






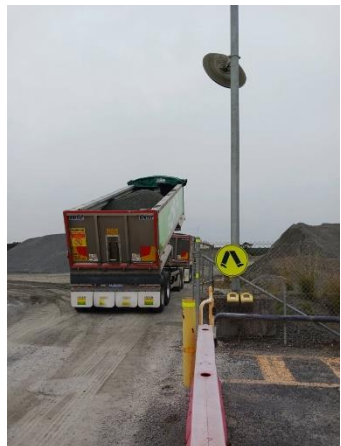
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TIP-SOP-010 - Load Adjustment

Sop Title:	Load Adjustment	Sop No:	TIP-SOP-010
Sop Location:	Multiple	Associated Documents:	TIP-SWMS-010 TIP-OPL-010
Date of Issue:	29/05/2025	Next Review Date:	29/05/2027
Issue Version:	1.0	Authorised By:	Jeremy Wee
Frequency:	When required		
Purpose:	Adjusting the load to meet legal axle weights		
Responsibility:	Tipper driver	Requirements:	Load adjustment mirror/ area Weight scales UHF Radio Loaded tipper truck and/ or dog
Compliance:	PPE Requirements:		
<ul style="list-style-type: none">- WHS Act 2011- WHS Regulation 2017			

Step	Activity	Safety/ Quality/ Performance Notes	Photo
1.	Proceed to load adjustment area	<ul style="list-style-type: none">- Ensure firm and level ground side ways- Position truck or dog trailer beside the site's load adjusting convex mirror so that you can see the material in the truck or dog trailer body	

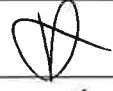
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Step	Activity	Safety/ Quality/ Performance Notes	Photo
2.	Adjust the load by raising the body	<ul style="list-style-type: none"> - Ensure the vehicle is stationary - Ensure to apply maxi park brakes - Refer to weigh scales during the load adjustment <p>Truck</p> <ul style="list-style-type: none"> - Lower air bags - Engage PTO - Raise the body until desired amount of material has shifted backwards - Allow the material to shift back in one movement, do not raise the body in small increments - Only raise the body to stage 2 maximum - Do not shunt the load with the body raised - Lower the body slow and gently - Disengage PTO - Raise air bags - If dog trailer weight is correct, proceed to weighbridge <p>Dog Trailer</p> <ul style="list-style-type: none"> - Engage PTO - Raise the body until desired amount of material has shifted backwards - Allow the material to shift back in one movement, do not raise the body in small increments - Only raise the body to stage 3 maximum - Do not shunt the load with the body raised - Lower the body slow and gently - Disengage PTO - Proceed to weighbridge <p>NOTE:</p> <ul style="list-style-type: none"> - You might be required to raise truck body and shunt dog trailer to adjust or opposite 	 
3.	Adjust the load by shunting forward or backward	<ul style="list-style-type: none"> - Ensure positive communications with surrounding traffic - Ensure to use designated load adjustment area - Ensure firm and level ground - Ensure the bodies are lowered - In low forward gear apply short and sharp pressure on brake pedal to shift the load forward - Proceed to weighbridge - To shunt the load backwards - Select reverse gear (R1), reverse approximately 5 metres then apply short sharp pressure on brake pedal 	
4.	Exit site	<ul style="list-style-type: none"> - Proceed to weighbridge - Ensure axle and gross weights are legal - Enter you docket details and required information into telematics - Follow site TMP 	



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Prepared By / Review Team			
Name	Position	Signature	Date
Marko Kasap	Driver Trainer / Safety Committee Member		29/05/2025
Victoria Piserchia	Supervisor		29/05/2025
Wayne Merrick	Mobile Asset Maintenance Manager		29/05/2025

Authorisation		
I have checked this Standard Operating Procedure (SOP) and confirm that it is authorised for use.		
Person supervising the work	Signature	Date
Jeremy Wee		29/05/2025