	ACACIA FOREST INDUSTRIES SDN BHD STANDARD OPERATING PROCEDURE OPERATIONS	Document No.: AFI/SUPP/06
		Date Issued : 01/03/2011
		Last Update: 09/05/2017
Section: SUPPLY CHAIN	Work Scope Area: FOREST COMPARTMENT AND ROADS	Revision No: 2
Activity: ROAD CONSTRUCTION, ROAD UPGRADING & MAINTENANCE		Responsible Person: Infrastructure Manager
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STANDARD OPERATING PROCEDURE

1.0 TITLE Road Construction and Maintenance by Dump Truck Operator

2.0 OBJECTIVE

To carry out safe transport of road construction and maintenance materials

3.0 PERSON IN CHARGE (PIC)


- This procedure applies to the Dump Truck Operator for the road upgrading & maintenance scope of works.
- This procedure may also apply to the Excavator Operator for loading of material such as black soil, crusher run, debris and hill rock onto the Dump Truck Bucket to be transported to the requirement location.
- This procedure applies further to the Infrastructure Manager and Infrastructure Supervisors.

4.0 JUSTIFICATION AND SCOPE

For road upgrading & maintenance works the transport of materials by dump truck is often required. This SOP shall assure work carried out according to higher specifications and safety for everybody involved at all times.

- The Dump Truck Operator shall have a clear and understanding of the system of signaling.
- The Dump Truck Operator must stop the machine from unloading when other vehicles are near or pass by.
- The Dump Truck Operator shall ensure that the machine is operated in a safe and correct manner.
- The Dump Truck Operator shall be in view of other workers around the area of operation at all times.

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- The Dump Truck Operator shall be aware of the operational machine work area where hazardous or dangerous accident are likely to occur e.g. landslide, falling trees, cliffs...etc.
- The Dump Truck Operator shall plan the safe positioning of the dump truck for the loading/unloading operation.

5.0 PROCEDURE


- Safety
 - Mandatory
 - Operator gloves
 - Steel toe cap boots
 - Helmet
 - Optional
 - High visibility vest(If not wearing company T-Shirt green &orange)
- Start up
 - The Dump Truck Operator shall sit on the driver's seat and adjust the seat for full driver control.
 - The Dump Truck Operator shall clean and set all review windows.
 - The Dump Truck Operator shall secure all door and windows in the preferred positions.
 - The Dump Truck Operator shall ensure there is nobody under, on or near the machine before starting.
 - The Dump Truck Operator shall move all hydraulic controls to the hold position before starting.
 - The Dump Truck Operator shall insert key and switch to the on position.
 - The Dump Truck Operator shall ensure that all controls and gauges respond.
 - The Dump Truck Operator place the throttle to start/ idle.
 - The Dump Truck Operator shall engage the park brake.
 - The Dump Truck Operator shall start the engine while seated.
 - The Dump Truck Operator shall allow the engine to idle and check the proper functioning of the gauges.
 - The Dump Truck Operator shall allow the engine to idle for 2 minutes until the correct engine operating temperature and oil pressure is achieved.

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- The Dump Truck Operator shall test the horn and the backup alarm if fitted.
 - The Dump Truck Operator shall ensure the oil gauge pipes are securely placed
 - When refueling the filling level shall be monitored to avoid spillage. The truck shall be parked and switched off during refueling. No smoking or open flames are permitted near the refueling area.
- Transporting material from one location to another location.
 - The Dump Truck Operator shall maintain the speed of the vehicles at 20 KM/H.
 - The Dump Truck operator shall check and choose a safe location for loading and unloading of material and assure further safe positioning of the truck if possible on leveled, hard ground.
 - The Dump Truck operator must be familiar and understand signals given from the signalman
 - The Dump Truck Operator must assure that at loading/ unloading place the traffic, houses or any other persons are not affected in an unsafe manner (avoid safety hazards for others).
- Loading onto Dump Trucks Bucket
 - The Dump Truck Operator shall monitor the load volume by regular visual checks.
 - The Dump Truck Operator shall ensure no excessive loading of materials onto the Dump truck bucket.
 - The Dump Truck Operator must know the cargo weight limits for the truck model operated by him and must avoid overloading.
- Shut down
 - The Dump Truck Operator shall park the Dump Truck on a leveled, solid surface.
 - The Dump Truck Operator shall throttle the engine to idle RPM.
 - The Dump Truck Operator shall engage parking brakes.
 - The Dump Truck Operator shall ensure all controls are in neutral position.
 - The Dump Truck Operator shall check all gauges and instrumentation for correct readings.

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- The Dump Truck Operator shall allow the machine to idle for a minimum of 3 minutes and if the machine has been working excessively, the idle time shall be extended to 5 minutes before shutdown.
- The Dump Truck Operator shall turn off the engine and remove the key from ignition.

6.0 RELATED DOCUMENTATION

- AFI/SUPP/11 Plantation Road Specification

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