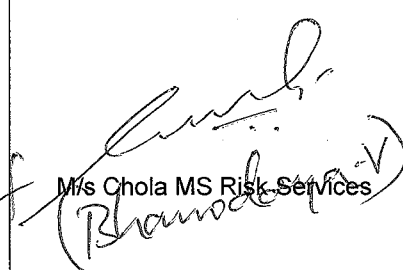
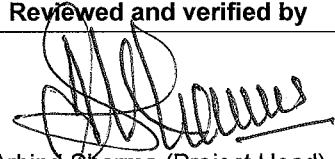
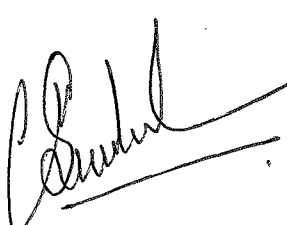




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SAFE OPERATING PROCEDURE (SOP)

SAFE LOADING & UNLOADING OF CONTAINER FROM TRAILER

Prepared by	Reviewed and verified by	Authorized by
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Document Change Note

Rev. No	Rev. Date	Comments / Changes
00	03-01-2023	New Issue

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1. PURPOSE

To ensure trailer loading and unloading operations are conducted safely at the site to eliminate the potential for injuries, particularly as a result of vehicle and human interaction.

2. SCOPE

This procedure shall apply to all AMNS project sites and related work areas including contractors to meet –

- Legal and regulatory requirements
- AMNS HSE requirements
- ISO 45001 and ISO 14001 standard requirements

3. DEFINITIONS

Trailer: It is the long rear section of a lorry or truck, in which the goods are carried or transported

Container: It is a large metal box used for holding or transporting goods.

4. RESPONSIBILITIES

The Project Head is responsible for ensuring that the project is in compliance with the general requirements and those given in this procedure.

The Project HSE Manager is responsible for validation of task specific risk assessment.

The concerned activity in-charge shall be responsible for inspection of lifting equipment.

5. LOADING & UNLOADING - SAFETY ASSURANCE PROCESS

5.1 GENERAL REQUIREMENTS

A container can be loaded and unloaded in various ways, depending on the type of container, the equipment available, and the kind of surface. There are some essential things to remember to load and unload a container. Loading and unloading a container is a relatively simple process, but it's essential to do it safely and efficiently.

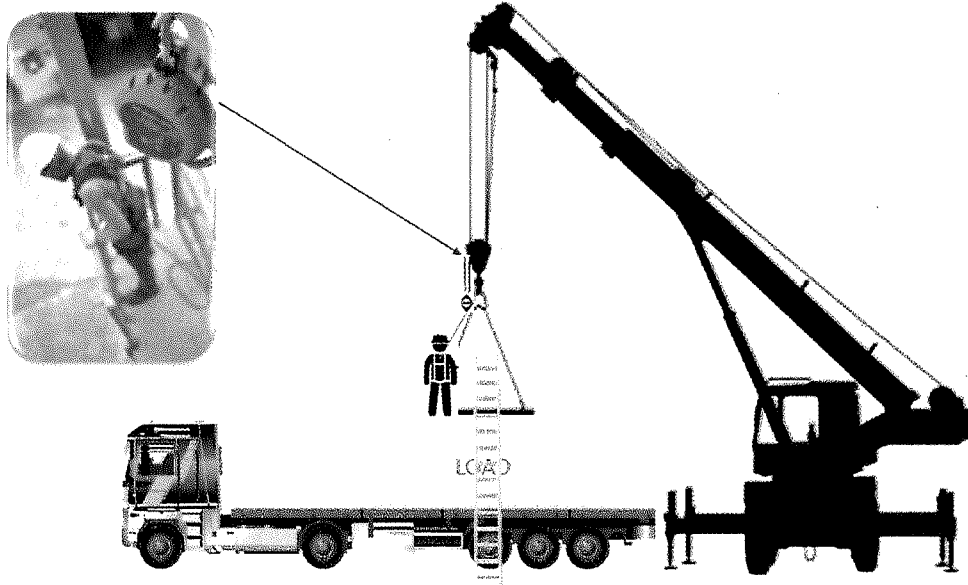
5.2 HAZARDS

The hazards involved in the activity are:

