

# STANDARD OPERATING PROCEDURE

## Loading & Offloading Equipment on a Trailer

Document Number: 965C-SOP-003

Original Approval Date: Aug 12, 2025

Revision Number: 1

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Latest Revision Date: Aug 12, 2025

Next Revision Date: Aug 12, 2028

Document Approval Level: 4

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## LOADING & OFFLOADING EQUIPMENT ON A TRAILER

1	APP	Aug 12, 2025	Approved	Tammy Siver	Gerald Fraser	Serghei Ceban
Rev	Status	Rev. Date	Status Description	Prepared by	Reviewed by	Approved by

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*The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.*

## 1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to loading and offloading equipment onto a transport trailer.

## 2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site-specific requirements are met or exceeded before performing the task.

## 3.0 HAZARDS AND CONTROLS

- Equipment falling off trailer while being loaded or offloaded.
  - Select an appropriate loading or offloading area on level ground. Clear the area of unnecessary personnel (people not directly involved in the task).
  - Personnel operating equipment will be trained and competent as per the Company's Equipment Training Program.
  - A minimum of one spotter will be used to load and offload equipment. Additional spotters will be required in congested areas or areas with limited visibility.
  - Review loading / offloading plan and communication signals with all involved personnel.
  - Ensure trailer is free from mud, debris and other loose items. Use a deicer to remove ice from the trailer deck.
  - Spotter will stop equipment within one (1) metre of final spotting position to confirm location with operator before directing them into final position.
  - Equipment will be operated slowly and with controlled movements.
- Unstable or improperly secured loads. Equipment falling off trailer while being transported.
  - Place the heaviest items over the trailer's axles and distribute weight evenly across the deck. Ensure the load placement does not affect the vehicle's stability or maneuverability.
  - Equipment will be securely chained and bound on all four corners prior to transport. Secure equipment using engineered tie down ears. Wrap chains around equipment tracks or frame. Ensure equipment is cross chained so the chains pull against each other.
  - Chains will be appropriately sized to the equipment being secured; at a minimum they will be ½ inch Grade 70 Transport Chain.
  - All equipment implements will be grounded or secured from movement during transport.
  - Equipment will be de-energized (shutdown) during transport.
  - Bulk fuel and materials will be removed from articulated fuel and lube trucks prior to transport.
  - Personnel securing loads will be trained and competent to secure loads.

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- All tie downs must be marked with a Working Load Limit.
- All tiedowns and other parts of a cargo securement system must be located inside any rub rails whenever practical. Edge protection must also be used whenever a tiedown could be subject to wear or cutting at the point where it touches an article of cargo. The edge protection must resist wear, cutting and crushing.
- Ensure there is no loose material, such as mud, dirt or other debris as well as no loose objects on the trailer deck prior to travel.
- Unplanned movement of equipment, transport truck or trailer.
  - Equipment will be de-energized (shutdown) while being secured to deck and during transport.
  - All equipment implements will be immobilized while being secured to deck and during transport.
  - Trailer brakes will be applied anytime the trailer is disconnected from transport truck and during loading and offloading activities.
  - Transport truck brakes will be applied anytime the vehicle is left unattended.
- Trailer disconnecting from transport truck while moving.
  - Visually confirm that the deck lock pin is fully engaged and safety pin is installed before moving trailer.
- Personnel in line of fire during loading and offloading activities.
  - Spotters will not place themselves in the line of fire of equipment. They will not stand directly behind, in front or between the equipment, transport truck and or trailer.
  - Personnel will not stand beside trailer until equipment is stable on trailer, implements have been grounded and equipment is shutdown.
- Contact with materials and equipment in loading and offloading areas.
  - Loading and offloading areas shall be free of obstructions.
  - Loading and offloading areas should be out of traffic areas whenever possible. If loading or offloading must be conducted in traffic areas, traffic will be controlled by means of signage, spotters, and/or flag persons.
  - Ensure ground conditions are well sanded and graded to minimize slipping.
- Hand and body injuries while securing equipment to trailers using chains and binders.
  - **Use only ratchet type load binders** to tie down equipment.
  - Ensure body parts are not in the line of fire or in pinch point areas when tightening tie downs.
  - Inspect tools and chains prior to use. Do not use defective or damaged tooling.
  - Do not throw chains.
- Unclear communication with spotter.
  - Review loading / offloading plan and communication signals with all involved personnel.

