

Black Mountain Complex

BMM-HSE-SEC-SOP-0019 Speed Trailer Towing Procedure

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BMC-HSE-SEC-SOP-0001	BMM-HSE-SEC-SOP-0019	Standard Operating Procedure	Approved
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❖ **Change History**

Modified Date	Version	Modified by	Description of change

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❖ Definitions and Abbreviations

Word / Phrase / Abbreviation	Definition
PEME	PEME is an acronym used in Black Mountain Mining and has the following meaning: - People, - Equipment, - Materials, - Environment, The use of this in written documentation helps to comply with Resources Clause 7 – ISO 9001, ISO 14001 and ISO 45001. It is advisable to include in all written documentation.



1. Safe Work Procedures

Please refer to and review the equipment manual prior to performing maintenance or operating for safety features, instructions and manufactures information for the specific machine.

2. Introduction

Trailers range in size and application, however, they have common safety concerns.

3. Pre-Use Inspection

Do a walk-around of the trailer to ensure all items are present and in working order.

- Use the Trailer pre-start as indicated below: This can be found on:
<https://one-vzi.co.za/sites/vzi/dms/SitePages/Search.aspx>

Document No: BMM-ENG-TMM-CHL-0035	
Rev: 1	
Go	GO
No Go	STOP
Go But	⚠
Mark with 'X' in applicable block	

vedanta
Trailer Pre-Start Checklist
CHECKED ITEMS TO BE MARKED (TICK) IN PEN

OPERATOR NAME COMPANY ID / COY NUMBER

REGISTRATION NUMBER DATE

EQUIPMENT NUMBER

EQUIPMENT	Go	No Go	Remarks
1 Roadworthy condition- License disk	GO	STOP	
2 BMM Authorisation licence disk (red/yellow)	GO	STOP	
3 Load capacity and certificate to prove design for load capacity	GO	STOP	
4 Equipment number indicated	GO	STOP	
5 Safety Chain/Sling	GO	STOP	
6 Reflective red tape- back	GO	STOP	
7 Reflective yellow tape-full length side	GO	STOP	
8 Wheel nuts and rim	GO	STOP	
9 Tyre condition	GO	STOP	
10 Lights (back/indicators/brakes lights)	GO	STOP	
11 Gooseneck Condition/Attachment	GO	STOP	
12 Wheel Nuts Indicators	GO	STOP	
13 Trailer Condition	GO	STOP	
14 Brakes/Hand Brake	GO	STOP	
15 Visual condition of welding works	GO	STOP	
16 Fire Extinguisher (when transporting flameble materials)	GO	STOP	

Comments:

