

Inspection of Paper Trailers Procedure

Inspect Trailers for Loading

Purpose:

Before a trailer can be loaded in the GP shipping department it must be inspected to ensure that it is safe to load and that the rolls won't be damaged by any defects with the trailer. It is also important that you verify that the trailer is properly supported and secured for loading a drop load.

The hazards associated with this task include:

Potential Hazards:

Human /Mobile Equipment Interaction

Slip/Trip Hazards

Fall Hazards

Heat- Enclosed Trailers

Personal Protective Equipment Required:

Steel Toed Shoes

Safety Eye Glasses

High Visibility Fluorescent Vest

Hard Hats

Tools and Equipment Required:

High Intensity Flash light

Crowbar- nail removal

Date: 4/29/15

Version No. 1 - djm

Preparation of Trailer for Inspection

After trailer is spotted to Check-In Station dock, before entering trailer for inspection insure landing gear has been lowered properly and wheels are chocked. Instruct driver to shut off engine . Driver should be instructed to stand on dock while inspection occurs, cleaning out inside of trailer if needed. The clerk will ensure that the tractor is shut off and that the driver is on the dock before approaching the trailer. **DRIVER CANNOT RE-ENTER CAB UNTIL APPROVED BY CLERK.**



Exterior Trailer Inspection

Warning: You need to be aware at all times of truck traffic in area as you do your inspection.



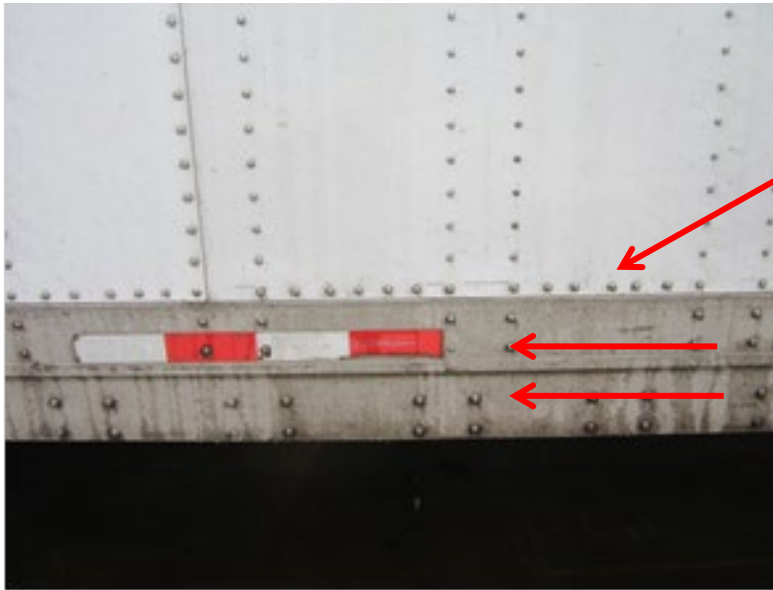
What Can Happen if Trailer is Not Inspected Properly

*Your inspection can prevent this from occurring.
This was from a trailer that had bad rivet areas
and a poor attempt at repair of frame support .*



Exterior Inspection Areas

Look for missing rivets (see inspection form for specific guidance), gashes in the wall, and any other wall discrepancies . Look for old repair areas and corrosion areas that may need further investigation.



Inspect for missing rivets

Critical Rivet Areas

Severely Bowed side, potential structural issue with trailer to investigate



Exterior Inspection Areas

Examples of Defects



**Rivet
Defects**

Serious Sidewall Defects



Exterior Inspection Areas

Unacceptable Repairs



The length of the outer patch should be no less than 4 foot in length and must have inner plate also, this is too short and should be rejected

