



Servosteel

Servosteel Collection/Delivery Plan

Main Process Template.
Process specific changes in green text on Supplementary Process

Slit Coil in Well (D Bay)

Tel (24hrs): 01384 471383

www.servosteel.com

Door Height:	5.2m
Door Width:	4.2m

OHC Capacity:	16/T
FLT Capacity:	3/T

Minimum Site PPE Requirements, Hazards & Warnings:

Safety Boots	Overalls inc Trousers	Hard Hat / Chin Strap	Hi-Vis Vest / Jacket	Safety Gloves

No Reversing without a Banksman	No smoking Except in designated	Mobile phones prohibited	Working @ Height is prohibited without controls

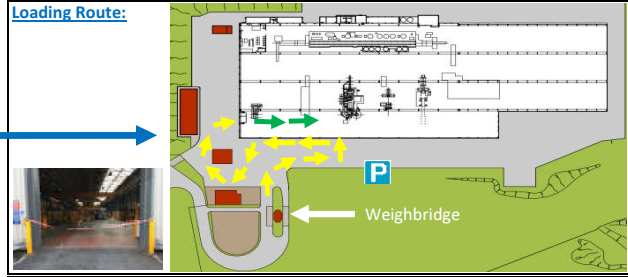
Collection Times: Note - Last vehicle must be on site 1hr before shift end in Blue

Monday	06:00	to	22:00	Break	10:00	to	10:30
Tuesday	06:00	to	22:00	Break	10:00	to	10:30
Wednesday	06:00	to	22:00	Break	10:00	to	10:30
Thursday	06:00	to	22:00	Break	10:00	to	10:30
Friday	06:00	to	18:00	Break	10:00	to	10:30
Saturday	By Special arrangement only						
Sunday	None						

Additional Breaktimes:
Depending on shift patterns, additional breaks will be 2pm and/or 6pm

Trailer Bed Access is only permitted if Access Gantry's are used - Trailer Beds/Well Boards should be prepared for loading prior to arrival

- On Arrival:**
- 1 Arrive at site and proceed to IN Bridge (Left side)
 - 2 Report to Weighbridge for site access & Induction
 - 3 Review Collection/Loading Plan and agree to adhere to site rules and procedures
 - 4 Collect Loading Paperwork from Weighbridge Operative
 - 5 Follow Collection Route as detailed
 - 6 Approach designated parking bay, or behind vehicles in queue
 - 7 Enter warehouse by foot, and place clipboard on Loading Notice Board as instructed
Note: - Full PPE Must be worn when outside of cab unit
 - 8 Return to vehicle and wait in cab for further instruction
 - 9 Do not reverse into bay without authorisation - Observe no entry barrier tape



- Loading:**
- 1 Await to be reversed into loading bay by Loader/Banksman
Note: - Full PPE Must be worn when inside warehouse
 - 2 Reverse into warehouse under Banksman direction only
Note: - Reversing into the warehouse without a Banksman is prohibited on site
 - 3 Review Loading Requirements with Loader
Note - Drivers will need to assist in Loading process - See Loading/Unloading SOP0001
Note - Slit Coils in well will be loaded with C-Hook as per example
 - 4 Establish Lines of Communication with Loader
 - 5 Place Vehicle Access Gantry's into position as per Safe Use of Access SOP
Note - Load Height will determine 1 or 2 Gantries being used
 - 6 Access Vehicle Bed according to Safe Use of Access SOP
Note - Gantries will need to be moved up/down the length of the trailer as required
 - 7a If using 1 Gantry, Driver must use Safety Belt/Lanyard and hook onto top rail of Gantry
Lanyard system can be detached and re-secured to move further down the Gantry
 - 7b If using 2 Gantry's, Barrier between the Gantries must be secured to prevent egress beyond the safe working area
When using 2 Gantries the Lanyard system is not required
In both options the Gantry area creates a safe working platform/fall prevention zone
 - 8 Driver must stand on the Gantry & away from drop zone when material is travelling
 - 9 Driver must only approach the OHC when instructed to do so by the Loader

Loading Process:

Single Gantry/ Lanyard Secured:

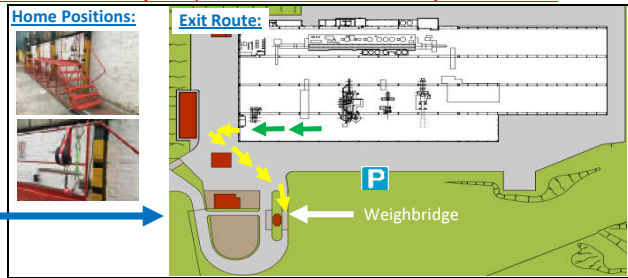
Twin Gantries:

C-Hook Loading

Driver must only touch the Load/Handling gear when instructed to do so

Note - Slit Coil in well will only be loaded by C-Hook as shown above - If other access is required, this must be discussed at point of order

- Post Loading:**
- 1 Return equipment to its home position before exiting the warehouse
 - 2 Request authorisation to exit warehouse, and await for barrier to be removed
Do not reverse out without a Banksman
 - 3 Strap vehicle as required to safely transport the material
Note: - If asked to strap outside to minimise loading delays then strapping **must be done from ground level**
If this cannot be done, then request to strap load with the aid of Gantry's.
 - 4 Once load is restrained, drive to OUT Bridge (Left side) following the detailed route
 - 5 Pass Loading paperwork to Weighbridge operative and await further instruction
 - 6 Collect completed Collection Notes and exit site



- In the Event of an Emergency:**
- In the event of an emergency or evacuation, please adhere to the following instructions, and make your way to the call point overleaf:**
- 1 Exit the building at the nearest safe exit and proceed to the Fire Assembly Point located at the car park in front of the weighbridge
 - 2 Upon arrival at your designated Fire Assembly Point report to Fire Marshall/Supervisor
 - 3 Do not re-enter the building until instructed to do so by Senior Management/Fire Marshall

- Waste Management:**
- As part of our Audit process and Environmental accreditation to ISO 14001, all rubbish/waste must be managed correctly:**
- 1 All rubbish and food waste must be disposed of in correct bins
 - 2 If unsure where to dispose of rubbish, please seek advice from Loader/Supervisor
 - 3 Anyone found to be disposing of rubbish or other items irresponsibly will be asked to leave site and the incident reported to the company involved

- Special Instructions:**
- 1 Working at Height is not permitted on site unless Access/Egress from the Trailer is done via Access Gantry's.
 - 2 Always be aware of other OHC/HGV/FLT/Pedestrian Traffic while on site
 - 3 PPE must be worn at all times as detailed above
 - 4 Failure to follow Servosteel Policies and Procedures will result in Drivers/Visitors being asked to leave site and the incident reported to the company involved

Servosteel Collection/Delivery Plan

Slit Coil in Well (D Bay)