Inspected by: _____ Signature: _____ Date: _____

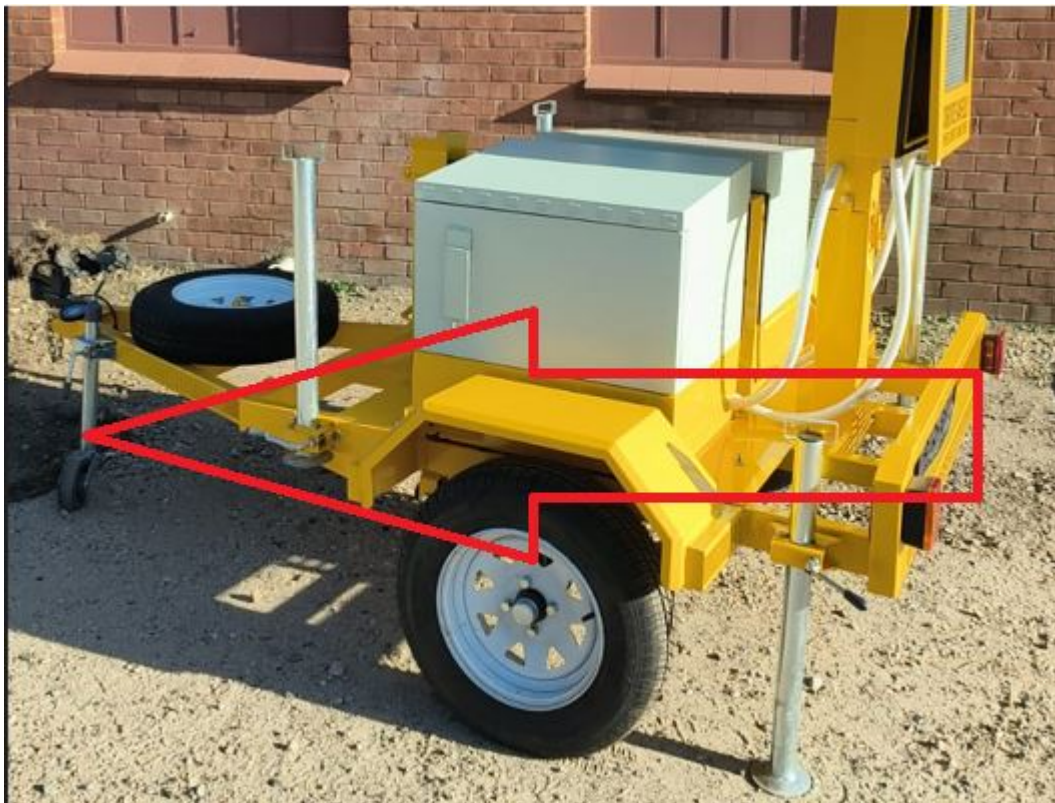
Do not use the trailer if anything is deficient. Report all problems immediately.

Do a proper Risk Assessment (Smart Start HIRA) before any work commences.

Retract or Secure the Solar Panel

- **If the solar panel is mounted on a tilt frame:**
 - Retract or fold it down into the **transport (flat) position**.
 - Use locking pins, straps, or bolts as per manufacturer specs to secure it.
- ---
- **Upon Arrival at New Location**
 - Unfold and tilt the solar panel (if applicable).
 - Extend the radar mast and position the display toward traffic.
 - Power on the system and perform a functional check.

4. Hooking Up a Trailer



- Check the vehicle and hitch ratings to make sure the tow vehicle is appropriate for the trailer and the load.
- Check the ball and hitch correspond with each other.
- Use the Jockey wheel to raise the trailer hitch to the proper level.
- Have somebody help you back in the vehicle (if available).
- Close the latch and secure the pin.

- Hook up the chains over the ball of the vehicle used for towing.
- Attach the electrical plug.
- Check that trailer ball and hitch are seated properly by giving a tug test and wheel bearings are sufficiently.
- Raise the Jockey Wheel and Outriggers and tighten them.
- Check and test lights of trailer if operational, indicators, park lights and brake lights.

5. Towing

- Adjust your turning radius to address the path of the trailer.
- Depending upon the weight of the trailer, you will need extra room to stop. Allow for extra braking distance.
- You should never drive at excessive speeds; however, this is particularly important when towing a loaded trailer as you could easily lose control or not be able to stop in time to avoid an accident.
- Do not exceed 20km/h when you are towing the trailer.

6. Unhooking a Trailer



- Lower the Outriggers so the trailer does not move after being detached.
- Lower the jockey wheel to the ground and tighten the bracket holding the jockey wheel in place.

- Use the jockey wheel to lift the trailer off, while pressing the release pin on the hitch, of the ball whilst pulling the trailer's hitch release pin.

7. Backing up a Trailer

Backing up a trailer can be difficult for the inexperienced.

7.1 Practice if Inexperienced

- If inexperienced with backing up trailers, practice without passengers in a controlled environment when not under pressure.

7.2 Coworker Assistance

- It is recommended that a co-worker guide the driver when backing up the trailer. Ensure there is clear verbal communication established. (always try to prevent reversing with trailer)
- Ensure that all unnecessary personnel and equipment are out of the area prior to backing up.

