

 <b>VALUE INTEGRATOR</b>	<b>MAINTENANCE WORK INSTRUCTIONS</b> <b>PW06 Coil Off Loading from Truck to storage</b>	<b>SOP No: PW06</b> <b>Rev: 05</b> <b>Date: 03-SEPT-2025</b>
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No.	INSTRUCTIONS	KEY POINTS / CONTACTS	
1	<p>TEAM MEMBER TO INSTRUCT TRUCK DRIVER TO SWITCH OFF HIS TRUCK WHEN PARKED IN THE DESIGNATED PARKING AREA.</p>		<p>Truck to be switched off to avoid pollution and dust in the plant. Keys to be removed from the ignition.</p> <p><b>ENSURE DRIVER PROTECTIVE EQUIPMENT (PPE) IS WORN: -</b></p> <ol style="list-style-type: none"> <li>1. <b>HARD HAT WITH CHIN STRAP</b></li> <li>2. <b>STEEL CAP BOOTS</b></li> <li>3. <b>FULL OVERALLS</b></li> </ol>
2	<p>TEAM MEMBER TO CHECK WEIGHT OF THE COIL AND DIRECT TRUCK TO THE CORRECT BAY, INSPECT COIL PRIOR TO OFF LOADING FROM THE TRUCK</p> <p>Follow Work Instruction for Coil Scanning</p>		<p><b>Delivery Note (Local) PW02</b> <b>Packing list (import)</b></p> <ul style="list-style-type: none"> <li>• Coil strapped properly – no loose strapping / packing.</li> <li>• Coil loaded in such a manner that tongs can be used to off load coil (Enough space in between coils).</li> <li>• Coil stable and properly located on a coil stand on the truck.</li> <li>• Delivery note and packing list, spec, weight, size and grade</li> </ul>

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