- Fall of person
- Falling objects
- Struck by vehicle
- Struck by swinging load
- Vehicle / equipment toppling
- Equipment failure

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5.3 LOADING & UNLOADING OPERATION SAFETY



Schematic View of Fall Arrest Arrangement during Loading / Unloading of Containers

- Only trained employees will load or unload materials from the trailer.
- Permit to Work authorization is required for the activity.
- Work area to be barricaded for traffic management and control of unauthorized entry
- Trailer should be parked at identified location and nearby the unloading area.
- Trailer ignition key shall be handed over to supervisor of the activity to ensure no movement of trailer while loading / unloading operation is ongoing.
- Trailer shall be parked with emergency brake applied and wheel choke placed at least on two tires from either direction of wheel.
- Driver shall not be allowed to sit in the vehicle. Truck drivers must stay in the safe zone i.e. outside barricade, but near the unloading operation, until the load has been loaded or unloaded and/or the truck driver has been authorised to leave by supervisor.
- Lifting equipment, tools and tackles shall be inspected.
- Crane should be in position to easy access to loading & unloading area.
- Swing radius of the load shall be defined and barricaded. No person shall be allowed to stand or pass near or under the suspended load.
- Worker shall be made aware of pinch points and crush hazards during the loading and unloading process. Workers shall be made aware to keep hands away from cargo and truck trailer during loading and unloading and avoid touching the load with their hands while it is moving or suspended. Utilizing hands free tools and tag lines for assisting load control is appropriate.

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- Material lifting Devices (Crane, D-shackle, Wire Rope Sling etc.) shall be visually inspected prior to start of loading / unloading operation. Uncertified and damaged lifting devices must not allowed.
- Loading / unloading operation shall be prohibited during storms and high winds (Winds >25 KMPH) & night duty.
- Worker shall not come near the edge of container to avoid fall from height.
- Ladder used to climb the container top shall be inspected and green tagged. Ladder shall be secured before climbing.
- The ladder, used to access the container top, shall be secured. The ladder shall be extended 1 meter above the container.
- There shall be a proper access/egress arrangement for the trailer bed.
- Workman shall wear fall protection personal protective equipment and secure it while standing on top of the container.
- Retractable Fall Arrester should be installed through Crane hook to provide fall arrest points to the workmen going up for the slinging activity.

5.4 MINIMUM PPE REQUIREMENT

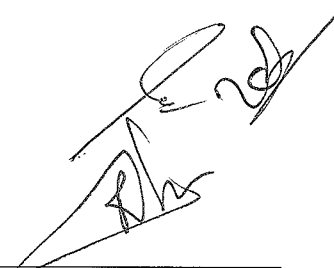
Head Protection	Helmet with Chin strap	Hand Protection	Cotton gloves
Eye protection	Safety glasses	Foot Protection	Safety shoes
Fall protection	Retractable Fall Arrester & Full body safety harness		
Body Protection	High visibility Reflective Jacket		

6. CHECKING, CORRECTIVE AND PREVENTIVE ACTION

Periodic inspections shall be carried out to assess the hazards as the work progresses. Any deviations shall be reported to Project Head & Corrective and preventive action shall be taken.

7. TRAINING

All employees affected by the requirements of this procedure should attend relevant training. Training should cover the use of relevant plant and equipment, the risks associated and the control measures.



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8. RECORDS

S. No.	Title	Location	Retention period
01	Third party inspection certificate of the Crane & Lifting tools tackles	HSE Department/ Project site	Completion of Project
02	Permit to Work	HSE Department/ Project site	Completion of Project

9. REFERENCES

Format No.	Standard Name
AMNS-Project-SS-HSEM-05	Training Awareness and Competence
AMNS-Project-SS-HSEM-08	HIRAC Procedure
AMNS/Project/SS/HSEM/10	Permit to work Procedure
AMNS/Project/SS/HSEM/12	Emergency Management
AMNS/Project/TS/HSEM/08	Plant and Machinery Operations
AMNS/Project/TS/HSEM/10	Lifting Operation Safety