**A1 Wokingham Car Spares**

**Continuously look for pedestrians, forklifts and hazards.**

Non-Ferrous/Battery Loading Process

**Ensure**

**all necessary**

**PPE**

**is worn at all times**

A large artic arrives

Artic will report to the front office

TheoOffice to radio to non-ferrous to prepare for loading

Lorry is to be directed to non-ferrous

Are there any empties that need unloading?

Yes

No

Trained staff to unload with a forklift

Begin loading from the front of the lorry

Once the lorry is fully loaded the driver will secure the load

Nom-ferrous to give managers any relevant paperwork

Non-Ferrous to radio to the top office to inform job completion