



**BRITISH  
STEEL**

## **BRITISH STEEL** OPERATIONS MANUAL



Supply Chain Logistics  
and  
Internal Logistics

Issue Number  
4

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1

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## **BRITISH STEEL**

### OPERATIONS MANUAL



## **Chapter 1**

### Document control

## Chapter 1: Document Control Procedures

The Operations Manual is controlled by the Transport & Logistics function.

The document is owned and reviewed by the Operations Managers Transport & Logistics and is authorised jointly by the Head of Transport & Logistics and the Head of Internal Logistics Review should take place within a 13 month period.

The Operations Manual has been redesigned and reformatted to create a user-friendly electronic document, which can be navigated quickly and easily.

A controlled document will be kept in the Transport and Logistics function (Scunthorpe).

On receipt of a new issue, all old documentation must no longer be used and should be destroyed. This document is intended to totally supersede previous issues.

All future amendments of the document will be notified and appropriate re-issue/revision will take place.

### Current Issue

Instruction/Subject	Issue No.	Revision No.	Date Issued	Authorised by
Operations Manual	4	1	01/11/2016	Stuart Smith

### Previous Issues

Instruction/Subject	Issue No.	Revision No.	Date Issued
Operations Manual	1	0	10/12/2003
Operations Manual	1	1	10/10/2004
Operations Manual	1	2	10/01/2006
Operations Manual	1	3	08/12/2006
Operations Manual	2	0	08/12/2007
Operations Manual	3	0	12/01/2009
Operations Manual	4	0	30/06/2014

## Chapter 1.1: Introduction and Scope

### Overview

This document is intended to be guidance in dealing with our products in all parts of the logistics chain. It is not exhaustive – **IF IN DOUBT PLEASE ASK FOR CLARIFICATION**

Contract logistics service providers must take care to ensure product integrity and quality on delivery to our customers. The condition of the delivered product is a reflection upon us as one of the world's leading suppliers of quality steel.

### Health & Safety

Health & Safety is of paramount importance to British Steel and we expect the same of our Contract logistics service providers and third parties.

All British Steel safety initiatives and policies must be adhered to at all times. For further guidance, see Appendix 5 – Load safe Standards

### Training

All employees must be made aware of these procedures and fully trained in them. Records of training should be retained.

## Chapter 1.2: Management Responsibilities

### Content & distribution of the Transport & Logistics Operations Manual

The Head of Transport and Logistics is responsible for the following:

- Authorising and issuing amendments to the document including rescinding previous documents.
- Initiating appropriate corrective action in the event of divergences from these procedures.
- Delegating (where suitable) the compilation, implementation and monitoring of these procedures.

### The British Steel Quality Management Team

- Must ensure everyone holds the current updated issue/revisions of the manual.

### Suppliers must

- Ensure information in the manual is followed at all times.
- Ensure product quality is maintained at all times during their stewardship.
- Ensure the controlled copy manual holder passes on all information to employees/colleagues and that it is adhered to.

## Chapter 1.3: Document Distribution List

1. General Managers, Sections	42. AV Dawsons - TBM
2. General Sales Manager, Rods	
3. General Sales Manager, Semis	43. PD Logistics – General Manager
4. Head of Transport & Logistics, Supply Chain	44. PD Logistics – Redbourn
5. Lead Engineer, Load Restraint	45. PD Logistics – SRSM Area 2
6. Supply Chain (Longs) Director	46. PD Logistics – Rod Mill
7. Manager, Distribution & Shipping	47. PD Port Services (Immingham)
8. Plant Manager, Rail and Section Mill	48. PD Ports Teesport
9. Operations Manager, Logistics & Transport	49. Perez Barcelona
10. Area Manager, Logistics Contracts	50. Rhenus Maritime Services GMBH
11. Operations Manager Logistics Contracts	51. RMS Europe Ltd
12. Business QA Manager	52. Seacargo
13. Plant Manager, Scunthorpe Rod Mill	53. Star Shipping AS
14. Technology Manager, Wire Rod	54. Valport
15. Technology Manager, Sections	55. Verbrugge Terminals
16. Works Manager, TBM & Skinningrove	56. Willie Lisbon
17. Aneka NV	57. AV Dawson
18. Associated British Ports – Humber	58. DFDS TorLine – Steel Supervisor
19. Belgo Iberian Maritime	59. DFDS TorLine – Conventional Shipments
20. Blueserv Portugal	60. Sorel-Tracey Maritime Terminal
21. Bureau Maritime Limited	61. XPO Logistics Operations
22. Casper Shipping Ltd (North East Ports)	62. XPO Health & Safety Manager
23. CEA Townes	63. Reserve Maritime Terminals
24. Comismar Madrid	64. Humber Inspections Services
25. DFDS Tor Line – Operations Director	65. Coastal Cargo
26. DFDS Tor Line – Gmbh	66. Cooper Consolidated
27. DB Cargo UK Limited	67. P&O Ferrymasters Ops
28. Fed Direct (Montreal, Canada)	68. P&O Ferrymasters H & S
29. Fed Direct (Cleveland, USA)	69. P&O Ferrymasters Safety Inspectors
30. Fednav International Ltd	70. Colley Motorships Ltd
31. Flixborough Wharf Ltd	71. Page & Jones
32. FMT Burns Harbor	72. World Shipping Inc
33. FMT Cleveland	73. Operations Manager, Teesport Shipping
34. FMT Hamilton	74. Scangrit Ltd
35. FMT Milwaukee	75. TR Handley Ltd
36. Gearbulk UK Ltd	76. Manager, JJ Ward Ltd
37. HC Shipping & Chartering Ltd	77. Manager, Lomas Distribution Ltd

### Chapter 1.3: Document Distribution List (continued)

38. Speedcargo	78. Sourcing Lead, Containers
39. Marbeco Bermeo	79. Hargreaves / Norec
40. MSC UK Ltd	
41. Nicholson Terminal & Dock Co	

## **BRITISH STEEL**

### OPERATIONS MANUAL



## **Chapter 2**

### Transport Operations



## Chapter 2: Transport Operations

### Chapter 2.1: Site Access and Procedures

- Access Control
- Personal Protective Equipment
- Driver Behaviour

### Chapter 2.2: Equipment Requirements

- Vehicles
  - Headboards  
(Note: headboards must be at least 1.5m for transport from Long Products sites, relates to section mills only.)
  - Lashing Points
  - Side Pins
- Timbers
  - Base and Intermediate
  - Vertical
- Securing Equipment
  - Chains
  - Webbing Straps
- Weather Protection
  - Sheeting
  - Curtain - sliders

### Chapter 2.3: Load Restraint

- Load Restraint Guidelines

### Chapter 2.4: Product-specific requirements

Road haulage suppliers are responsible for the transportation of all material as detailed in British Steels General Conditions for Employment of Hauliers (CC12, see appendix).

Rail operations are covered in the DB Cargo UK Loading Manual **EWS:OM003A**

## Chapter 2: Transport Operations

### 2.1 Site access and procedures

#### Access control

A driver must have the following documents and information to gain entrance to the loading locations of British Steel:

- Identification document
- Company name
- Registration of towing vehicle
- Load Reference
- Total weight of the load to be loaded
- Valid Site Induction card
- Load Restraint training card (where applicable)

Access will be refused when the driver:

- Has any blood alcohol level
- Is accompanied by pets or unauthorised passengers.
- Demonstrates inappropriate behaviour

Drivers are obliged to show their personal protection equipment when asked to do so at the time of arrival or at any time when on site.

