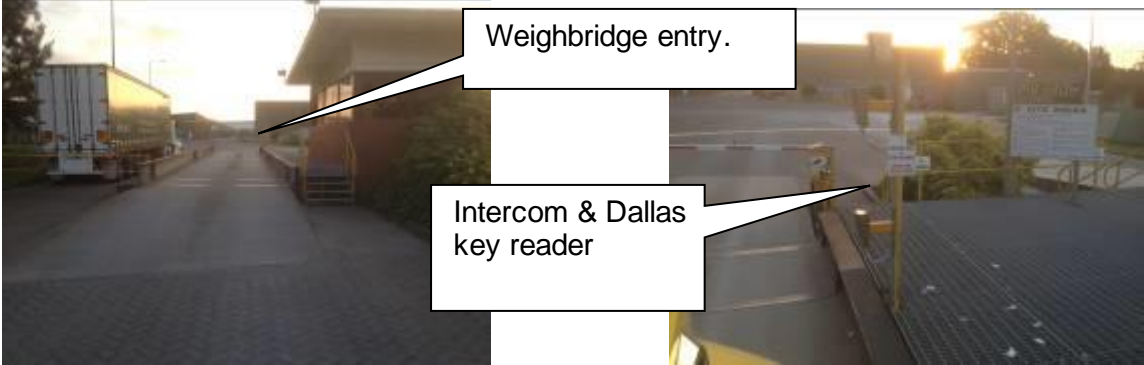

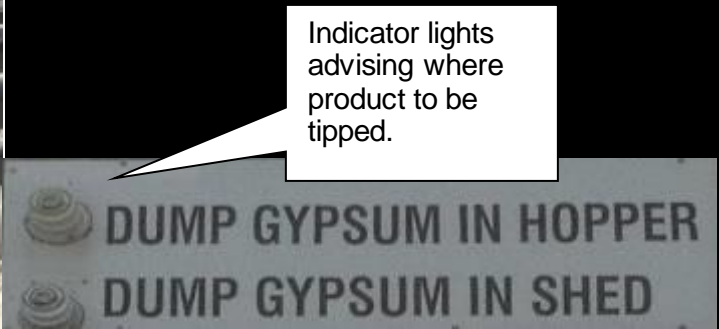






STANDARD OPERATING PROCEDURE
GRA Deliveries – Knauf Camellia




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Section / Item	Summary of Function	Photo
Step 1 Arrive at site	<ol style="list-style-type: none">Entry to Knauf Camellia via Thackery St, Camellia.Proceed to receival area via weighbridge. (Entry via Dallas key or use intercom for access through boom gate.)	 <p>Weighbridge entry.</p> <p>Intercom & Dallas key reader</p>
Step 2. Receival area /Check product fit into ground bin	<p>On arrival at receival area check indicators on wall at ground bin area. (strobe lights will indicate to tip into ground bin or in shed)</p> <p>When exiting truck ensure correct PPE is worn (safety glasses, Hi Viz clothing)</p> <p>Check that product can fit into ground bin.</p> <p>Return to vehicle.</p>	 <p>Visible check to see if product will fit into ground bin</p>  <p>Indicator lights advising where product to be tipped.</p> <p>DUMP GYPSUM IN HOPPER</p> <p>DUMP GYPSUM IN SHED</p>
Position dog trailer in Gypsum receivable area / Tipping procedure.	<p>Reverse dog trailer to ground bin. (Do not reverse back into ground bin watch for amber strobe lights to indicate if travel too far back)</p> <p>Conveyor belt starts automatically</p> <ol style="list-style-type: none">Tip Trailer (tri-axle trailer) if this combination is being used.orTip Dog Trailer (if this unit is being used)Position truck in shed (N.B. If shed is full or directed by Boral staff proceed to Stockpile area to tip off load)Tip TruckBoral Plasterboard staff may require load to be tipped in Stockpile area	 <p>Reverse Dog Trailer to ground bin, watching AMBER strobe light</p> 



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Step 4 Clean Up	<p>Clean draw bar / tailgate fingers.</p> <p>Any other spillage other than product (e.g. Hydraulic oil, Coolant, Fuel) Must be reported immediately to Boral Plasterboard Staff and Boral Supervisor. DO NOT LEAVE SITE. If safe, attempt to contain spillage.</p>	
Step 5 Exit	<p>Exit site</p> <p>Via wheel wash, then through weighbridge (using Dallas key or intercom to open boom gate) proceed through main gate to exit site.</p>	<div><p>All trucks MUST use wheel wash.</p><p>Exit via weighbridge</p></div>

1. Revision History

[This section should record all changes within the past six months to facilitate skill updates of experienced users, to allow back-tracking of changes, and as evidence of continuous improvement.]

Updates in past 6 Months

Change	Page(s)	By	Date