CHECK:** Safety, tires, interior
- **HOOK:** Follow Hook Trailer SOP
- **MOVE:** Assess location & drop per SOP

Drop Trailer

- Stop on slip & lower trailer to a **safe working height**
- Reverse to fully connect with dock trailer
- Ensure trailer is secured
- Disconnect & stow air and electrical lines
- Release 5th wheel & pull ahead slightly to clear jaw pin
- Lower trailer completely & pull ahead slowly

Move: Dock → Yard

- **VERIFY:** Trailer #, dock # & dock light is green
- **CHECK:** Dock plate & securements removed
- **HOOK:** Follow Hook Trailer SOP & connection with 2-way tug test
- **MOVE:** Connect air and electrical lines, drop trailer procedure & close doors securely

Call **911** if there is a
FIRE or PERSONAL INJURY

NSSL Contacts

- NSSL Connect Team (24/7 Support):
[1-416-523-8623](tel:1-416-523-8623) /
connect@nationalshunt.com
- Payroll:
[contact your supervisor/manager](#)
- Human Resources:
HR@nationalshunt.com
- Westwood:
info@wstinvoicing.com

Door Safety & Security

- Open/close doors **at the dock**
- Stand to the side — beware falling objects
- Always use caution

Secondary Securement

- Carry **10+ bungies** in truck
- Inspect for damage before use
- Wear PPE
- Secure both doors (in addition to main device)
- Remove/store devices for reuse

Temperature Control

- Follow site **Temperature SOP & training**
- If any questions **contact Supervisor immediately**

General Operating Requirements

- PPE at all times
- Inspect to **NSC 13, Sch 1**
- Use **3 points of contact** when entering/exiting the vehicle
- Perform tug test
- No passengers; clean cab
- Lights ON always
- Sound horn before reversing
- Follow all site signs
- No electronics while driving
- Follow all NSSL SOPs

Incident Reporting

- Stop & secure vehicle
- Assess damage before moving
- Record details & take photos
- Report immediately (supervisor, connect team)