#### Personal Protective Equipment

Drivers must have and wear the following personal protection equipment:

- Safety Helmet to EN 397: 2012 Standard
- Safety shoes with reinforced toecaps to EN 20345: 2011.
- Clothing to cover the entire body. Shorts or short sleeves are not allowed, arms and legs must be covered.
- Reflective clothing/vest.

The following additional personal protection equipment is required depending on the location for loading:

- Safety spectacles to EN 166: 2002
- Hearing protection

The use of the following personal protective equipment is recommended:

Cut-protection safety gloves



## Chapter 2: Transport Operations

### 2.1 Site access and procedures (continued)

#### Personal behaviour

Drivers are required to work in a safe way and behave according to British Steel standards at both loading and unloading locations.

#### Drivers must:

- Carry a valid Site Induction card for the British Steel site they are visiting.
- When issued with one, carry their Load Restraint training record card (N.B. It is likely that a “No Card, No Load” policy will be implemented during the life of this version of the Operations Manual).
- Adhere to the British Steel Safety Standards.
- Wear the prescribed personal protection equipment.
- Strictly follow the safety regulations at the locations for loading.
- Always apply the cab handbrake whenever the vehicle is parked.
- Turn off the engine and remove the keys before leaving the cab
- Always apply the trailer park brake when leaving a trailer.
- Report to the dispatch office on arrival.
- Stay with the vehicle.
- Always use the roof pole to open or close the roof of the trailer in a safe way.
- Only drive their vehicle into the loading bay after receiving permission from the dispatch staff.
- Strictly follow the instructions of the dispatch staff.
- Stay within the green area of the exclusion zones during loading.
- Comply with the British Steel Load Restraint Guidelines as a minimum.
- Fill in and sign the CMR document (waybill) after the loading is completed and before departure.
- Make remarks on the CMR when the load is not delivered properly.
- Notify the dispatch staff when departing.

#### Drivers must not:

- Open or close the roof in an unsafe way. Never climb on the weather hood.
- Be in the red or yellow areas of the exclusion zone during loading.
- Touch the load or the hoist, or guide these by hand.
- Operate installations belonging to British Steel, for example cranes and forklift trucks.
- Enter any other part of the loading bay than where the loading takes place.
- Urinate elsewhere than at purpose-designed toilet facilities (toilet).
- Use of cooking stoves on site is prohibited.

## Chapter 2: Transport Operations

### 2.1 Site access and procedures (continued)

#### “Load safe” Standards

British Steel operates according to “Load safe” Standards, which cover four main aspects of the transport of steel and other materials. These are:

- Exclusion Zones and Safe Havens
- Work at Heights
- Reversing
- Load Restraint

#### Tractor Unit Handbrake Alarm

British Steel has developed a standard specification for tractor unit handbrake alarms (See overleaf). Since December 2012, it is a mandatory requirement that all tractor units are fitted with a handbrake alarm to this specification, unless dispensation is granted.

It is recognised that that this may not be practicable at this time for all non-UK vehicles operating export movements from the UK, but it is expected that the managing contractor for these movements will work towards this in the longer term.

#### Loading Procedures

The tractor unit park brake must be applied, the engine switched off and the key removed from the ignition before the driver leaves the cab.

The park brake must be applied to all parked trailers.

During loading, drivers must stay in the designated Safe Haven, unless otherwise instructed by the loading team.

Trailers must be loaded to mill/customer requirements (bundles, lifts etc).

Trailers need to have evenly spaced timber dunnage to fully support the material and avoid distortion.

Tautliners/Swap body units must be opened up prior to loading. If the trailer is moved after opening, the doors and curtains must be secured.

Working on trailer beds is prohibited unless approved fall protection measures are in place, in accordance with Site rules and procedures.



## Chapter 2: Transport Operations

### Vehicle Handbrake Alarm Specification

#### LGV and Commercial Goods Vehicles



**August 2010**



**November 2010**



**January 2011**

Following 3 incidents, one of which tragically, resulted in a fatal accident on our Scunthorpe site, British Steel has established a policy which requires that all LGV vehicles operating on a British Steel site will have a tractor unit/vehicle handbrake alarm fitted.

Many modern vehicles have a standard alarm fitted at source, however in two incidents the drivers either did not hear, or chose to ignore the alarms which although were door activated could be disabled by closing the vehicle door whether or not the handbrake had subsequently been engaged.

To ensure that this cannot happen again British Steel has established the following alarm specification and is working in partnership with its haulage contractors to ensure widespread application of the specification across all operating sites. This will be a difficult and complex exercise taking into account the many vehicle manufacturers comprising the fleet and the additional constraints of leasing vehicles. To assist the process of retrofitting existing fleet vehicles, we are working to establish a potential source of supply that can be recommended as an option to the hauliers.

#### Specification

- The alarm must operate regardless of ignition key state
- The alarm must sound if the handbrake is OFF and the driver door is opened. Activation if the passenger door is opened recommended but not mandatory
- The internal alarm sounder must be a minimum 90db
- The alarm must be clearly audible outside the vehicle. In practice this will normally require an external sounder as an internal sounder will not be clearly audible if doors are closed.
- It is recommended that the alarm is easily distinguishable from other alarms e.g. a voice command to apply the hand brake rather than a bleep or a buzzer
- The only action to stop the alarm sounding must be to put the handbrake ON

#### Deadlines

- June 2012 Own fleet compliance
- December 2012 Full compliance

## Chapter 2: Transport Operations

### 2.2 Equipment Requirements

The following pages contain Technical Information Sheets, developed by the British Steel Load Restraint Engineering team and show the requirements for:

- Trailer headboards
- Lashing points
- Side pins and stanchions
- Timber dunnage
- Transport chains and tensioners
- Webbing straps and tensioners
- Edge protection for webbing straps
- Anti-slip matting
- Controlling chain gaps in loads
- Belly-wrapping

#### Sheeting

If sheeting is required it must be:

- ☐ clean;
- ☐ good quality and free from holes;
- ☐ able to fully cover the load (no exposed steel), including any part of the load left exposed by extending trailers.



## Technical information Sheets:

Refer to the following technical information sheet attachments: -

1. [Trailer headboards – TIS-0010 Issue 1 14 November 2011](#)
2. [Lashing points – TIS-0009 Issue 1 14 November 2011](#)
3. [Side pins and deck stanchions – TIS-0011 Issue 1 21 December 2012](#)
4. [Timber dunnage – TIS-0002 Issue 1 31 March 2014](#)
5. [Transport chains and tensioners – TIS-0004 Issue 3 17 August 2011](#)
6. [Webbing straps and ratchets - TIS-0003 Issue 1 27 September 2010](#)
7. [Webbing strap edge protection – TIS-0005 Issue 1 27 April 2011](#)
8. [Anti-slip matting – TIS-0008 Issue 1 April 2011](#)
9. [Controlling chain gaps in loads – TIS- 0007 Issue 2 12 December 2013](#)
10. [Belly-wrapping – TIS-0001 Issue 2 27 September 2010](#)
11. [Axle weights and load distribution – TIS - 0012 Issue 1 1st October 2013](#)
12. [Load restraint incident checklist – TIS – 0013 Issue 1 17th April 2012](#)

## Chapter 2: Transport Operations

### 2.3 Load Restraint

As a minimum, loads must be secured to Department of Transport and British Steel standards, using either

- Webbed straps and ratchets, or
- Chains and bottle tensioners

as specified



The use of Sylvester 'dog' tensioning devices is prohibited on all British Steel sites and products

For road haulage, EU legislation adopted in the UK as BS-EN-12195 calls for the load to be secured to withstand

- 0.5 'g' lateral acceleration (producing a force equivalent to 50% of the weight of the load directed sideways)
- 0.8 'g' forward acceleration (80% of the weight of the load directed forward)
- 0.5 'g' rearward acceleration (50% of the weight of the load directed rearwards)

For rail movements and for road haulage in which the route includes rail or sea transits, the load securing requirements may differ from this and must take account of the "worst case" scenario.

