	<b>ACACIA FOREST INDUSTRIES SDN BHD</b> <b>STANDARD OPERATING PROCEDURE</b> <b>FORESTRY</b>	Document No: AFI/SUPP/10
		Date Issued : 01/08/2016
		Last Update: 09/05/2017
Section: SUPPLY CHAIN	Work Scope Area: WORKING COMPARTMENT AREA	Revision No: 2
Activity: LOG TRUCK LOADING AND UNLOADING		Responsible Person: Harvesting Manager
Title: LOG TRUCK LOADING AND UNLOADING		Page No: 1 of 5

## 1.0 OBJECTIVE

To ensure all log truck loading and unloading activities are carried out in a safe and efficient manner in accordance with all relevant laws and industry regulations.

## 2.0 PERSON IN CHARGE

- Harvesting Manager

## 3.0 JUSTIFICATION AND SCOPE

During active operations a significant volume of round logs are loaded and unloaded from log trucks. Trucks are loaded in field before transport to log yards, unloaded at the log yard and loaded in the log yard for delivery to customers. This SOP shall assure that loading and unloading activities are carried out according to industry best practice and shall ensure safety for everybody involved at all times.


## 4.0 REFFERANCE

NA

## 5.0 RESPONSIBILITY

- Truck driver:
  - To follow the requirements set out in this SOP
  - To ensure his/her truck is in a safe and usable condition
  - To follow all requirements of the site supervisor and AFI representative
  - To ensure the truck in their control is loaded to the correct length, weight and height and secured in accordance with this SOP.
- Loader operator
  - To follow the requirements set out in this SOP
  - To ensure his/her loader is in a safe and usable condition
  - To follow all requirements of the site supervisor and AFI representative

<b>PREPARED BY:</b>	<b>APPROVED BY:</b>
HARVESTING MANAGER	SUPPLY CHAIN MANAGER

	<b>ACACIA FOREST INDUSTRIES SDN BHD</b> STANDARD OPERATING PROCEDURE FORESTRY	Document No: AFI/SUPP/10
		Date Issued : 01/08/2016
		Last Update: 09/05/2017
Section: SUPPLY CHAIN	Work Scope Area: WORKING COMPARTMENT AREA	Revision No: 2
Activity: LOG TRUCK LOADING AND UNLOADING		Responsible Person: Harvesting Manager
Title: LOG TRUCK LOADING AND UNLOADING		Page No: 2 of 5

- Site Supervisor and AFI Representative:
  - To ensure all persons involved in log truck loading and unloading follow the requirements set out in this SOP.
  - To report any non-compliance or safety incidents.

## 6. PROCEDURE


### Mandatory PPE

- Safety Boots
- Safety Helmet
- High Visibility clothing ( If not wearing Company T-Shirt green & orange)
- Safety Glove (for securing the load)

### Log Loading

1. All truck drivers and loader operators are to be appropriately trained.
2. No persons are allowed to remain in the cab or on any part of the truck during loading/unloading activities.
3. All truck drivers and other personnel on site are to remain in sight of the loader operator at all times in a safe pre-designated location.
4. The Log loader operator shall direct and guide the truck driver into predetermined position that allows for stable parking and sufficient space for the loader operation.
5. Load the larger end of the log first against the unit headboard. (Relevant when loading full length logs only)

<b>PREPARED BY:</b>	<b>APPROVED BY:</b>
HARVESTING MANAGER	SUPPLY CHAIN MANAGER

	<b>ACACIA FOREST INDUSTRIES SDN BHD</b> STANDARD OPERATING PROCEDURE FORESTRY	Document No: AFI/SUPP/10
		Date Issued : 01/08/2016
		Last Update: 09/05/2017
Section: SUPPLY CHAIN	Work Scope Area: WORKING COMPARTMENT AREA	Revision No: 2
Activity: LOG TRUCK LOADING AND UNLOADING		Responsible Person: Harvesting Manager
Title: LOG TRUCK LOADING AND UNLOADING		Page No: 3 of 5

6. Log Loader Operator shall place the logs parallel to the truck/trailer frame and make optimal use the available space .The correct placing of logs will result in the load being secure and stable for the trucking.
7. The log loader operator shall monitor the load volume by regular visual checks and confirm the final mass with the truck driver.
8. Where stanchions are used on logging trucks and/or trailer(s) the top of the load shall be rounded so that the binder chains/strops will contact as many logs as possible. Refer Figure 1.