When backing up a trailer, using clear and consistent hand signals is critical for safety and communication—especially between the driver and a spotter. Here are **standard trailer backing hand signals** that spotters commonly use:

General Guidelines for Spotters

- Always stay visible in the driver's side mirror.
- Use large, deliberate motions.
- Establish signals with the driver before starting.
- Stop the operation if eye contact is lost.

Standard Backing Hand Signals

Signal



Stop

Straight Back

Turn Right (Driver's Right)

Turn Left (Driver's Left)



Slow Down

Come Toward Me (Back Up)



All Stop / Emergency

Meaning

One arm up, palm toward driver. (Use both arms for emphasis)

Both hands pointing down, moving up and down in unison

Right arm extended out, sweeping or pointing to the right

Left arm extended out, sweeping or pointing to the left

Both hands out, palms down, moving up and down slowly

Palms facing inward, motioning toward your body repeatedly

Cross both arms in an "X" above your head



Best Practices

- Use a **two-way radio** if available.
- Spotter should wear a **high-visibility vest**.

- Use **flashlights or illuminated wands** at night.
- Never walk between the truck and trailer while backing.
- Always **agree on signals before starting**.

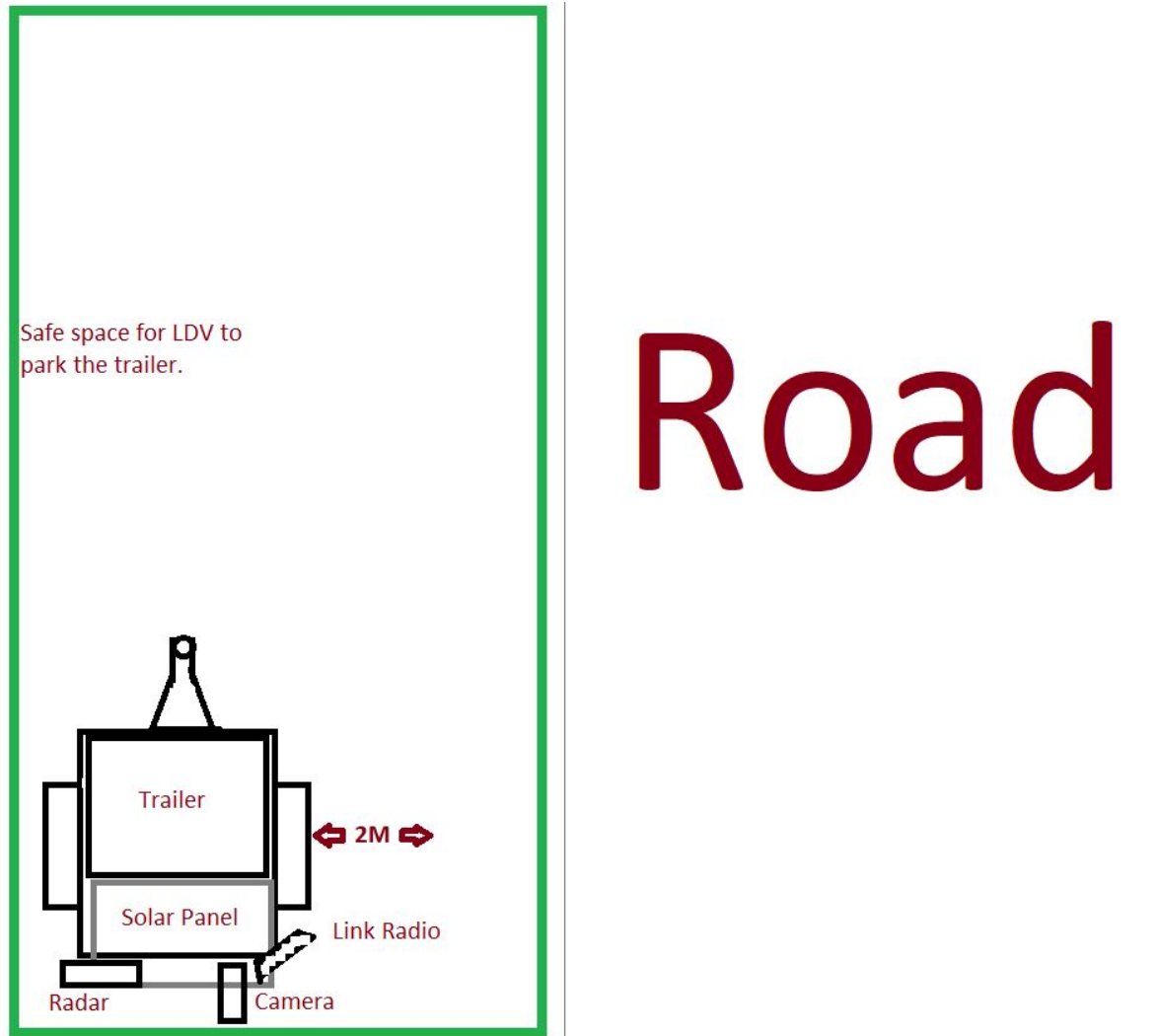
7.3 Backing Up Solo

- If backing up without a guide, pick points of reference prior to backing up to track progress; if in doubt, get out and reassess the situation before continuing.

7.4 Jack-Knife Awareness

- Do not jack-knife trailers when backing up; if trailer begins to jack-knife, pull ahead to straighten trailer and attempt to back up further – it will only get worse.

8. Trailer Position setup



Speed Camera Trailer Positioning Procedure (2 Meters from Road)

8.1 Site Assessment & Pre-checks

- **Verify location** with Client request.
- Check **line of sight** and ensure visibility of both the **trailer and signage**.
- Ensure the surface is **stable, level, and not obstructed** (no loose gravel, mud, or vegetation).
- Confirm **legal requirements**, such as distance from intersections, pedestrian crossings, or private driveways.

8.2 Positioning the Trailer

- **Park safely** on the roadside shoulder or access point.