### Load Restraint Guidelines

British Steel has developed and implemented Load Restraint Guidelines (LRGs) for many of the products transported from sites in British Steel. Where an LRG has not been developed for a particular product, basic principles must be followed. Hauliers should also note that that agency's inspectors would enforce VOSA guidelines

**Note:** All load securing information is intended to provide a guidance of minimum standards only and is not to be accepted as comprehensive or absolute.

Extra chains/straps may need to be used depending on the weight of the load, the load type, weather conditions and distribution methods.

### Winter Weather Conditions

During winter months, additional load restraint is required when freezing conditions are likely to be encountered. A series of Technical Advice Documents (TAD 0021(a) – (n)) has been published, to show how this applies to a range of products likely to be affected by winter conditions and a system is in place to notify loading teams and hauliers when additional restraint is required.



## Chapter 2: Transport Operations

### 2.4 Product-specific requirements

#### Sections

##### Load Restraint information:

For non-bundled sections using chains, refer to LRG 0002 – SS.

For non-bundled sections using webbing straps, refer to LRG 0003 – SS.

For bundled sections using chains, refer to LRG 0016 – SS

For bundled sections using webbing straps, refer to LRG 0017 - SS

##### Loading

The following timbers should be used to prevent material distortion

- 15cm x 15cm x 250cm (6" x 6" x 8') base bearers and 10cm x 7.5cm (4" x 3") intermediate bearers spread evenly along the trailer bed.
- Bearers must be in vertical alignment with base timbers.

##### Note:

Loads that overhang the trailer by 1m or more must have a marker board fitted to the end.



A sections load on a trombone trailer secured with chains, bottle tensioners and side pins fitted.



Securing of bottle tensioners on chained sections load.

## Chapter 2: Transport Operations

### Wire Rod in Coil

Load Restraint information: refer to Technical Advice Documents TAD 0030 and TAD 0031 (SRM Internal Shunt Trailer operations are restrained according to TAD 0009 and TAD 0017)

#### **DO NOT USE CHAINS.**

- Number of straps determined by load configuration and destination.
- Customers may require cardboard to be placed between coils to prevent damage.
- UK loading – gun barrel / cross loading.
- European Loading 11 / 12 coils strapped in pairs.



**Straps cross over inside coil.**

**Secure one end at each side of trailer.**



### UK “Gun Barrel” Loading



**Coils strapped in pairs.**



**Strapped securely in middle of the coil.**

## Chapter 2: Transport Operations

### Wire Rod in Coil - European Loading

2 coils secured together with 2 straps.

One strap at each side of the trailer in a "Figure of 8" loop per 2 coils.



At  
each  
side



**Fully secured pair of coils**

## **Chapter 2: Transport Operations**

### **Semi-Finished Products**

Unless specifically requested, loads do not need sheeting

Load Restraint Information:

For square billets and small blooms, refer to LRG 0006 – SF

For bundled billets, refer to LRG 0028 – SF

For slabs, refer to LRG 0033 – SF

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## **Chapter 3**

### Warehousing and Storage Operations



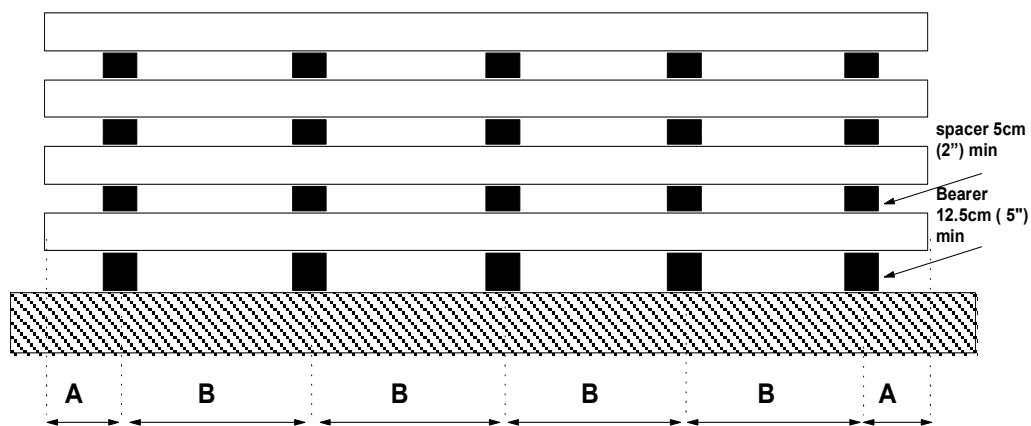
## Chapter 3: Warehousing and Storage Operations

### General Procedures (All Products)

- British Steel will advise storage requirements of products.
- Lifting should be smooth and gradual.
- Stacking ground must be firm, level and well drained.
- Different sized products should be separated where possible to avoid distortion.

### Sections

Sections are not to be stacked above 2m (7') high.



Material	Dim 'A'	Dim 'B'
Heavy sections - >500mm	1.5m max	6.0m max
Medium Sections ->254mm	1.5m max	4.5m max
Light Sections -<=254mm	1.0m max	4.0m max

Dunnage / timbers must be evenly spaced and vertically aligned.

### Dunnage

For SRSM section products, spacers should be positioned every 4m (13') to preserve section straightness.

## Chapter 3: Warehousing and Storage Operations

### Stacking

Flanges should ideally be stacked toe to toe when separated by timbers so not to rest on empty voids. If this cannot be avoided the voids should be packed out with extra dunnage below the horizontal timbers.

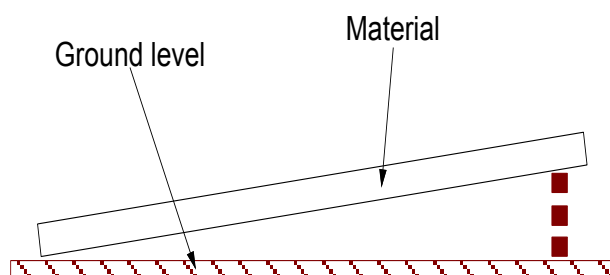
All spacers should be of equal thickness, not less than 5cm (2") thick



Spacers must be thick enough to allow forklift tines to lift each tier or bundle of steel without damage.

Base bearers should be a minimum of 12.5cm (5") thick to avoid ground contamination and strong enough to support the full stack.