App 1 foot in length

Small unacceptable repair



Exterior Inspection Areas

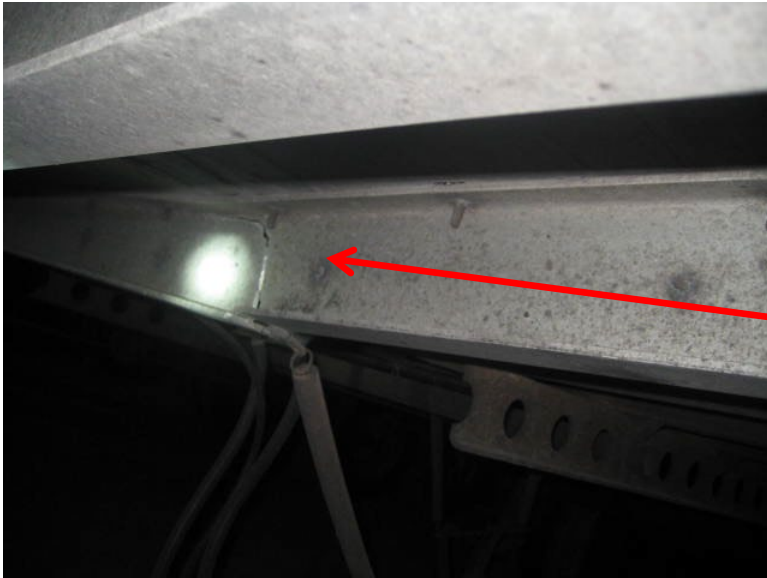
inspect the landing gear, for damage or any other structural discrepancies.



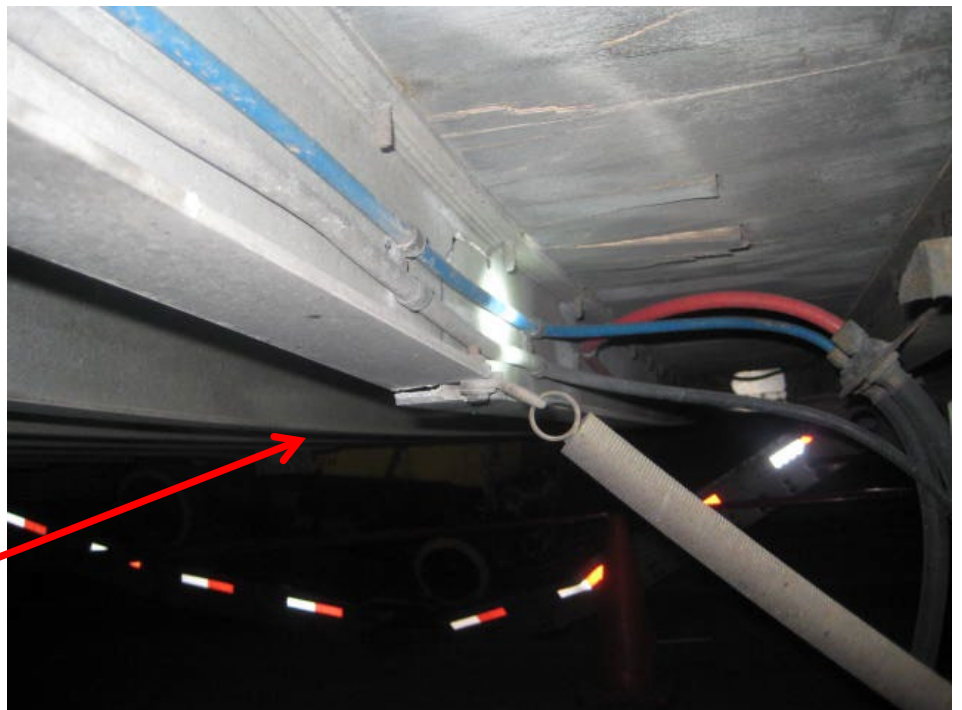
**Inspect for
structural issues**

Exterior Inspection Areas

inspect the bottom of trailer for broken/bent **cross members**, damaged **landing gear**, or any other discrepancies.