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- Primary spotter will remain in visual contact with equipment operator. Primary spotter will spot equipment operator from the good side of the equipment.
- All other spotters will remain in visual contact with primary spotter.
- Equipment operator will stop if visual contact with primary spotter is lost.
- Personnel falling from trailer or equipment.
  - Ensure trailer is free from mud, debris and other loose items. Use a deicer to remove ice from the trailer deck.
  - Use three-point contact when mounting and dismounting equipment. Ensure equipment steps are free from mud and debris.
  - Use fall protection if work must be completed at heights greater than 6 feet or 1.8 meters.
  - Keep trailer steps clear of mud and ice.
- Defective or damaged equipment.
  - Perform an inspection of all tools and equipment prior to task. Do not use any damaged, defective or unsafe equipment.
  - Ensure all lights and safety equipment are in proper working order.
  - Wear seatbelts at all times when equipment is in operation.

## 4.0 CHECKLIST

- ☐ Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job).
- ☐ Complete FLRA cards before starting the work.
- ☐ Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's.
- ☐ Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- ☐ **Standard of Training required for working on this job: On-the job training.**

## 5.0 DEFINITIONS

### 5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

### 5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third-party processors.

### 5.3 Double Drop Deck Trailer

A specialized type of trailer designed for hauling tall or oversized cargo. It features a lower deck or "well" between the gooseneck and the rear axles, allowing for greater height capacity compared to standard flatbed or step deck trailers. Can be a fixed or removable gooseneck.

### 5.4 Gooseneck

A type of heavy-duty hitch designed for towing trailers

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## 5.5 Folding Neck Trailer

Folding neck trailers have a gooseneck that can be detached from the trailer and a ramp that folds down.

## 5.6 HSE

Refers to the Health, Safety & Environment department.

## 5.7 Ramp Style Trailer

A ramp style trailer uses ramps at the rear for loading.

## 6.0 PROCEDURE

There are many different styles of trailers. This procedure is specific to double drop trailers, folding neck trailers and ramp style trailers. Always complete a hazard assessment (i.e. FLRA) for the style of trailer being used.

### 6.1 General Procedure

- 1) Complete a hazard assessment (i.e. FLRA) for the task. Inform supervision of any hazard outside of the workers' control.
- 2) Confirm load weight is acceptable for trailer size.
- 3) Inspect transport truck, trailer, tooling and equipment. Do not use tooling that is damaged, defective or has unsafe conditions. Notify supervision, tagout and remove from service. Notify supervision of any equipment, transport truck or trailer that is damaged, defective or unsafe. Do not operate equipment, transport truck or trailer if unsafe.
- 4) Prepare trailer for loading. Ensure the deck is clean and free from mud, dirt and loose items. Use a deicer to remove ice from the trailer deck.
- 5) Inspect loading and offloading areas. Ensure the area is level and free from obstacles.
- 6) Identify spotter(s). Review loading / offloading plan and communication signals.

### 6.2 Disconnecting Trailer from Hydraulic Gooseneck

- 1) Select loading area.
- 2) Apply trailer brakes.
- 3) Start engine on power pack or engage P.T.O.
- 4) Move spacer block control to 'up' position.
- 5) Raise deck until spacer blocks swing to 'up' position.
- 6) Lower deck until links clear deck pin.
- 7) Lower neck support arm until neck is supported on tractor or jeep frame.
- 8) Remove safety pin from deck locking pin.
- 9) Move deck pin lock control to 'disengaged' position.
- 10) Disconnect air and electrical lines.

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11) Detach gooseneck (drive ahead).

## 6.3 Connecting Trailer to Hydraulic Gooseneck

- 1) Move deck pin lock control to 'engaged' position.
- 2) Line up gooseneck with trailer guide trough. Using a spotter, back up to the trailer deck and stop before engaging the trailer. Visually verify that the gooseneck is at the proper elevation to properly engage the guide trough.
- 3) Back up gooseneck until lock pins and links engage.
- 4) Install safety pin above deck lock pin. Visually confirm that the gooseneck lock pin is fully engaged and safety pin is installed before moving trailer.
- 5) Raise gooseneck support arm all the way up.
- 6) Move spacer block control to 'down' position.
- 7) Lower deck onto spacer blocks.
- 8) Shut off power pack engine or disengage P.T.O.
- 9) Connect air and electrical lines.
- 10) Perform a walkaround visual inspection of the complete unit to ensure proper condition before departing.

