**A1 Wokingham Car Spares**

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

Removing a Vehicle from the Rack Process

**Ensure**

**all necessary**

**PPE**

**is worn at all times**

Unchain the aisles

Customers will inform a forklift driver

Customers find the vehicle they want

PPE given to all the people entering the yard

Customer arrives at the yard

Forklift driver must always be clear of all public

Chains must be put across the aisles to segregate public from the working area

The forklift driver removes the vehicle from the rack

The forklift driver places vehicle somewhere safe for customers to work

Once the customer has the part, they will inform the forklift driver

The Forklift driver is to be clear of all public

Put chains back across aisles to segregate public from the working area

Safely put the vehicle back on the rack