

TITLE FSD Policy #4-Break Bulk Loading Responsibilities of Trucking Companies and Driver		EFFECTIVE DATE Oct 20 2009
Section Break Bulk Operations	3 Pages	REVISION DATE October 17, 2012

Introduction

This policy has been developed to ensure the safety of all Fraser Surrey Dock employees and truck drivers on site at all times. All trucking companies and drivers are required to review and understand all the information outlined in this policy.

Upon arrival at Fraser Surrey Dock’s for service if the driver cannot clearly demonstrate Fraser Surrey Dock’s site safety requirements and procedures outlined below, while on site Fraser Surrey Docks has the right to refuse service until these requirements are met.

Arriving at Fraser Surrey Dock

All steel trucks must enter the terminal through the break-bulk gate entrance to the left of the main security entrance. Then the following steps must be followed:

1. All drivers must sign in at the Break Bulk Gate to confirm their reservation and sign-in first at the Break Bulk Trailer login book.
2. Provide loading information to include: type and cargo number to be picked up or loaded, vessel from which the cargo was discharged and the Bill of Lading.
3. If directed, drivers proceed to the Customer Service Trailer.

All drivers must then check in with customer service to pick up cargo releases. All drivers must insure that their paperwork matches the piece count on their trailer when loading is completed.

Safety

All truck drivers must remain in their truck at all times except to check in at the gate, provide instructions to steel crew or secure their load. When outside of their vehicle all drivers must remain within a 10 ft proximity of their truck. All truck drivers are required to wear CSA approved steel toed boots and a high visibility vest at all times when they are outside their truck. When cargo is being loaded to the truck the driver, the dockman and checker must remain in the line of sight of the lift truck driver at all times. The truck driver, dockman and checker must always stay out of the bight. Truck drivers will not be permitted to be on the opposite side of the trailer that is being loaded.

Communication

All truck drivers must adhere to the following at all times:

1. Adhere and follow the instructions of Fraser Surrey Docks employees regarding site safety.
2. Safely and clearly communicate with Fraser Surrey Dock employees to ensure the safety of all workers.

Dunnage

Fraser Surrey Docks does not supply dunnage for use by trucking companies for loading of steel. Drivers must carry 4"x4"x8' wood dunnage full width of their trailer and wedges. Any driver found taking any dunnage from FSD will be removed from the site and will not be loaded. Loads not to be placed on truck when driver not visible to lift truck operator.

Trucking companies are also responsible for informing Fraser Surrey Docks if they will be using saddle bunks.

Loading

Truck driver will be escorted to place of loading. Checker confirms with the truck driver approximate weight to load. Loading crew makes safe lifts to load to trucks. Truck drivers are responsible for the proper loading configuration of their trailer. Fraser Surrey Docks will supply rated and trained professional lift truck drivers to load the cargo, but will stow the cargo according to the instructions received from the driver. Truck drivers can request adjustments at time of loading. Loading crew does not leave until truck driver is satisfied. Fraser Surrey Docks does not provide any advice during the loading activities.

Upon completion of loading any further adjustments will be subject to additional charges.

***NOTE #1:**

- 16" diameter or less one chain required regardless of length.
- Great than 16" diameter two chains are required.
(Confirm chain(s) are tight before lifting).

****NOTE #2:**

For loading solid round bar pipe stacks are required always.

Lashing and Trailer Preparation

Drivers are responsible for securing their own loads. Fraser Surrey Docks does not advise or direct the loading of product onto trailers at anytime. Fraser Surrey Docks does not supply any lashing materials. Drivers must carry adequate lashing materials. The trailers must be adequately prepped in accordance with the safety requirements for the cargo being loaded according to current Department of Transportation (DOT) regulations.

Pipe Loading Guidelines

Policy based on the National Safety Code for Motor Carriers, Standard 10 – Cargo Securement produced June 2013.

Cargo transported by a vehicle shall be contained, immobilized or secured so that it cannot:

- a) leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle, or**
- b) shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.**