Do not lay off material, as this will result in damage to flanges



## Chapter 3: Warehousing and Storage Operations

### Handling

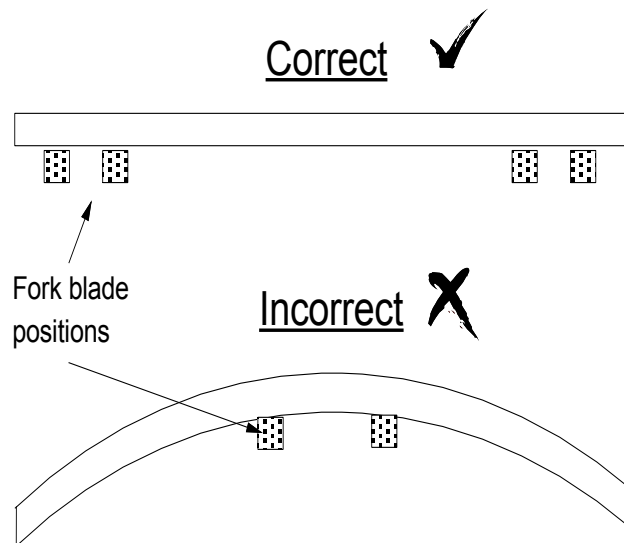
Material should be unloaded from a trailer / rail wagon with appropriate lifting equipment.

Where operators use overhead cranes, lifting beams with a minimum of 2 chains must be used. Chain positions for IPE Sections are detailed in the appendix.

Care must be taken when lifting all material to avoid unnecessary bending or distortion.

The ideal lift point (where two lift points are used) occurs 21% from either end of a bar or bundle.

Forklift trucks with variable carriage widths should have tines positioned at maximum spread to an optimum of 58% of the bar length.



Never lift with tie wires or signode strapping.  
Never lift large loads with strangled chains

### Note to off-site steel handlers

In the event that re-bundling is required, bundles are to be secured with metal strapping in a width and gauge at works discretion, subject only to the proviso that the contents of the bundle shall be securely contained in transit. One tie to be used for every 4 metres in length.



## Chapter 3: Warehousing and Storage Operations

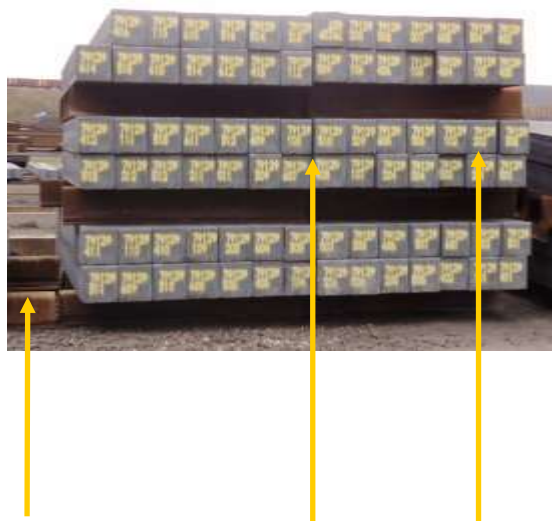
### Semis

Different types, lengths and widths per British Steel customer order number/cast number should be stacked separately wherever possible, unless specifically stated otherwise by British Steel.

The timbers must support the full stack weight

### Handling

Never lift by bands or straps.  
Never lift in large lots by strangled chains.



Base bearers and spacers should be a minimum of 15cm (6") thick to allow forklift tines under each tier/bundle without damaging the material.

## Chapter 3: Warehousing and Storage Operations

### Wire Rod in Coil

Stacking of Coils in the warehouse must be no more than 3 high.

Coils must be stored in a clean, dry environment.

Care must be taken when storing coils to ensure that the stability of the stack is maintained at all times.

If coil bands break or slip additional strapping must be added by hand immediately to contain the situation prior to establishing a permanent solution.

Coils should ideally be laid on flat boards, rubber sheeting or two rows of broad dunnage.



### Tyre Cord

**Ordinary fork tines must not be used.**

Poles should be chamfered on the face end, and be of correct diameter to suit size/weight of coil being handled.

- Must only be stacked 2 high.
- Handle with a pole truck as Wire Rod in Coil (see above).
- Cardboard protection between all coils in storage.

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## **Chapter 4**

### **Warehousing and Storage Operations**

## Chapter 4: Container Operations

### Container Operations

Risk assessments must be undertaken before commencing work

Container integrity should be checked prior to loading:

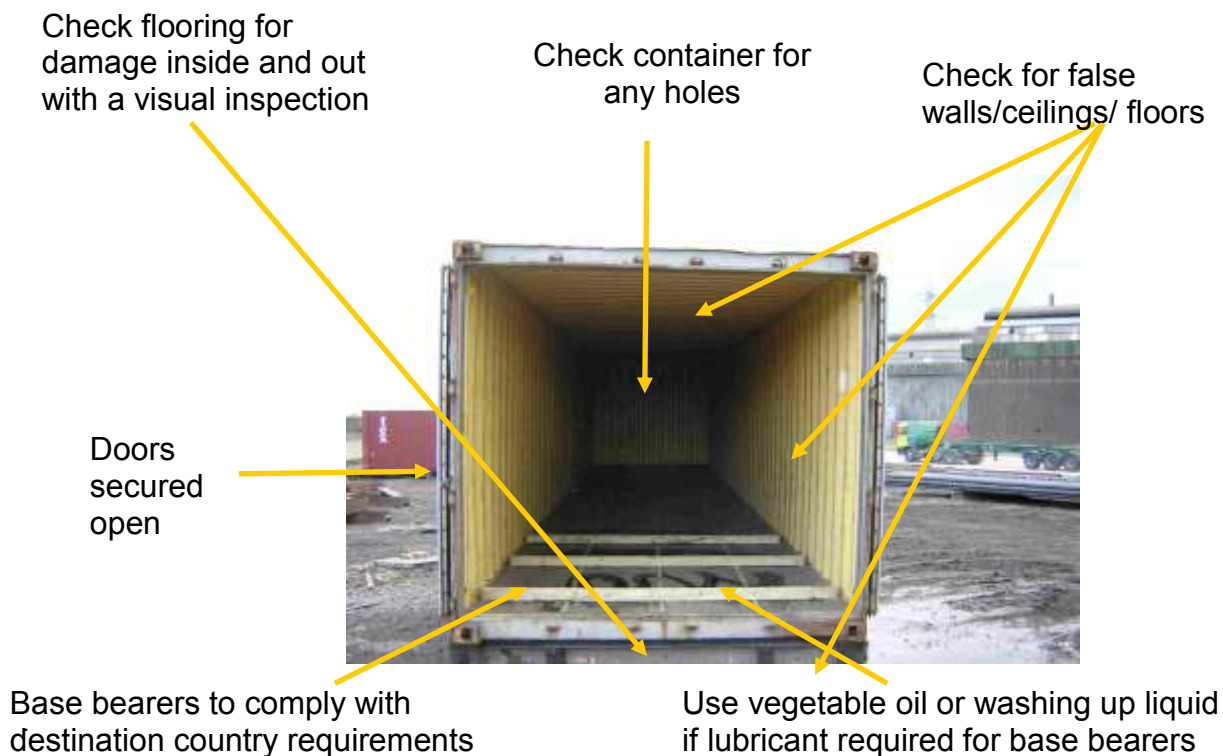
- Check for light emanating through holes in floor, sides and roof, and check outside for dents and defects.
- Check that all twist locks and door-securing mechanisms work and are undamaged.
- Complete pre loading container inspection form.

Problems must be reported to Container Shipping Team in Teesside and the empty container isolated until advised further.

Prepare loads prior to stuffing. Position shunt units, material and containers accordingly.

Average load time 20 – 30 minutes per box.

Loaded containers should be secured using a single seal with a unique reference number. The seal number must be recorded against the container number. These should be securely stored and issued as required.



## Chapter 4: Container Operations

### Sections and Specials

- If Min timbers 10cm x 7.5cm (4" x 3"), the width of the container, approximately 25cm-30cm (10"-12") from the entrance, with a minimal coating of vegetable oil/washing up liquid on the base.
- If appropriate, ply board (7'6" wide, up to 30 mm thick) can be used instead.



