**A1 Wokingham Car Spares**

Continuously look for pedestrians, forklifts and hazards.

**Ensure**

**all necessary**

**PPE**

**is worn at all times**

Loading a vehicle

Arrive on site

(yard, customer house etc…)

Find a safe location to park

Put on PPE

Let someone know you have arrived and sort out necessary paperwork

Find a suitable location for loading. Ideal site should be on clear, even ground. Not near overhead cables or other possible hazards. Can you find this?

Yes

Does the car drive?

No

No

Call the office

Yes

Put ramps in place

Position lorry in a suitable position close to the vehicle

Put the ramps in place

Drive the vehicle into place

Attach the winch to vehicle

Strap the vehicle into place

Slowly winch vehicle onto lorry

Strap the vehicle into place

Safely stow away ramps

Check out with customer

Double check load is secure