## 6.4 Loading & Offloading – Articulated Truck

Note – all fuel and lube articulated trucks must be emptied of bulk fuels and bulk controlled products prior to transport.

- 1) Use a competent person to operate the equipment and a designated spotter(s) for spotting.
- 2) Review loading / offloading plan and communication signals with all involved personnel.
- 3) Disconnect trailer from transport truck. Follow steps in section 6.2.
- 4) Primary spotter will get into position and provide direction to the equipment operator from the good side of the articulated truck.
- 5) Drive the articulated truck in forward or reverse towards the end of the trailer until the front wheels reach the middle axle loading pedestal.
- 6) Spotter will stop equipment one (1) metre from the final position and confirm location with equipment operator.
- 7) Equipment operator will slowly drive into final position.
- 8) Apply the park brake, shut down equipment and disconnect master switch.
- 9) Secure articulated truck to trailer using the appropriate sized securing devices (chains and binders) for the size of the equipment.
  - a. Set up two (2) securing devices in front of the equipment on the lower side of the front bumper. Use engineered tie down ears on trailer.

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- b. Set up two (2) securing devices at the articulating joint, use the engineered tie down ears on trailer.
  - c. Set up a steering cylinder lock on left hand side of the articulated truck.
  - d. Set up two (2) securing devices on the rear area of the equipment, at rear frame use the engineering tie down ears on trailer.
- 10) Double-check all fastenings and conduct a final visual inspection before transport.
- 11) Connect trailer to transport truck. Follow steps in section 6.3.
- 12) For offloading, repeat steps #1-4 then disconnect load securing devices, start machine and travel off trailer under spotter direction.

## 6.5 Loading & Offloading – Crawler Tractor

- 1) Use a competent person to operate the equipment and a designated spotter(s) for spotting.
- 2) Review loading / offloading plan and communication signals with all involved personnel.
- 3) Disconnect trailer from transport truck. Follow steps in section 6.2.
- 4) Primary spotter will get into position and provide direction to the equipment operator from the good side of the equipment.
- 5) Reverse crawler tractor onto trailer.
- 6) Ground or immobilize all implements.
- 7) Connect transport truck to trailer. Follow steps in section 6.3.
- 8) Position crawler tractor such that the blade can rest on neck of trailer.
- 9) Set hydraulic lock to the ON position and park brake to the ON position. Shut down equipment and disconnect master switch.
- 10) Secure crawler tractor to trailer using the appropriate sized securing devices (chains and binders) for the size of the equipment.
  - a. Set up four (4) securing devices on the four corners on the tracks frame. Use engineered tie down ears on trailer.
  - b. Set up two (2) securing devices on the blade located on top of the blade. Use engineered tie down ears on trailer.
  - c. Add two (2) flags on the blade if it is wider than a trailer.

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- 11) Cover the back window with proper cover.
- 12) Double-check all fastenings and conduct a final visual inspection before transport.
- 13) For offloading, repeat steps #1-4 then disconnect load securing devices, start machine and travel off trailer under spotter direction.

## 6.6 Loading & Offloading – Excavator

- 1) Use a competent person to operate the equipment and a designated spotter(s) for spotting.
- 2) Review loading / offloading plan and communication signals with all involved personnel.
- 3) Disconnect trailer from transport truck. Follow steps in section 6.2.
- 4) Primary spotter will get into position and provide direction to the equipment operator from the good side of the equipment.
- 5) Move excavator to middle of the trailer.
- 6) Spotter will stop equipment one (1) metre from the final position and confirm location with equipment operator.
- 7) Operator will slowly move equipment into the final position and ground or immobilize implements.
- 8) Set hydraulic lock to the ON position. Shut down equipment and disconnect master switch.
- 9) Secure excavator to trailer using the appropriate sized securing devices (chains and binders) for the size of the equipment.
  - a. Set up four (4) securing devices on the four corners on the tracks frame. Use engineered tie down ears on trailer.
  - b. Set up one (1) securing device on the stick. Use engineered tie down ears on trailer.
- 10) Cover the windshield with proper cover.
- 11) Double-check all fastenings and conduct a final visual inspection before transport.
- 12) Connect trailer to transport truck. Follow steps in section 6.3.
- 14) For offloading, repeat steps #1-4 then disconnect load securing devices, start machine and travel off trailer under spotter direction.