**Reverse container to the leading edge of the lifted load, just above height of the timbers on container floor.**



**Once positioned correctly in line with the leading edge of the load, the shunt driver should reverse the container until the leading edge of the load enters the container (approx. 4.5m / 15' of load)**

## Chapter 4: Container Operations



Second forklift with pusher plate to take rear of load weight.

Remove first forklift.

Pusher to slowly push load into container, guided by a safely positioned banks man.

Banks man visually checks load alignment and positions timbers if necessary.



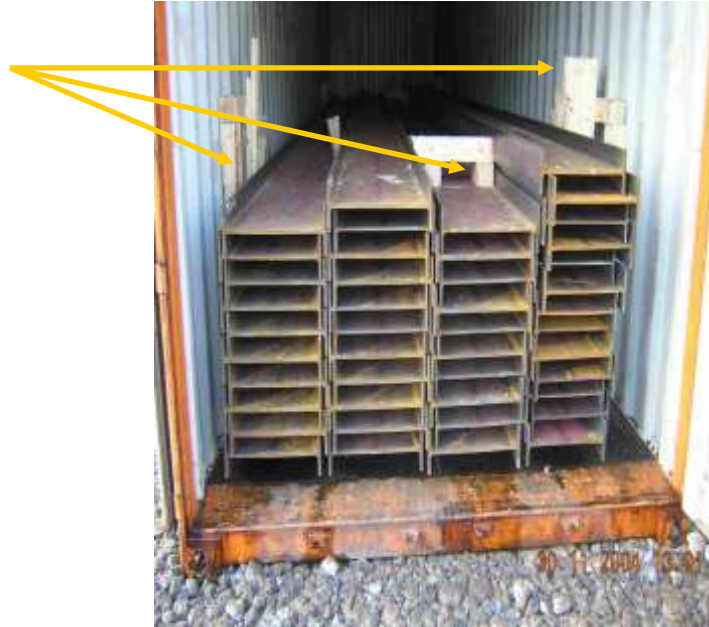
- Extra timbers may be placed.
- Pusher movements should be halted until this is complete.
- Once loaded as far as possible, pusher should be removed.
- Final adjustments to be made with pusher blade edge directly against material.



## Chapter 4: Container Operations

### Securing

- Blocking, timbering and wedging to secure load inside box at front, rear and side.
- A timber bulkhead built into the corrugations, the width of container and height of load at each end to restrain fore and aft movement.
- Doors are closed and sealed – unless 3<sup>rd</sup> party inspection is required.



## Chapter 4: Container Operations

### Wire Rod in Coil

- Lift using a pole truck and drive up a ramp into the container.
- Load “gun barrel” method, never “eye to side”.
- In 20 ft. container - place 2 coils side by side for the length of the container and a 3<sup>rd</sup> coil placed on top in the well (like a pyramid). Check customer loading requirements for second row.
- In 40 ft container - place 2 coils side by side for the length of the container.
- Unless otherwise informed, coils do not require securing.



Driving up ramp to load  
tyre cord / wire rod in coil



Pole truck and  
protected tines

Stowed “gun  
barrel” format  
in 40’  
container





## Chapter 4: Container Operations

### Billets

As sections and piling except

- Billets are to be blocked wedged and nailed at front and sides as appropriate to prevent forward and sideways movement.
- Wedges must be placed in between billets to prevent movement.
- Gaps at rear should be secured by closing one door and nailing a timber tight to the door.



Billet chocking

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## **Chapter 5**

### Port Operations

## Chapter 5: Port Operations

### Feeding to Quay / Vessel

Products should be checked for quality, customer, destination and product at port and tallied against consignment notes.

Damages or errors are to be endorsed with corrective comments and referred to British Steel for authorisation before discharge/quarantine.

Broken bands should be replaced where possible especially Wire Rod in Coil to prevent unwinding

### Tallying must be correct with:

- Bill of lading number
- British Steel order number
- Number of pieces
- Weight
- Customer
- Destination Port

Tallies should be taken when unloading at quay/port, loading to vessel and unloading vessel

### Dunnage should:

Support and separate steel

Barrier between material and vessel hold floor/wall

Cushion against sea motion

### Lashing/Securing

For all voyages of multiple port discharges, inter port securing and separation must take place for safe transit.

### Stowage

**All stowage activities are conducted by British Steel under the direction, control and responsibility of the vessel master.**

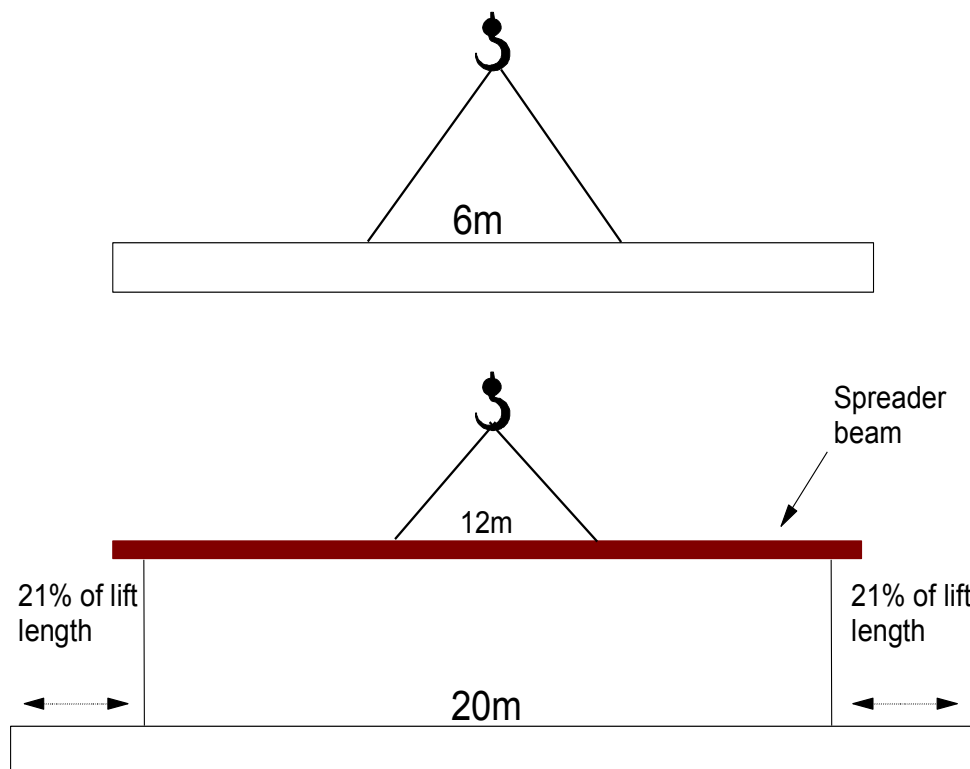
- British Steel representative must be happy with hold cleanliness
- Any steel contaminant is fully washed out of hold including hatch lid and coaming

## Chapter 5: Port Operations

### Sections

#### Loading to Vessel / Quay

- Place on minimum 10cm x 10cm (4" x 4") quay dunnage
- Light sections use braided strops or cradle lift with chains, for other sections use any suitable method
- Appropriate equipment should be employed, so as to minimise the overhang at the end of each lift.
- Take care when lifting to avoid material distortion. Smooth, slow operations are required to keep material level and to avoid collisions.



It may be necessary to employ the use of a third chain from the spreader beam.

