




# Servosteel Loading Process - SOP0001

## General

Servosteel


**Scope** - In order to provide Drivers with a safe means of Access & Egress around site, together with a safe Working Area to Work @ Height on HGV Trailer Beds, the following Safe Operating Procedure (SOP) outlines the safety controls & equipment in place to prevent falls from Height. The following SOP must be followed whenever entering site & access to the trailer bed is required.

**1**




a. Approach Loading Bay and park in queue.  
b. Observe Barrier across the roller shutter door.  
c. Do Not enter warehouse without Authorisation.

**2**




a. Exit Vehicle - Full PPE Must be worn as per Collection / Delivery Plan requirements and site signage.  
c. Do not access Trailer Bed.  
d. Access to Trailer Bed is prohibited unless by way of Gantry Platform Access.

**3**



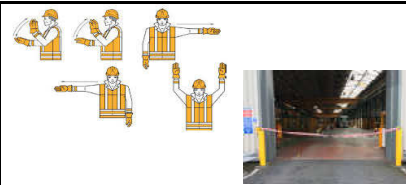
a. Enter Warehouse by way of pedestrian entrance and place Clipboard onto Notice Board.  
*Note - Some Entrances do not require the Driver to access the warehouse prior to Unloading/Loading - Refer to Product Specific Collection/Delivery Plans.*

**4**



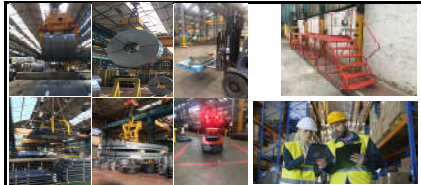
a. Return to Vehicle and wait to be guided/reversed into warehouse.  
b. Observe Barrier across the roller shutter door.  
c. Do Not enter warehouse without Authorisation.  
d. Full PPE Must be worn whenever outside of the cab unit.

**5**




a. Once authorised, Drive/Reverse into warehouse as instructed.  
b. Observe Barrier across the roller shutter door.  
c. Do Not enter warehouse without Authorisation.

**6**



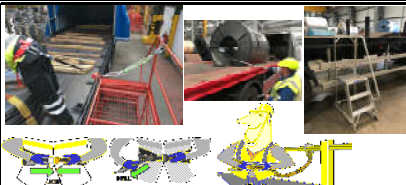
a. Discuss Loading/Unloading Requirements with Loader.  
Consider:  
Product Type & Orientation  
Product Size & Weight  
Lifting Equipment to be used  
Method of Communication

**7**



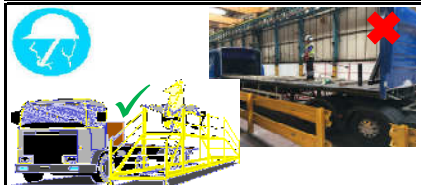
**Where Twin Gantries are to be used:**  
a. Configure Gantries required for the Loading/Unloading Operation.  
b. Always lock the wheels before accessing the Gantries.  
c. Use 2 Gantries where available and possible.  
d. Put Chinstrap on before gaining access to the Gantry.

**8**



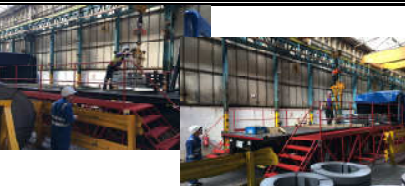
**Where Single Gantry is used:**  
a. Driver must wear Safety Belt & Fall Arrest system and attach to top rail of Gantry.  
**Where only Low Level Access is required:**  
a. Low Level Access Steps and Fish Hooks are available. Access onto a Trailer is prohibited when using Low Level Access Steps.

**9**



**Where Single or Twin Gantries are to be used:**  
a. Access onto the Gantry, and then stand on Gantry itself (Not the vehicle bed) and await first lift to arrive above the trailer.  
c. Do not attempt to approach the load while in transit.  
d. Only Approach the load when authorised by the Loader and the load is safely positioned just above the landing site.

**10**




**Where Single or Twin Gantries are to be used:**  
a. Assist Loader with final positioning of the load.  
b. Remove the Lifting Equipment.  
*Note - See Supplementary Guidance for Each Lifting Device Type detailed in the Collection/Delivery Plans for each product type.*

**11**




a. Stand Clear of the Load and Lifting gear.  
i. If assisting in the Loading Process (Silt Coil/Plate Only) move back to the safe zone (Gantry) before the Loader proceeds to move the OHC up and away from the trailer.  
ii. Remain in the Safe Zone until instructed to move/assist.  
b. If Wide Coil/Laser - Then stand in "Safe Zone" throughout.

**12**



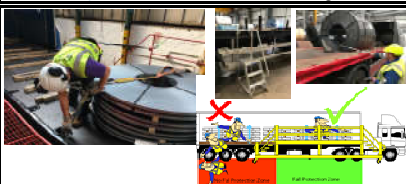
a. Once the Lifting Gear is clear of the trailer, the Driver can return to the load and begin strapping etc.  
b. Driver must return to the safe zone (Gantry) before the next lift approaches / Loader must wait for the driver to move to the safe zone (Gantry) before final approach with the load.  
c. If Wide Coil/Laser - Then stand in "Safe Zone" throughout.

**13**



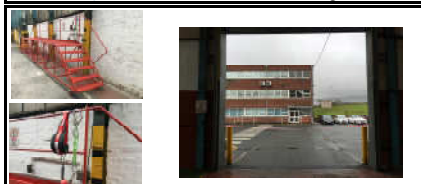
Repeat Steps 10-12 until load completed.  
**Where Single or Twin Gantries are to be used:**  
*Note - As the loading process progresses up/down the trailer the Gantries will need to be re-positioned to maintain the safe working area. In these instances the Driver must not egress beyond the confines of the Gantry working area.*

**14**




a. Finish strapping the load with the aid of the Gantries/Fall Arrest system, or finish strapping from ground level.  
*Note - Access to the Trailer bed is still only permitted when using the Gantries and/or Fall Arrest system.*  
*Note - Low Level Access Steps and Fish Hooks are available.*

**15**



a. Return Equipment to its home position.  
b. Collect completed paperwork from Loader.  
c. Observe Barrier across the roller shutter door.  
d. Do Not exit warehouse without Authorisation.  
e. Reversing out of warehouse is by guidance of Servosteel Banksman only.

**16**




a. Return to weighbridge via route detailed on Collection / Delivery Plan  
b. Observe site traffic rules/signage

**17**



a. Approach Weighbridge & Locate Vehicle squarely on the Exit Weighbridge platform  
b. Exit the cab unit so an accurate weight can be taken  
*Note - Do not return to Cab/Trailer until authorised to do so by the Weighbridge Operative.*

**18**



a. Collect paperwork from Weighbridge Operative.  
b. Exit Site.