

Brief	This guide is for the control of Cargo handling Equipment.
Purpose	<ol style="list-style-type: none"> 1. To standardize the procedure for the control of Cargo Handling Equipment. 2. To provide a guide regarding control of Cargo handling Equipment. 3. To maintain integrity and quality of work.
Responsibilities	<ol style="list-style-type: none"> 1. Line Managers / Supervisor – Responsible for controlling the use of Cargo handling equipments.
Guidelines	<p>Control of cargo Handling Equipment Guidelines:</p> <ol style="list-style-type: none"> A. List of Powered Cargo Handling Equipments: <ol style="list-style-type: none"> 1. These are but not limited to Forklifts, Stackers, conveyors, elevators, strapping, wrapping and bundling machines. B. Responsibility: <ol style="list-style-type: none"> 1. It is the responsibility of the supervisor and line managers whenever they are turnover and accounted to them. 2. It is the responsibility of the trained user to perform pre and post use inspection on the equipment. (refer to the related document section for the inspection checklist and forklift operations safety manual) C. Operated by: <ol style="list-style-type: none"> 1. Personnel duly licensed by the training department or by the technical staff assign by the company selling the equipment. 2. For forklift driving, an Identification card is issued by the company to ensure only trained personnel will operate the equipments at all times. 3. For other cargo handling equipments, there should be ample training prior to operating the equipments (refer to training attendance submitted to the training department for details). D. When to operate: <ol style="list-style-type: none"> 1. Powered cargo handling equipments must be disabled during non operational hours and likewise to be operated during operational hours, unless there is a need to use the equipment after operational hours a written documented approval must be authorized by the Line manager. E. Maintenance: <ol style="list-style-type: none"> 1. Powered cargo handling equipments maintenance and replacement of

	<p>disposable parts must be done by trained personnel.</p> <p>2. Maintenance of the equipment should be done in designated maintenance area with considerable distance from buyer assets.</p> <p>F. Charging, powering and re-fueling of the cargo handling equipment:</p> <ol style="list-style-type: none"> 1. Must be in a designated area, built for the purpose with enough clearance / distance from buyer assets and combustible materials. 2. Must be done by personnel assigned and duly trained to power, re-fuel and charge the units. 3. Must be done by Personnel with the necessary personal protective equipments during the said activity. <p>G. Any violation to guidelines shall put the violator to appropriate disciplinary action as per company policy.</p>
General	<ol style="list-style-type: none"> 1. Any exceptions to the guidelines must be approved by Safety and Security personnel and by the line Manager in writing and must be published.
Related Documents	<ol style="list-style-type: none"> 1. Guide Doc No. 2247: Forklift Operations and Safety Manual 2. Guide Doc No. 1962: Daily Forklift Inspection Checklist