## Chapter 5: Port Operations

### Stowage

- Sections should be stored in the hold in 'H' format for short sea and 'I' format for deep-sea voyages.
- If longer than the hatch opening use the turning method of stowage.

### Dunnage

- For 'H' format stows, place kickers between the legs of material to leave an appropriate gap for discharge.
- Use minimum size 10cm x 7.5cm (4" x 3") in the ship's hold to line and tier the material.
- For short sea voyages, the webs of the cargo should be blocked off using appropriate dunnage in order to prevent damage during stowage
- This will also permit access for chains or straps during discharge.



## Chapter 5: Port Operations

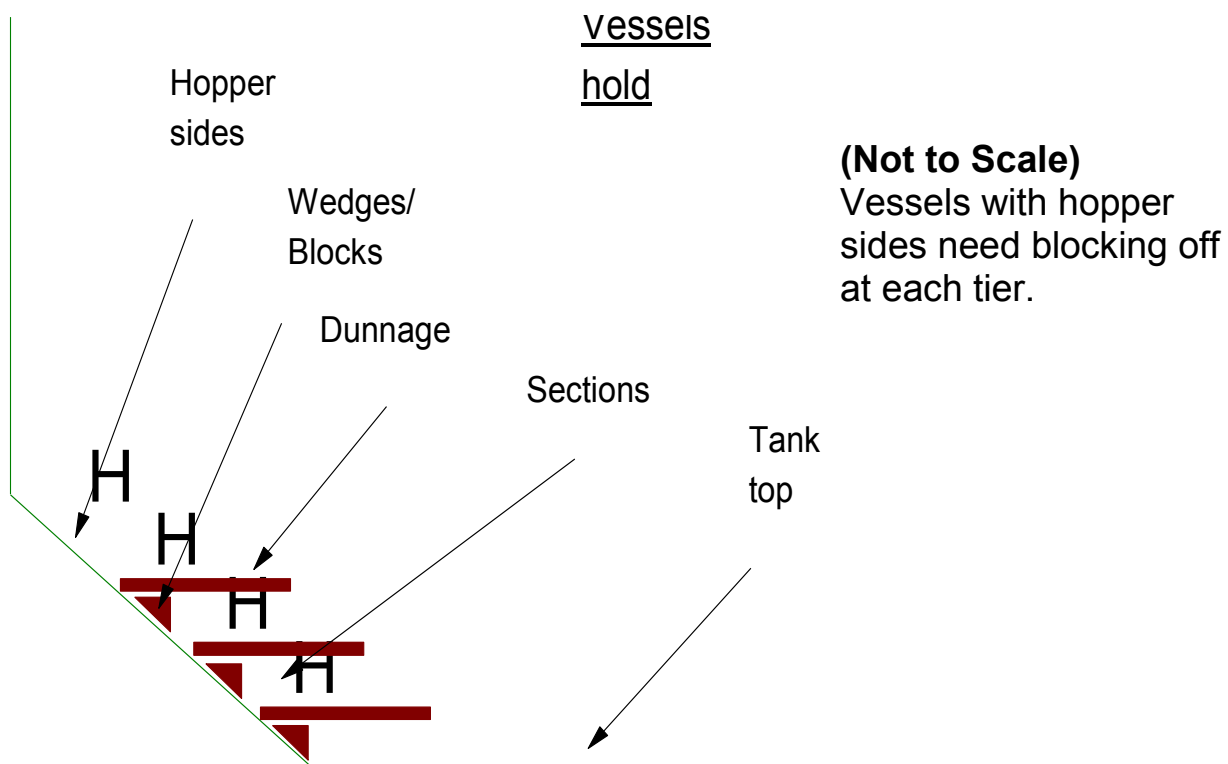
### Securing

Where required, cargo should be separated using an appropriate method - usually coloured tapes; colour coding for identification purposes is also desirable, however not where material has been coloured by the Mill as a British Steel customer requirement.

Secure either by lashing back to wing of vessel or chock off with dunnage to hold sides.

The top surface of stow should always be chocked off to the satisfaction of the vessel's Master.

Any broken stows and/or loose tiers must be secured to the satisfaction of the vessel's Master.



## Chapter 5: Port Operations

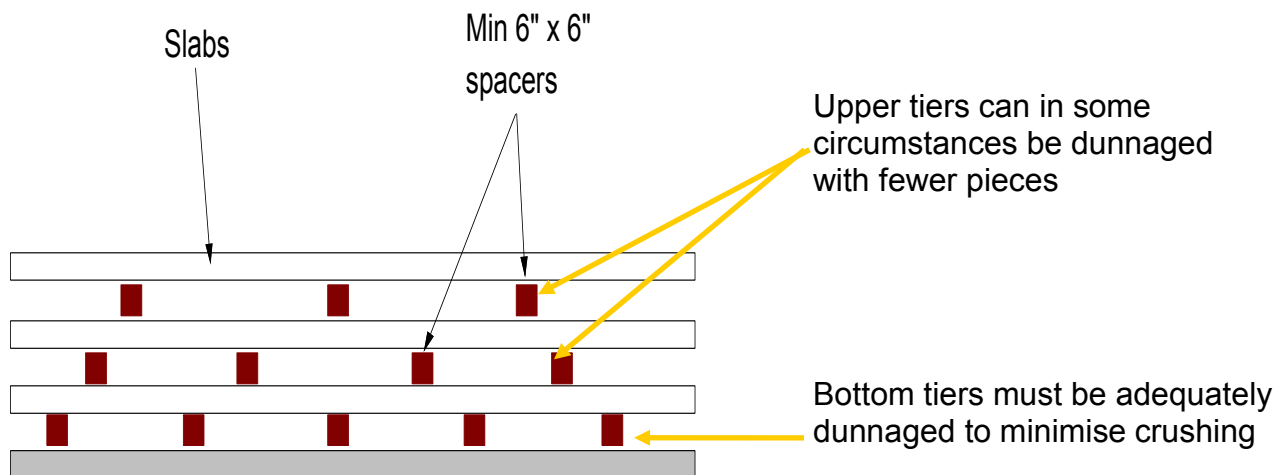
### Slab



If not using a magnet to load/unload – unload onto dunnage minimum size 15cm x 15cm (6" x 6")

- Large piece weight and high downward pressure could result in crushed dunnage, this must be accounted for when planning the stow and appropriate dunnage used.
- Timber treatment needs deciding prior to loading.
- All timber bearers and spacers must be placed with the grain upwards for maximum strength.
- Ensure that no material is in contact with the ship's sides.

## Chapter 5: Port Operations



Slab stowage

- Develop a level surface and chock off.
- Where necessary place kickers between slabs to leave ideally a minimum 10cm (4") gap for discharge.





## Chapter 5: Port Operations

### Billets/Blooms

- Material should be off loaded from the road trailer/Mafi or rail wagon onto minimum 10cm x 10cm x 180cm (4" x 4" x 6') quayside dunnage.
- It is extremely important that if any bundled material becomes loose, it is re-bundled immediately to prevent the mixing of casts.
- Secure using wires and bottle screws and /or chocks.

### Dunnage

Size determined on piece/bundle weight.

