

[LOGO]	Contractor: [COMPANY NAME]	Reference: COMPANY STANDARD PROCEDURES
Document Title: MATERIAL HANDLING PROCEDURE		Document no: [CSP - 00]
		Revision: 00

MATERIAL HANDLING PROCEDURE

TEMPLATES ASSOCIATED WITH THIS PROCEDURE IS EXCLUDED AS IT FORMS PART OF THE QUALITY CONTROL PACKAGE

REVISION RECORD

These procedures are issued under the authority of the Managing Director and apply when carrying out these activities described. Revisions may be issued from time to time, as necessary, under the authority of the Quality Control department. Revisions will be recorded on the revision schedule, which will be issued with the revised pages.

Rev.	Date	Description	Prepared by	Checked	Approved
00	22-May-13	Initial Issue	XXXX	XXX	XXX

UNCONTROLLED COPY

This Document is the property of [Company Name].

This document is for internal use only. Its reproduction is prohibited unless authorized by [Company Name]

[LOGO]	Contractor: [COMPANY NAME]	Reference: COMPANY STANDARD PROCEDURES
Document Title: MATERIAL HANDLING PROCEDURE		Document no: [CSP - 00]
		Revision: 00

CONTENTS

1.	SCOPE.....	3
2.	GENERAL	3
2.1	APPLICABILITY	3
2.2	PROCEDURE RESPONSIBILITY.....	3
2.3	INSPECTION, STORAGE AND HANDLING RESPONSIBILITY	3
3.	PROCEDURE.....	3
3.1	ITEMS SUPPLIED BY THE COMPANY	3
3.2	CLIENT SUPPLIED MATERIALS (FREE ISSUE)	7
3.3	STORAGE.....	8
3.4	HANDLING.....	8
3.5	LOADING, OFF-LOADING AND STACKING OF STRUCTURAL STEEL.....	8
4.	DOCUMENTATION AND RECORDS	9
5.	TEMPLATES	9
	TEMPLATE 1 – DELIVERY INSPECTION REPORT	10
	TEMPLATE 2 – STORAGE INSPECTION REPORT.....	11
	TEMPLATE 3 – STORAGE REQUIREMENTS	11
	TEMPLATE 4 – BULK CEMENT DELIVERY REPORT.....	13
	TEMPLATE 5 – WELDING CONSUMABLE CONTROL REGISTER.....	14
	TEMPLATE 6 – DAILY TOOLS ISSUE REGISTER	15

UNCONTROLLED COPY

This Document is the property of [Company Name].

This document is for internal use only. Its reproduction is prohibited unless authorized by [Company Name]