- **Measure 2 meters** from the **edge of the carriageway** (road surface) to the **closest point of the trailer**.

- Use a **measuring tape** or **pre-marked pole**.
- Align the trailer **parallel to the road**, ensuring camera lens faces the correct traffic direction.
- If using an extendable camera mast or arm, ensure **no overhang above the road**.

8.3 Stabilization

- Deploy **stabilizer legs** and insert **Stop blocks**.
- Double-check the trailer is level, using a **spirit level** if needed.

8.4 System Setup & Calibration

- Power on the speed camera system.
- Ensure the Solar Panel is pointing downward to the east/northeast. (Risk Assessment and Ladder needed- Follow normal working procedure).
- Verify:
 - **PTP link to network**
 - **The system is charging**
 - **Camera angle and focus (Control room to log in)**
- Ensure camera is **targeting the correct lane** and speed detection is accurate.

8.5 Visibility & Compliance

- Check the **camera trailer is visible from a sufficient distance** (typically >20m).
- Avoid obstructing:
 - **Pedestrian paths**
 - **Driveways**
 - **Emergency access points**

8.6 Documentation

- Record:
 - Risk Assessment before work start.
 - Pre-start inspection of LDV as well as Trailer pre-start inspection
- Take **photographs** of the trailer in position, including measurement to the road and give feedback on the work WhatsApp group.

8.7 Final Safety Check

- Walk around the trailer to check for:
 - Loose cables
 - Obstructions
 - Hazards to pedestrians or vehicles

9. Lower Boom on Speed trailer operating procedure.

NB: The boom does not need to be tilted when moving the trailer.

To safely **lower the boom** on a **speed camera trailer** where the camera is mounted, you must follow a **standard operating procedure (SOP)** to avoid damaging equipment or injuring personnel. Here's a general procedure (always refer to your specific trailer model's manual for exact steps):

General Safety Precautions

- Before work starts do a risk assessment.
- Ensure area is **clear of people, traffic, and overhead obstructions**.
- Wear **PPE** (high-vis vest, gloves, safety boots, etc.).
- Check weather conditions—**avoid high wind** during boom operation.

