



Manitoba Operations

## STANDARD PROCEDURE INSTRUCTION



Title		SPI
Spotting and Unloading of Pup Deck Trailers		# 28-9
Department	Supersedes SPI Dated	Effective Date
Purchasing, Warehouse & Traffic	April 2001	Sept. 2002

### 1. Purpose

- 1.1 To ensure that materials, delivered to the VALE Thompson Operation by commercial carriers on pup (28 ft.) deck trailers, are spotted safely and can be unloaded safely.

### 2. Scope

- 2.1 Pup deck trailers (28 ft.) used to deliver any material to all plant locations.

### 3. Control

- 3.1 Carrier instructed to use proper equipment when utilizing pup deck equipment. All fork lift operators to inspect trailer for proper support before off loading material.

### 4. Procedure

- 4.1 Periodically our main commercial carriers use pup deck (28 ft.) trailers to deliver products to VALE Thompson plant sites.
- 4.2 Because of the need to use the driver and tractor elsewhere, it is not always possible to leave the tractor attached to the trailer and it must be spotted and left for Vale personnel to unload at a later time.
- 4.3 Carrier driver personnel will spot the pup trailer by lowering the dollies attached to the trailer and disconnecting the tractor. The driver will then chock the rear wheel so that the trailer cannot roll forward or backward. The driver will also install an upright trailer support under the trailer near the connecting pin at the front of the unit and ensure that it is adjusted for height so that it cannot fall over. When the trailer is empty, the driver will remove the support and wheel chocks.

- 4.4 The purpose of the trailer support is to prevent the trailer from tipping forward if a load imbalance occurs during unloading that causes the load to become front heavy. The support is rated for 6000 lbs. and has been designated proper for use in this application by a certified Engineer.
- 4.5 The supports and wheel chocks are the property of the commercial carrier (Gardewine).
- 4.6 The carrier will provide the wheel chocks and supports for use on the VALE Thompson plantsite. Currently one is located at the Main Warehouse.
- 4.7 Forklift truck and pettibone operators are to unload deck trailers from the side, beginning at the front of the load and working to the back, so that the remaining load shift is to the back axles and dollies.
- 4.8 Discrepancies are to be reported to the Warehouse Supervisor ( Phone 778-2507).

APPROVED \_\_\_\_\_ General Manager – Manitoba Operations

DATE \_\_\_\_\_