

Best Practice

Checklist For A Safe Transport

Date: 25th November 2019

Related: Transport of heavy- and oversized Wind Turbine components

Before transportation		Checked / Risk assessed
1.	Ensure you understand the route and have identified all areas where special assistance from the pilot cars is required. If there are any doubts please contact transport manager.	
2.	Areas where manual steering is required must be identified and assessed before the transport takes place. These points should be communicated to the driver and steersman beforehand. Ideally they should have knowledge of these points and the expected alignment that they have to take.	
3.	The point of manual steering should only be considered at restricted pinch points on the route. It must not be considered as normal practice or allowed to be used on a continuous basis. This can lead to mechanical failure.	
4.	A common language or signals must be understood between driver and steersman before operations are undertaken	
5.	30 minutes prior to arrive one member of the transport team must notify the site manager of their imminent arrival.	
6.	If this is the first time a staff members are entering the site, they must immediately notify site manager and be given site induction. Otherwise the convoy must stop in a convenient location and wait for instructions from the site manager.	
7.	Current weather conditions must be assessed each day prior to transporting. If you are unsure please contact the transport manager.	
During transportation		Checked / Risk assessed
8.	The site is restricted to authorised personnel only. The driver must not bring unauthorised persons on to the site.	
9.	The transport is not allowed to move from the parking area before the Permit to Transport is issued by site officials and handed to the drivers, who must confirm that the transport requirements are met.	
10.	When the truck is moving the driver must always wear his seatbelt.	
11.	The driver of the truck must not deviate from the middle of the site road under any circumstance. If the convoy is blocked the driver must stop the vehicle in the middle of road and wait for further instructions from the site manager.	



12.	Permanent radio contact must be maintained between the driver of the Truck and the steersman of the trailer. If communication is lost, the convoy must halt immediately.	
13.	Backup communications (ie: spare battery or Mobile phone) must be readily available	
14.	If the gradient or the bending of the site road threatens the stability of the load and the truck, the driver must stop and wait for further instructions from the site manager.	
15.	While driving forward, the steersman may be a passenger in the escort car (must not be the driver) or may stand on a special platform attached to the rear of the trailer.	
16.	Whilst reversing, the steersman must not be allowed to steer neither from inside the escort car nor when standing on the platform.	
17.	In every case where driving forward requires very special attention and always whilst reversing, the steersman must be on the ground, take a safe position from where he has good visibility of the site road and the rear steered wheels of the trailer. He must be in permanent radio contact with truck driver.	
18.	The driver and steersman must assess the unloading area for suitability prior to positioning the trailer.	
19.	On the signal from the crane operator the driver will position the trailer as instructed, apply the parking brake, exit the vehicle and take a safe position whilst unloading takes place.	
20.	Working at height: When working over 2m from the ground, the driver and steersman must use a harness, according to the training given, and take great care.	
21.	Current weather conditions must be assessed during the on-site transporting. If you are unsure please contact transport manager.	
Manual Steering of Trailer equipment		Checked / Risk assessed
	MUST	
22.	The Steersman's only task must be to navigate the trailer when manual steering is in operation.	
23.	Clear visibility must be available for manual steering operations to take place.	
24.	If manual steering in hours of darkness, Temporary lighting must be provided at the points where manual steering is being performed.	
25.	When on Wind Farm sites, manual steering operations must be carried out on level firm ground (no gradients).	
26.	Trailers that have a manual steering option and have no operating platform must also be fitted with a safety device that automatically makes the trailer disengage the manual option and revert to automatic steering when operating above 15kph.	
27.	Steersman must have access to both sides of the vehicle whilst operating the manual steering in order to maintain visual assessment of the alignment of the trailer, load and projections with the road surface and various obstacles that need to be navigated or avoided.	

28.	When reversing in manual steer mode, the steersman must take a safe position from which he has good visibility of the trailer axles and load and if possible within direct view of the driver. He must be in permanent radio contact with the driver.	
	MUST NOT	
29.	Steersman must not be allowed to multi-task, for instance is used as a Pilot car driver at the same time as steering the trailer. This can lead to loss of concentration on the important job of navigating the trailer at critical points.	
30.	Steersman must not be allowed to continuously steer the trailer equipment for long distances or long periods of time, due to fatigue and levels of concentration required.	
31.	Areas where repeat performance of manual steering takes place requires continuous assessment of the Truck driver and steersman's behaviour. Complacency must not be allowed to develop. Example, They only had to do a very small amount of steering last time, so this next time they will try without, or; last time they did it slowly, but next time they go quicker.	
32.	Trailers must not be operated on manual steering mode above walking speed.	
33.	Unless the trailer is of a design, the steersman must not ride on the trailer whilst manual steering is in operation.	
34.	Manual steering must not be operated on steep gradients (uphill or downhill) as the steersman's speed is impaired and fatigue/exhaustion can affect the steersman's dexterity to operate.	
35.	Where road modifications have not been progressed or is insufficient, or any obstacles have not been removed, then manual steering must not be attempted. The convoy must stop and alert management of the situation.	
After transportation		Checked / Risk assessed
36.	Once the slings, chains etc. have been attached and the crane has taken up the slack, the driver will remove his lashing equipment and step clear of the load prior to the movement by the crane.	
37.	Once the component has been positioned on the designated area on site and on the crane operator instruction, the driver will drive off the unloading area and find a safe and suitable place to retract the trailer if required.	
In case of an Emergency		Checked / Risk assessed
38.	In case of an emergency situation, proceed according to the Emergency Response & Recovery plan.	
39.	Any accident or incident must be reported immediately to site manager	

Signature and Date
Driver

Signature and Date
Steersman