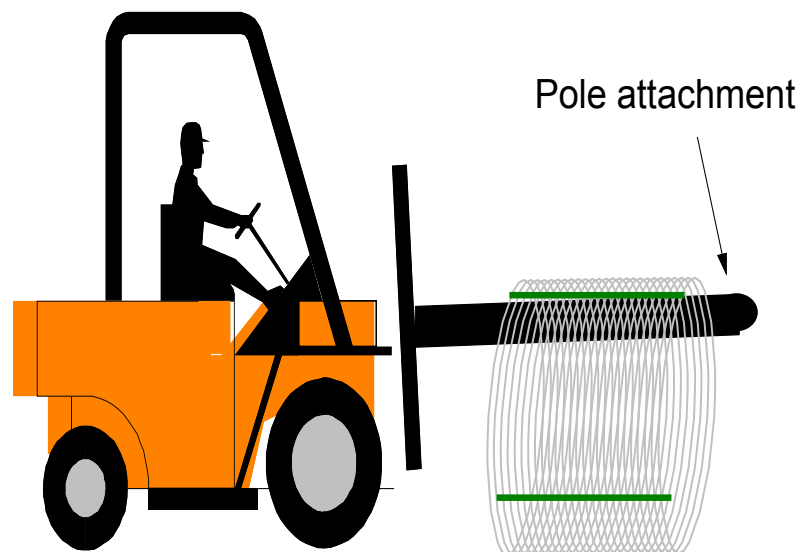
On tank tops it should be spaced every 1-2 m for base dunnage and 3-4 m on tiers thereafter.



## Chapter 5: Port Operations

### Wire Rod in Coil Loading to Quay / Vessel

- No material should be loaded in the rain unless prior agreed with British Steel.
- Appropriate equipment should be used to unload the wagon e.g. forklift with poles/tine protection.
- For tyre cord, the forklift pole must be protected with rubber.



Coils should be landed onto the quayside prior to loading onto either:

- Flat plywood board, rubber sheeting or equivalent
- 15cm x 2.5cm x 240cm (6" x 1" x 8') flat boards or coil shoes

Tyre cord requires cardboard protection

- in the middle of each coil
- at the end of each coil
- between each layer

## Chapter 5: Port Operations

- Stevedores must ensure quay and hold are clean and dry.
- No residue from previous cargo should be present.
- Webbing must be used to sling the coils.
- Crane lifts should be smooth and gradual, avoiding snatching of the material.
- 3 methods may be used to load coils; slinging, cradle loads and 'C' Hooks



**Individual/pair lifts by attaching the webbing slings to the crane**



Coils must never be lifted with chains or metal straps.

- On tank tops, the first coil should be stowed ideally onto a minimum 6" x 1" x 6' board
- Coils must be stowed in the vessel by British Steel order number (where possible) and each order should be taped off
- On a cradle lift the slings should be connected on two points of the beam. (necklacing of coils should be avoided at all times)



## Chapter 5: Port Operations



- Coils never to be dragged or pushed from or into stow position.
- Coils never to be landed in a wetted area.
- Coils should be stowed no more than 4 high when using forklifts, greater than 4 high can only be achieved in centre of hold when loading with cranes.
- Tyre cord coils should not be stored more than 2 high.

- All material out shipped must be properly documented, including coil numbers where practicable.
- No contact with coils is allowed other than through conventional lifting. Care must be taken to ensure that stacks are properly protected during all handling operations.
- Any WRIC, in particular Tyre cord, if stored on cassettes or Mafi trailers out of doors, must be fully sheeted and tied down securely to prevent any egress of rain/moisture.

## Chapter 5: Port Operations

### Ro-Ro Material

#### Unloading

- As the trailer arrives, material can be loaded direct to either the Mafi trailer or a flat rack on a Mafi, when available, otherwise discharged to appropriate store as detailed in chapter 6.

#### Loading Mafi Trailers

- Mafi stowage plans must be prepared and tallies maintained against incoming / outgoing material.
- All material loaded to individual Mafis or flat racks must be separated by discharge port.

#### Securing

- Mafi trailers must be secured in accordance with the transport guidelines in Section 5.

#### Vessel Loading & Securing

- Mafis are to be transferred onto the RoRo Vessel by a suitable Tugmaster fitted with a 'goose neck'.
- Mafi trailers are to be lashed to the RoRo ships internal decks as a unit with a minimum of 4 chains (two at front and two at the back).
- Additional securing may be required during adverse weather conditions

## Chapter 5: Port Operations

### Port of Discharge

The tools and techniques for the discharge of a vessel are mirror images of the loading of a vessel.

Please refer to chapters 6 and 8 for detail of the expectations that British Steel has for the handling of its product.

For discharge ports and on forwarding agents, the following paragraphs apply:

- Overlandings
- Shortlandings
- Customer hold
- Booking in
- Delivered terms

Prior to vessel's discharge stevedores or the appointed representative must be

- Satisfied that the vessel and cargo are to the desired requirements e.g. physical damage, cargo handling and seawater contamination.

### Cargo Administration

- Cargo must at all stages be properly checked and tallied.
- Any errors, omissions or discrepancies must be immediately identified, the appropriate British Steel personnel notified and the material put to one side for checking and verification.
- Systems must be updated promptly and accurately.
- Short shipments and out shipments must be identified to the appropriate British Steel personnel.

### Customer Hold

- Details of any customer hold must be advised to the appropriate British Steel Shipping Office for confirmation/further instructions.

## Chapter 5: Port Operations

### Shortlandings

The following details are to be advised to the appropriate British Steel Shipping Office:

- Order number
- Marks
- Weight

The vessel must be placed on notice for shortage and shortage is to be verified by the local Port Authority/Stevedore/Tally Company, as appropriate.

The consignee is to be advised of the shortage and provided with a copy of notices / verification and advised on claims procedure.

### Overlandings

The material is to be set aside in a secure area, undercover if specified by the nature of the product.

The following details are to be advised to the appropriate British Steel Shipping Office:

- Order number
- Marks
- Weights

British Steel will issue instructions of how to proceed within 5 days of initial advice.

### Booking in Loads with Customers

#### CFR/CIF (Landed) Terms

- There is no contractual requirement for final delivery to be undertaken by British Steel.
- It is a requirement that prompt advice/notices are given to consignee(s) of vessels ETA, discharge, berth etc. to facilitate clearance and collection.

#### Delivered Terms (DAP)

- Advice to be given to customer of material to be forwarded.
- This method and sequence of delivery are to be agreed will full compliance with the customer requirements (refer to British Steel customer order profile).



## **BRITISH STEEL**

### OPERATIONS MANUAL



## **Chapter 6**

### Damaged and Contaminated Product

## Chapter 6: Damaged and Contaminated Product

This chapter is guidance for the identification of material defects. It is not an exhaustive list.

**IF IN DOUBT CONTACT BRITISH STEEL FOR ADVICE.**

### **HOME**

#### **MILL:**

- Loads should be checked for signs of damage and tallied against documentation prior to departure from site.
- Any damage or tally dispute should be raised with personnel at the point of loading.
- The load should not depart from site until authorised to do so by British Steel personnel (or nominated representative supplier).

#### **PORTS:**

- British Steel must be notified of all loads with obvious signs of damage or incorrect tallies against documentation. British Steel will advise of the appropriate course of action.

#### **EXPORT**

- British Steel should be informed immediately of any damage to the material during receiving or loading operations.
  - Material should be quarantined and not handled further, pending instruction from British Steel.
  - Where suppliers are uncertain whether material is damaged British Steel should still be informed and further action may be taken.
  - Where it is agreed that material should be returned to the Mill of origin, it is the supplier's responsibility to liaise with British Steel to co-ordinate this movement.
- MATERIAL MUST BE MADE SAFE AND SECURE FOR TRANSIT PRIOR TO DESPATCH FROM THE PORT.**
- Export orders shipped on Delivered of CFR/CIF terms are issued under British Steel's Marine Open Cover policy. Any claims for damage during transit or on arrival should be made under the agreed CPA (Claims Payable Abroad) procedure.
  - Intermediate stevedores, shipping lines and carriers must be put on notice so as not to prejudice underwriters of recovery.
  - Re-strapping/bundling may be sufficient safe stowage of the cargo.

