

	TIRE CHAIN STORAGE PROCEDURE			
	CODE:	Revision:	Approval Date:	Author
CA-PR-LOG-06	1	05/10/2023	Robert Kunde	1 of 1

1. PURPOSE OF THE PROCEDURE (PLAN):

- Sort and store tire chains at Whitehorse yard

2. RESPONSIBILITIES (PLAN):

JOB POSITION	RESPONSABILITIES IN THIS PROCEDURE
Expeditor	Measure, sort, hang and paint tire chains
Warehouse staff	Remove tire chains from vehicle on return to Whitehorse
Shop foreman	Oversee and verify procedure is followed properly

3. PROCEDURE STEPS (DO - CHECK):

3.1 – returning tire chains

- Warehouse staff will remove tire chains from all drill trucks returning from the field.
- All tire chains that are removed from a vehicle or found otherwise will be placed in “to be sorted bin” by the chain rack.
- Expeditor will sort all chains in “to be sorted bin” every Monday and Wednesday morning.
- Tire chains are measured on the tire chain gauge.
- They are hung in the appropriate section as determined by gauge.
- All chains in the 17” section will be painted red.
- All chains in the 18” section will be painted blue.
- All damaged chains will be disposed of in the scrap metal bin.

3.2 – sending out tire chains

- Check tire size of truck needing tire chains.
- All drill trucks should have either 265/70/17 (red) or 275/70/18 (blue) tires.
- Remove chains from rack and verify size on gauge.
- Place in vehicle or tag them with unit # prior to shipping.
- If no used chains are available shop Forman will source new chains

4. REFERENCE DOCUMENTS:

Author	Description of changes:	Versión Control:	Date:
Robert Kunde	Version 1.0	1.0	23/11/22