



Packaging Information – Plant Yard Rules

This document must be signed or on file prior to being loaded.

Pre-Load

- Drivers must check in at the Shipping Office. Drivers are only allowed in the plant if permitted by plant rules and they must stay within the designated perimeters.
- The Performance **Pipe Truck Driver Safety Video** must be viewed by each truck driver at least once every calendar half year. As long as the driver can display a Performance Pipe issued card proving they viewed the video during the calendar half year, it is valid for all Performance Pipe plants. Driver will be required to sign **The Truck Driver Safety Orientation Log** indicating they have viewed the safety video and document the time they have arrived to be loaded. Shipping personnel will document the issuing date and issuing plant of any Performance Pipe Driver Safety card into the log.
- Drivers must wear a safety vest at all times while on the premises.
- Drivers are responsible for having all straps required by Performance Pipe shipping instructions. Chains, ropes or cables are not permitted.
- Existing loads will not be moved to accommodate pipe, nor will step deck heights be modified with pallets, lumber or metal trusses.
- Nails, boards, trash or debris must be cleaned from the trailer prior to loading. Mud and rocks must be cleaned from pallets or pipe. Any such items will be disposed of in plant trash receptacles.
- Passengers must stay in the cab of the truck. If they will be assisting driver to secure the load, they must receive the same instruction as drivers, sign off on training documentation and wear a safety vest.
- No animals are allowed outside the driver's truck.
- Loading in adverse weather is at the discretion of the Department Supervisor or Plant Manager. This includes lightning, high winds, heavy precipitation or other conditions deemed unsafe or potentially unsafe.
- Drivers will operate their equipment in a safe manner, not exceeding 5 mph while on company property.
- In case of emergency (drill or actual), drivers are required to follow the shipping personnel instructions to the designated place of safety.
- Cell phone usage is not permitted while at Performance Pipe, except in cab of truck or designated safe areas,
- Drivers failing to comply with these rules will not be loaded and will be asked to leave the premises.
- Drivers acknowledge by their signature they have read and understood entrance signs prohibiting controlled substances, alcohol and firearms on company property.

Loading

- Drivers and occupants are under the direction of Performance Pipe shipping personnel while their vehicle is being loaded. They must stay well clear of the loading area and visible to loading personnel at all times. They must stay a safe distance behind or in front of the trailer, in the truck cab, or at the plant's designated area, until instructed to place their tie down straps. Once tied down straps are in place, drivers must return to the same place where they were at during the loading process.
- Only Performance Pipe employees qualified in truck loading operations are allowed to load trucks. No riders are allowed on the forklift or forks at any time.
- No one is allowed to stand, pass or work under elevated forks, loaded or empty, or elevated pipe suspended from the forks.
- Drivers are not permitted to stand on top of the sides of a loaded trailer. Plant personnel will provide equipment or assistance if needed for securing or tarping loads. Drivers must use extreme caution if they stand on the front or back of the trailer to secure tarps.



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- **Drivers are not permitted to climb on pipe or walk up on the sides of the trailer after it has been loaded. Failure to comply will result in cancellation of load.**
- For coiled pipe on pallets the sideboard cannot extend anymore than 5" off the back or front of the trailer and must be strapped securely to the bed of the truck. Pallets must be inspected closely to ensure no loose or broken boards are present that could come off during transit. No loose single boards on pipe straight lengths on any layer of pipe shall be allowed to overhang the front, back or side of a 102" wide trailer. When using a 96" trailer to load straight lengths of pipe, the dunnage and pipe may exceed the width of the trailer providing neither exceeds the 102" overall width requirement. Performance Pipe will not build up, or load onto, false flooring (pallets, timbers, load levelers, etc.) that provides a flat surface for step-deck trailers.

Post Loading

- Once product has been loaded, the driver is responsible for safely securing the load per Performance Pipe requirements. Drivers must then report back to the shipping office for instructions and paperwork. The driver will be given a copy of the unloading instructions, bill of lading and packing slip, all of which **must** be given to the customer. A quality certification letter may be added as well. The driver will receive a copy of the bill of lading along with any special delivery instructions.
- The truck and trailer cannot be moved unless the load has been properly strapped. No load will be allowed to leave the plant until it's been inspected by Performance Pipe shipping personnel.
- Do not tarp the pipe until the load has been verified by the plant shipping personnel.
- For plants allowing the use of bungee cords to secure tarps: Drivers must use caution when securing BUNGEE CORDS due to overstretched or damaged cords. Inspect all bungee cords before use and do not stretch the cords beyond their design limits. Do not put yourself in any compromising positions when securing bungee cords that could cause injury to yourself.
- Straps may need to be placed over protective covers on product packaging. Ask shipping personnel if there are any questions.

Pictures must be taken of all loads before exiting the premises.

Date: _____

Driver Name: _____

Company _____

Delivery or Pickup Number _____