#### **Rust**

- Material should be checked for *excessive* rust if stored inside or under sheets.
- Any material with signs of excessive rust should be identified and British Steel informed prior to movement/shipment to allow for technical inspections to take place.

#### **Notes**

**Steel should not come into contact with any of the following:**

- Reactive materials (chloride or sulphur bearing): coal, iron ore, phosphates, fertilisers, rock salt, acids, sugar
- Wet or damp material of any type
- Industrial wastes
- High alkaline materials such as caustic soda, cement.

## **BRITISH STEEL**

### OPERATIONS MANUAL



## Chapter 7

### Tipping Operations

## Chapter 7: Tipping Operations

British Steel require that all tipping activities will be carried out in a controlled and safe manner. The rules contained in the Site Tipping Card must be adhered to at all times.

Tipping Operators must brief drivers of vehicles on the contents of the card (shown below and in more detail overleaf), which should be carried in the cabs for inspection. British Steel management reserve the right to inspect tipping cards

The Tipping Card should be used in conjunction with site and local induction rules and delivery plans.

Cards are available from British Steel should a driver or operator not have a copy.

See attached PDF: [Safe Tipping Instructions](#)

## **BRITISH STEEL**

### OPERATIONS MANUAL



## **Chapter 8**

### Administration

## Chapter 8: Administration

### Health Safety and Environment

When working for British Steel all employees of contract logistics service providers are expected to work safely. The supplier is required to ensure all staff are fully trained and competent. The service provider must establish and implement measures to safeguard employees, third party contractors, visitors etc. against health and safety risks. Risk assessments, near miss reports, hazard reporting and personal safety monitoring are examples.

Safe working and environmental procedures and practices must be adhered to at all times.

### Conditions of Contract

It is the responsibility of the service provider to adhere to the British Steel conditions of contract at all times:

- BRITISH STEEL UK PURCHASE TERMS FOR THE PURCHASE OF GOODS AND SERVICES – JULY 2007 (REVISED June 2016)
- BRITISH STEEL UK GENERAL CONDITION FOR CONTRACTS OF SERVICE WITH TRANSPORT OPERATORS CC12 - FEBRUARY 1997 (REVISED JUNE 2016).

NO TERMS OR CONDITIONS ENDORSED UPON, DELIVERED WITH, OR CONTAINED IN THE SELLER'S ACKNOWLEDGEMENT OR ACCEPTANCE SHALL FORM ANY PART OF THE CONTRACT. THE SELLER WAIVES ANY RIGHT, WHICH IT MIGHT OTHERWISE HAVE TO RELY ON SUCH TERMS AND CONDITIONS.

A COPY IS AVAILABLE FROM OUR WEBSITE AT  
[HTTP://WWW.BRITISHSTEEL.CO.UK/EN/REFERENCE](http://www.britishsteel.co.uk/en/reference)

**YOU CAN ALSO REQUEST A COPY BY EMAIL FROM [BRITISHSTEEL.CO.UK](mailto:BRITISHSTEEL.CO.UK)**

### Stock Control Systems

It is the responsibility of the service provider to maintain systems showing that material has been checked and signed for and that stock can be readily retrieved.

The service provider is required to have procedures in place for damaged / mill held material to ensure that:

- Such material is not despatched to the final customer
- That any corrective action takes place.

Where British Steel supported IT systems are used the service provider must ensure that the systems are operated and updated correctly.

System faults or errors should be reported to the British Steel IT help desk and an incident number obtained. Appropriate priority should be agreed for remedying the fault

## Chapter 8: Administration

### **Examples of British Steel Supported Systems**

- Warehousing & Storage Operations (on British Steel site activities)
- Warehousing & Storage Operations (off British Steel site activities)
- External Transport Operations

### **Sections – Systems used:**

- Roster
- BWS
- UKMT
- British Steel / XPO and British Steel/P&O Platforms

### **Rods – Systems used:**

- SOP
- UKMT
- British Steel / XPO and British Steel/P&O Platforms

### **Semi Finished Products – Systems used:**

- BBM Mainframe Session
- UKMT
- British Steel / XPO and British Steel/P&O Platforms

### **Shipping / Port Operation: (All Products)**

- GENESIS
- UKMT
- TEXAS



## **Chapter 8: Administration**

### **Reporting and Measurement**

Review meetings are held every 3 months with selected key logistics contractors employed in the storage and transportation of British Steel products against an annually published timetable determined by the responsible Departmental Manager / Contract Manager.

Suppliers must be able to provide statistical data in written and graphical format covering operational performance of product / service provided.

1. Title Page – Contractor, Works, Mill and Reporting Period Data
2. Health/Safety & Quality – Summary, Injuries/Incidents, QA or Class C Audits
3. Executive Summary – Author, Statement of Intent, Data Source/Reliability, Summary from Report, Summary of Key Actions
4. Action Points – Summary and Status of Previous Quarter, Owner Allocation and Completion Date
5. Customer Service – Summary, Delivery Performance (Booked Vs Delivered/Failures), Delivery Analysis (of Failures)
6. Stockholding – Summary, Stock Levels, Handled Volumes
7. Delivery Analysis – Summary, Total Loads / Tonnage Delivered, Average Payloads (Rail/Road), Cap Loading Penalty Analysis
8. On-Works Movement – Summary, Total Loads / Tonnage Shunted, Average Payloads, Back to Mill Analysis
9. Period Comparisons – Summary, Delivery Performance / Failures, Average Stock Levels, Back to Mill Analysis, Shunted Tonnages
10. Improvement Opportunities – Operations, Customer Service, Financial
11. Conclusions
12. Appendices

## **BRITISH STEEL**

### OPERATIONS MANUAL



## Appendices

*N.B. These appendices are stored separately in Communal drive\Quality Manuals folder*

**Appendix 1    BRITISH STEEL UK PURCHASE TERMS FOR THE PURCHASE OF GOODS AND SERVICES – JULY 2007 (REVISED June 2016)**

A copy is available from our website at

[WWW.BRITISHSTEEL.CO.UK/REFERENCE/](http://www.britishsteel.co.uk/reference/)

**Appendix 2    BRITISH STEEL UK GENERAL CONDITION FOR CONTRACTS OF SERVICE WITH TRANSPORT OPERATORS CC12 - FEBRUARY 1997 (REVISED SEPTEMBER 2010)**

**NO TERMS OR CONDITIONS ENDORSED UPON, DELIVERED WITH, OR CONTAINED IN THE SELLER'S ACKNOWLEDGEMENT OR ACCEPTANCE SHALL FORM ANY PART OF THE CONTRACT.**

**THE SELLER WAIVES ANY RIGHT, WHICH IT MIGHT OTHERWISE HAVE TO RELY ON SUCH TERMS AND CONDITIONS.**

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You can also request copies of the above documents by e-mail from

[BRITISHSTEEL.CO.UK](mailto:BRITISHSTEEL.CO.UK)

**Appendix 3    Lifting Guidelines – Appropriate Handling Limits for Different Products (QA Document: SHAH-62PH5N [Rev: 5])**