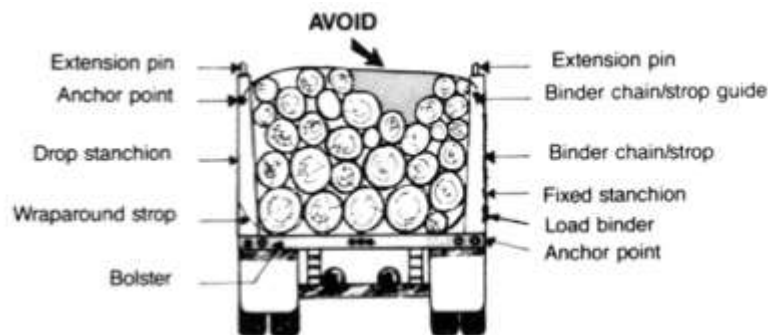


Figure 1. Components of a log truck, including securing devices.

9. The outside logs of the load should not be loads above the top of the stanchions or the stanchions extensions where fitted. Logs loaded in the middle load should not more than one third of the diameter of the log(s) above the top of the stanchions extension where fitted. Refer Figure 2.

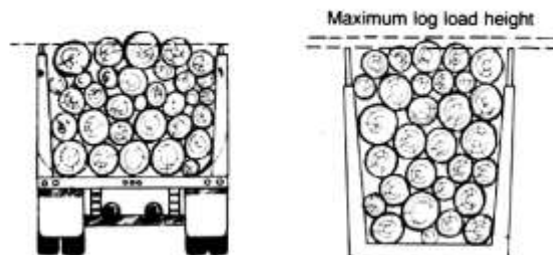



Figure 2. Maximum load height and width.

<b>PREPARED BY:</b>	<b>APPROVED BY:</b>
HARVESTING MANAGER	SUPPLY CHAIN MANAGER

	<b>ACACIA FOREST INDUSTRIES SDN BHD</b> <b>STANDARD OPERATING PROCEDURE</b> <b>FORESTRY</b>	Document No: AFI/SUPP/10
		Date Issued : 01/08/2016
		Last Update: 09/05/2017
Section: SUPPLY CHAIN	Work Scope Area: WORKING COMPARTMENT AREA	Revision No: 2
Activity: LOG TRUCK LOADING AND UNLOADING		Responsible Person: Harvesting Manager
Title: LOG TRUCK LOADING AND UNLOADING		Page No: 4 of 5


The load operator shall ensure all logs loaded are secured and supported by the boom sticks/stanchions.

10. The lorry driver to ensure all chains strops must be well tensioned to prevent load movement and reduce the risk of chain/strop fatigue failure. Tensioning shall be means of a load binder. Hand tensioning without a load binder is not acceptable.
11. During the course of the trip, logs will settle and the tension of the chains will be reduce. The driver must stop and re-tension until no more movement is detected.

### **Log Unloading**

1. All truck drivers and loader operators are to be appropriated trained.
2. No persons are allowed to remain in the cab or on any part of the truck during loading/unloading activities.
3. All truck drivers and other personnel on site are to remain in sight of the loader operator at all times in a safe pre-designated location.
4. The loader operator shall direct and guide the truck driver into predetermined position that allows for stable parking and sufficient space for the loader operation.
5. The log loader operator shall approach the truck from a parallel position in between the boom stick/stanchions.
6. The log loader shall open the grapple to hold back any unstable log movements and support the load with the boom sticks when the truck driver is loosening the chain/strop.
7. The log loader operator shall ensure that the logs are stable and the truck driver is in clear and safe position before unloading the logs.

<b>PREPARED BY:</b>	<b>APPROVED BY:</b>
HARVESTING MANAGER	SUPPLY CHAIN MANAGER

	<b>ACACIA FOREST INDUSTRIES SDN BHD</b> <b>STANDARD OPERATING PROCEDURE</b> <b>FORESTRY</b>	Document No: AFI/SUPP/10
		Date Issued : 01/08/2016
		Last Update: 09/05/2017
Section: SUPPLY CHAIN	Work Scope Area: WORKING COMPARTMENT AREA	Revision No: 2
Activity: LOG TRUCK LOADING AND UNLOADING		Responsible Person: Harvesting Manager
Title: LOG TRUCK LOADING AND UNLOADING		Page No: 5 of 5

8. The log loader operator shall ensure that the grab is secure and the log loader is stable.
9. The log loader operator shall lower the load as soon as the truck is cleared to improve stability.
10. When sufficient turning space is available, the log loader operator shall drive to the designated area.
11. The log loader operator shall repeat the process until unloading is completed.

## 7. RELATED DOCUMENT

- Occupational Safety and Health Act 1994.
- Guidelines on Occupational Safety and Health in Logging Operations.
- AFI Plantation Harvesting Standards
- AFI Log Yard Management Standards

<b>PREPARED BY:</b>	<b>APPROVED BY:</b>
HARVESTING MANAGER	SUPPLY CHAIN MANAGER