Procedure: Lowering the Boom on a Speed Camera Trailer

1. Secure the Work Area

- Park in a safe, flat location.
- Deploy **wheel chocks** and engage **trailer brakes**.
- Use traffic cones/barriers if near roadways.

2. Power Down the Camera System

- Access the control panel.
- Power down the **camera and recording system** as per system shutdown protocol.
- Confirm all recordings are saved or uploaded.

3. Disengage Locking Mechanisms

- Locate and **release any mechanical locks or pins** that secure the boom in its upright position.

- o Some trailers have **hydraulic or electric actuators**; ensure controls are unlocked.

4. Lower the Boom

- o Ensure that you are two or more employees.
- o Loosen the two screws preventing the boom from tilting whilst the other employees hold the boom right up.
- o Lower the boom **slowly and steadily**, keeping an eye on alignment and stability.
- o Ensure no cables or connectors get caught or strained.

5. Secure the Boom

- o Once fully lowered, screw in the bolt holding the boom secure.
- o Double-check all securing points.

6. Final Checks

- o Verify that:
 - The boom is **fully stowed**.
 - No loose parts or obstructions exist.
 - The **camera is protected** (covered or stored as required).

10. Validity and Document Management

10.1 Document Validity

This SOP is effective from 2025/07/23 and was last reviewed on 23-07-2025. This SOP will be reviewed every 2 Years.

10.2 Document Management

- 10.2.1 This SOP replaces any other SOP issued earlier by BMM to the extent specifically covered here. This SOP should be followed in letter and spirit.
- 10.2.2 BMM is committed to continuously reviewing and updating policies and procedures, based on the Entity's risk assessment and shall incorporate for any regulatory requirement which is required to do so.
- 10.2.3 Any amendment to this SOP or issue of any guidance or circular etc. under this procedure must be approved in writing by the approving authority as listed in this document.
- 10.2.4 BMM reserves the right to withdraw, modify or revise the SOP as a whole / partial without providing any justification for the same. On revision, it should be duly communicated to the personnel involved.
- 10.2.5 If compliance with this SOP ever conflicts with the applicable law, regulation, directives issued by the statutory and or regulatory authority, then compliance must be ensured with the law.
- 10.2.6 To ensure compliance or to address any known conflicts with the law or to address any specific local requirements, BMM may adopt local sub-procedures which shall be by way of addendum to this SOP and which shall be approved by the approver of this SOP. Proposing of such addendum shall be the responsibility of the respective Entity's competent authority who is at an equivalent level with the SOP owner as set out in this document.

10.3 Violation of Sop

- 10.3.1 BMM follow a "Zero Tolerance Policy" with respect to non-compliance with this SOP and/or any other SOP / guidance issued by BMM and its constituent Entities.
- 10.3.2 Violation of this SOP is subject to appropriate disciplinary actions which may include but not limited to termination of employment. This determination will be based on the facts and circumstances of each situation. Any accused of violation of this SOP will be given an opportunity to present their case prior to any determination of appropriate disciplinary actions. Violation of this SOP may also be subject to substantial civil damages, criminal fines and prison terms.
- 10.3.3 Each employee is responsible for ensuring that their conduct and the conduct of anyone reporting to them shall fully comply with this SOP. Compliances, both personal and by subordinates, will be a factor in periodic performance appraisals.

10.4 Disclaimer

- 10.4.1 This SOP issued by BMM is for internal compliance and does not create, nor shall it be construed to create, directly or implicitly, any rights, duties or obligations of BMM to any person, body or legal Entity.
- 10.4.2 This document and its contents are the copyright property of BMM. The release of this document to any third party outside BMM is strictly prohibited without prior consent.

11. Review and Approval

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This document was approved (in sequence) by the individuals above using electronic approval in our Document Control System.

Final approval status: **Approved**

Approvals were done electronically.

❖ **Annexures / Appendix**