

Author	Status	Effective Date
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## 1.0 Purpose

This procedure is intended to ensure that all Gemini employees follow the proper guidelines when it comes to loading dry van trailers. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan.

## 2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when loading dry van trailers. By following the instructions, the workload will be completed accurately, consistently, and safely.

## 3.0 Safety

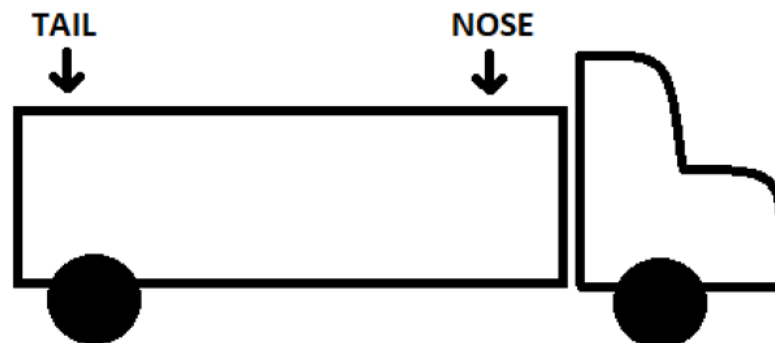


**\*Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

**\*Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

## 4.0 Loading Dry Van Trailers

4.1 **Definitions** - Nose and tail are used to avoid confusion on saying things like, "The back of the trailer" or "The front of the trailer". The driver's back may be your front. Simplified language will help prevent loading errors.



4.1.1 **Bump** – Bump is a word used to describe the placement of skids next to or

touching each other. You will need to "bump" but not crack or damage the skids in the trailer to secure a tight safe load.

4.1.2 **Nose** – The nose of the trailer is the end of the trailer closest to the truck.

4.1.3 **Tail** – The tail of the trailer is always the end touching the dock door.

4.1.4 New Item

4.2 **Placards** - Before loading a truck, ensure that any applicable placards are offered and/or tendered to the driver if needed.

4.3 **Loading Different Trailers** - A vast assortment of trucks and trailers hit Gemini's docks every day. Options on how to load a trailer are almost endless. The most efficient way to load a trailer is to simply ask the driver how he would like the shipment placed. Where to place the most weight, where to place the lighter weight. Take the guess work out and speak with the driver. Once the driver leaves the dock the load becomes their responsibility. They want to ensure a safe delivery just as badly as we do.

4.4 **General Loading** - Most instances of loading a truck are as follows: Heaviest products in the nose of the trailer, lightest products on the tail. However, **ALWAYS** ask the driver before loading. A two-minute conversation will save you loading a trailer twice.

4.5 **Placement of Product While Loading** - When loading on an over-the-road driver, you want to secure the load as tightly in the trailer as possible. This is accomplished by doing the following:

4.5.1 Always begin by placing the first skid on the right side of the trailer. You will want to bump the nose of the trailer as well as the right-side wall.

4.5.2 Take your next skid and bump it next to the first skid.

4.5.3 Following this take your third skid and bump it to the left side of the trailer wall as well as bumping the skids in front.

4.5.4 Repeat this process, two on the right, two on the left, until the trailer is completely loaded.

4.6 **Local or Short Distance LTL Drivers** - Most carrier companies prefer you leave a gap in between the skids. To do this simply do the following:

4.6.1 Always begin by placing the first skid on the right side of the trailer. You want to bump the nose of the trailer as well as the right-side wall.

4.6.2 Your second skid will be placed all the way to the nose of the trailer as well as bumping the left-side wall.

4.6.3 Continue this process until the loading of the trailer is complete.

4.7 **Remember to Defer** - When in doubt always remember to defer to the driver. If something you are being told does not seem safe for you or the product, always report to your supervisor.

#### 4.8 Locking Trailer

4.8.1 \* **Note:** If dock locks are malfunctioning or not present, wheel chocks must be used for the trailers prior to entering. **This is the responsibility of the employee, not the truck driver.**

4.8.2 Open warehouse dock door.

4.8.3 Ensure that the trailer is square to the dock and positioned firmly against the dock bumpers.

4.8.4 Using the lock and unlock device, engage the locking mechanism to lock-in the trailer.

4.8.5 Visually confirm that the mechanism is indeed in place and the trailer is locked-in.

4.8.6 An exterior red light will indicate to the driver on the outside of the building that they are locked in.

4.8.7 A corresponding interior green light will indicate to staff inside the warehouse that the trailer is properly locked in.

4.8.8 In the absence of a mechanical dock lock, warehouse staff must ensure that the trailer wheels are chocked using an approved wheel chock. No red or green lights operate with this manual process, so warehouse staff must communicate clearly with the driver that his wheels are chocked and the trailer must remain unmoved until further notice from the warehouse.

4.8.9 Raise dock plate and lower it into the operational position.

4.8.10 Trailer is now safe to enter.

#### 4.9 Unlocking Trailer

4.9.1 Lift the dock plate until the mechanism is properly stored.

4.9.2 Using the lock and unlock device, engage the locking mechanism to unlock trailer.

4.9.3 Close warehouse dock door.

4.9.4 An exterior green light on the outside of the building will indicate to the driver that they are free to pull out of the dock.

- 4.9.5 A corresponding interior red light will indicate to the staff inside the warehouse that the trailer is properly unlocked.
- 4.9.6 In the absence of a mechanical locking mechanism, remove the wheel chock and notify the driver he is now free to pull out of the dock.

## 5.0 References

Reference	Title
1	None