Cracked Cross beam support

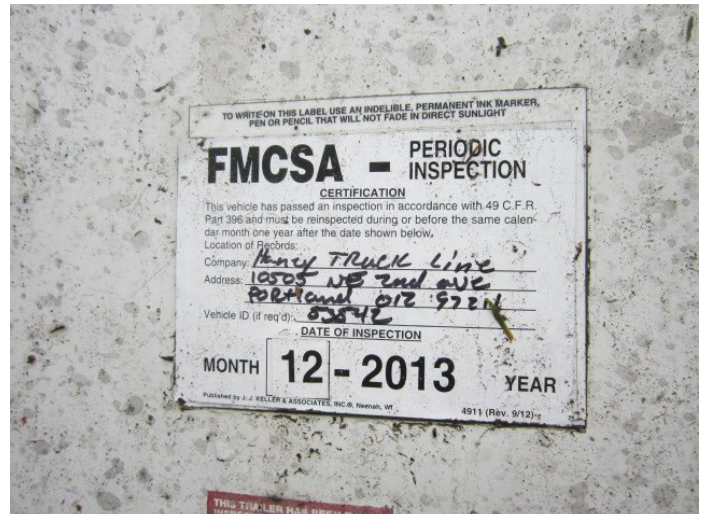


Current FMCSA Inspection

- Inspect the FMCSA Inspection sticker, verifying trailer has not expired beyond its last inspection date. The date on the sticker is good for one (1) calendar year. For example if dated Month year (12-2014) is valid until 12/1/15. If no sticker and carrier can provide written inspection documentation within time period this may be allowed with mill approval.

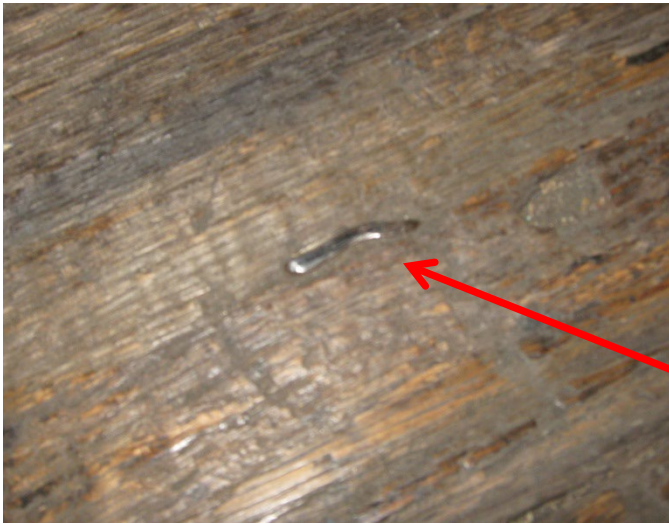


Standard Location



Interior Inspection Areas

Look for any roof damage and repairs, holes, evidence of wet interior, bent side frame, damaged floor, etc. Look for protruding wall metal or floor issues that could damage paper rolls. Any nails in floor must be removed. Use high intensity light to inspect for holes and defects in trailer ceiling and wall.



Nail in floor



Improper roof repair

Interior Inspection Areas



Side wall obstruction that could damage paper roll, note on inspection so loader can cover with material in loading process. If structural issue to wall reject trailer.

Any obstruction that could damage paper roll needs to be assessed during inspection and noted on inspection sheet.

Have driver clean trailer of any dirt and or loose objects and dispose in dumpsters. Trailer must be clean to load. If trailer has strong odor do not load paper into trailer without spotter manager review. Do not load if unknown substance (powder on floor). We have had come in with red powder product on floor in past.

Rejected Trailers

- **NOTE:** If any of these discrepancies have been found and will undermine the safety or integrity of performing the task of loading product into the trailer, then the trailer is to be **rejected. The trailer rejection form should be logged with trailer issues**, and all further operations will be stopped immediately. Complete inspection form with issues documented. Inform driver that trailer will have to be repaired and reject form returned with proof of repair provided that addresses rejects issues before load can be picked up. This process applies to drop yard and live trailers. Visually verify repairs upon return and attach a copy of the repair sheet to documents for loading.

UNDER NO CIRCUMSTANCES WILL PTI EMPLOYEES RECOMMEND OR CONTACT ANYONE TO REPAIR THE TRAILER. THIS IS THE DRIVER'S RESPONSIBILITY. IF NEED ASSISTANCE YOU CAN PROVIDE THEM GP APPROVED REPAIR FIRM LIST FOR ACCESS ON PROPERTY AND ALLOW THEM TO MAKE CHOICE OF REPAIR FIRMS IN AREA. DRIVER SHOULD TAKE TRAILER TO FIRM OFFSITE OF MILL.

- Carrier will not be allowed to pickup available trailer and drop damaged empty trailer without approval of spotter manager or GP management. Normal recourse is for driver to take trailer to be repaired and minimize rejected trailers on yard.