## 6.7 Loading & Offloading – Grader

- 1) Use a competent person to operate the equipment and a designated spotter(s) for spotting.
- 2) Review loading / offloading plan and communication signals with all involved personnel.
- 3) Disconnect trailer from transport truck. Follow steps in section 6.2.
- 4) Primary spotter will get into position and provide direction to the equipment operator from the good side of the equipment.
- 5) Drive the grader on the trailer until the steering tires reach the middle poster on the trailer.
- 6) Spotter will stop equipment one (1) metre from the final position and confirm location with equipment operator.

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- 7) Operator will slowly move equipment into the final position and ground or immobilize implements.
- 8) Set hydraulic lock to the ON position and park brake to the ON position. Shut down equipment and disconnect master switch.
- 9) Secure grader to trailer using the appropriate sized securing devices (chains and binders) for the size of the equipment.
  - a. Set up one (1) securing device over the top of the blade.
  - b. Set up two (2) securing devices in the front of the nose cone by the two engineered tie down ears on the trailer.
  - c. Set up two (2) securing devices at the articulating joint, use the engineered tie down ears on the trailer.
  - d. Set up a steering cylinder lock on left hand or right hand side of unit.
  - e. Set up two (2) securing devices on the rear of the equipment at the rear frame. Tie down to engineered ears on trailer.
- 10) Double-check all fastenings and conduct a final visual inspection before transport.
- 11) Connect trailer to transport truck. Follow steps in section 6.3.
- 15) For offloading, repeat steps #1-4 then disconnect load securing devices, start machine and travel off trailer under spotter direction.

### 6.8 Loading & Offloading – Wheel Loader

- 1) Use a competent person to operate the equipment and a designated spotter(s) for spotting.
- 2) Review loading / offloading plan and communication signals with all involved personnel.
- 3) Disconnect trailer from transport truck. Follow steps in section 6.2.
- 4) Primary spotter will get into position and provide direction to the equipment operator from the good side of the equipment.
- 5) Drive the wheel loader on the trailer towards the end of the trailer until the front wheels reach the first axle of the trailer.
- 6) Spotter will stop equipment one (1) metre from the final position and confirm location with equipment operator.
- 7) Operator will slowly move equipment into the final position and ground or immobilize implements.
- 8) Set hydraulic lock to the ON position and park brake to the ON position. Shut down equipment and disconnect master switch.
- 9) Secure wheel loader to trailer using the appropriate sized securing devices (chains and binders) for the size of the equipment.
  - a. Set up one (1) securing device over the top of the bucket (if both attachments are being transported at the same time).
  - b. Set up two (2) securing devices in front of the equipment on each side of the boom arms. Attach to engineered tie down ears on the trailer.
  - c. Set up two (2) securing devices at the articulating joint, use the engineered tie down ears on the trailer.

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- d. Set up a steering cylinder lock on left hand or right hand side of unit.
- e. Set up two (2) securing devices on the rear of the equipment at the rear frame. Tie down to engineered ears on trailer.

10) Double-check all fastenings and conduct a final visual inspection before transport.

11) Connect trailer to transport truck. Follow steps in section 6.3.

12) For offloading, repeat steps #1-4 then disconnect load securing devices, start machine and travel off trailer under spotter direction.

## 6.9 Loading & Offloading – Skid Steer

- 1) Use a competent person to operate the equipment and a designated spotter(s) for spotting.
- 2) Review loading / offloading plan and communication signals with all involved personnel.
- 3) Disconnect trailer from transport truck. Follow steps in section 6.2.
- 4) Primary spotter will get into position and provide direction to the equipment operator from the good side of the equipment.
- 5) Drive the skid steer in reverse onto the trailer to distribute the weight properly. Ensure it is centered and balanced on the trailer.
- 6) Spotter will stop equipment one (1) metre from the final position and confirm location with equipment operator.
- 7) Operator will slowly move equipment into the final position and ground or immobilize implements.
- 8) Set hydraulic lock to the ON position and park brake to the ON position. Shut down equipment and disconnect master switch.
- 9) Secure skid steer to trailer using the appropriate sized securing devices (chains and binders) for the size of the equipment.
  - a. Set up four (4) securing devices on the designated tie down points on the skid steer. These points are usually located on the frame of the machine. Attach to the engineered tie down ears on the trailer.
- 10) Double-check all fastenings and conduct a final visual inspection before transport.
- 11) Connect trailer to transport truck. Follow steps in section 6.3.
- 12) For offloading, repeat steps #1-4 then disconnect load securing devices, start machine and travel off trailer under spotter direction.

## 6.10 Loading & Offloading – Forklift

- 1) Use a competent person to operate the equipment and a designated spotter(s) for spotting.
- 2) Review loading / offloading plan and communication signals with all involved personnel.
- 3) Disconnect trailer from transport truck. Follow steps in section 6.2.
- 4) Primary spotter will get into position and provide direction to the equipment operator from the good side of the equipment.

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- 5) Drive the forklift onto the trailer until the machine is in the middle of the trailer. Ensure the implements are lowered to minimize bounce while traveling on the trailer.
- 6) Spotter will stop equipment one (1) metre from the final position and confirm location with equipment operator.
- 7) Operator will slowly move equipment into the final position and ground or immobilize implements.
- 8) Set park brake to the ON position. Shut down equipment and disconnect master switch.
- 9) Secure forklift to trailer using the appropriate sized securing devices (chains and binders) for the size of the equipment.
  - a. Set up four (4) securing devices on each corner. Attach to built in brackets or to sturdy parts of the machine like the mast. Attach to the engineered tie down ears on the trailer.
- 10) Double-check all fastenings and conduct a final visual inspection before transport.
- 11) Connect trailer to transport truck. Follow steps in section 6.3.
- 12) For offloading, repeat steps #1-4 then disconnect load securing devices, start machine and travel off trailer under spotter direction.

## 6.11 Loading & Offloading – Telescopic Boom Lift

- 1) Use a competent person to operate the equipment and a designated spotter(s) for spotting.
- 2) Review loading / offloading plan and communication signals with all involved personnel.
- 3) Disconnect trailer from transport truck. Follow steps in section 6.2.
- 4) Primary spotter will get into position and provide direction to the equipment operator from the good side of the equipment.
- 5) Drive the telescopic boom lift onto the trailer until the machine is in the middle of the trailer.
- 6) Spotter will stop equipment one (1) metre from the final position and confirm location with equipment operator.
- 7) Operator will slowly move equipment into the final position and ground or immobilize implements.
- 8) Set park brake to the ON position. Shut down equipment and disconnect master switch.
- 9) Secure the telescopic boom lift to trailer using the appropriate sized securing devices (chains and binders) for the size of the equipment.
  - a. Set up four (4) securing devices on each corner by the engineered ears or to sturdy parts like the machine chassis. Attach to the engineered tie down ears on the trailer.
  - b. Engage turntable rotation pin to prevent sudden movements.
- 10) Double-check all fastenings and conduct a final visual inspection before transport.
- 11) Connect trailer to transport truck. Follow steps in section 6.3.
- 12) For offloading, repeat steps #1-4 then disconnect load securing devices, start machine and travel off trailer under spotter direction.

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## 6.12 Loading & Offloading – Fuel & Lube Service Truck (Multi Axle Vehicle)

- 1) Use a competent person to operate the equipment and a designated spotter(s) for spotting.
- 2) Review loading / offloading plan and communication signals with all involved personnel.
- 3) Disconnect trailer from transport truck. Follow steps in section 6.2.
- 4) Primary spotter will get into position and provide direction to the equipment operator from the good side of the equipment.
- 5) Reverse the fuel and lube service truck onto the trailer. The rear axle of the service truck should not be farther than the second rear post on the trailer.
- 6) Spotter will stop equipment one (1) metre from the final position and confirm location with equipment operator.
- 7) Operator will slowly move equipment into the final position.
- 8) Set park brake to the ON position. Shut down equipment and disconnect master switch.
- 9) Secure the fuel and lube service truck to trailer using the appropriate sized securing devices (chains and binders) for the size of the equipment.
  - a. Set up four (4) securing devices on each corner at the designated tie-down points. Attach to the engineered tie down ears on the trailer.
- 10) Double-check all fastenings and conduct a final visual inspection before transport.
- 11) Connect trailer to transport truck. Follow steps in section 6.3.
- 12) For offloading, repeat steps #1-4 then disconnect load securing devices, start machine and travel off trailer under spotter direction.

## 7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

## 8.0 REFERENCES

- Alberta Commercial Vehicle Dimension and Weight Regulation
- Alberta Commercial Vehicle Safety Regulation
- Canada National Safety Code
- 911C-P-002 Equipment Training Program
- 940C-P-002 Commercial Vehicle Use Guidelines
- 950C-C-058 Transportation Code
- 962C-SOP-008 Signaling Equipment
- 965C-SOP-001 Operating Highway Transport Vehicles

## 9.0 APPENDICES

- No appendices.