

RDF LOGISTICS 7425 INDUSTRIAL PARKWAY LORAIN,OHIO 44053

SECUREMENT & TRAINING
MANUAL

PHONE

440-282-9060

800-526-1816



SINGLE COIL (EYE TO SIDE)

PLEASE SEE PAGE 1 & 2 (FIGURES 3,4,5 & 6) FOR SECUREMENT REQUIREMENTS.

NOTE: 4X4 BEVELED WOOD IS MANDATORY FOR LOADING SINGLE COILS.

RDF SINGLE COIL LOADING & SAFETY REQUIREMENTS

Figure 3 & 4

- 1. Coil racks (3 Coil Racks) Not Outside the coil.
- 2. Place lumber on coil rack. (2 4 X 4 Beveled Lumber)
 - 3. Lie down rubber mats (1 4' X 4) or (3 Strips)
 - 4. Secure chains according to specifications.
 - 5. Figure #3 10,000 20,000 Pound Coil (3 Chains)
- 6. Figure #4 20,000 30,000 Pound Coil (4 Chains)
- 7. Use waterproof plastic bag and edge protectors where needed. (1 Bag) (8 Edge protectors)

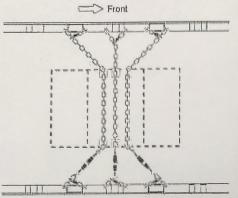


Figure 3. Securing a 10,000-20,000 pound coil.

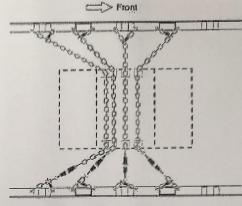


Figure 4. Securing a 20,000-30,000 pound coil.

EYE TO SIDE COIL REQUIREMENTS

Figure 5 & 6

- 1. Coil racks sit on the rubber mats (6 Coil Racks) Not Outside the coil.
 - 2. Place lumber on coil rack. (2 4 X 4 Beveled Lumber)
 - 3. Lie down rubber mats (1 4 X 4) or (3 Strips)
 - 4. Secure chains according to specifications.
 - 5. Figure #5 30,000 40,000 Pound Coil (5 Chains)
 - 6. Figure #6 40,000 50,000 Pound Coil (6 Chains)
- 7. Use waterproof plastic bag and edge protectors where needed. (1 Bag) (12 Edge protectors)

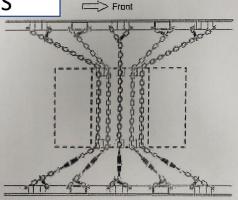


Figure 5. Securing a 30,000-40,000 pound coll.

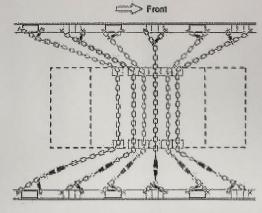


Figure 6. Securing a 40,000-50,000 pound coil.

RDF Driver Signature

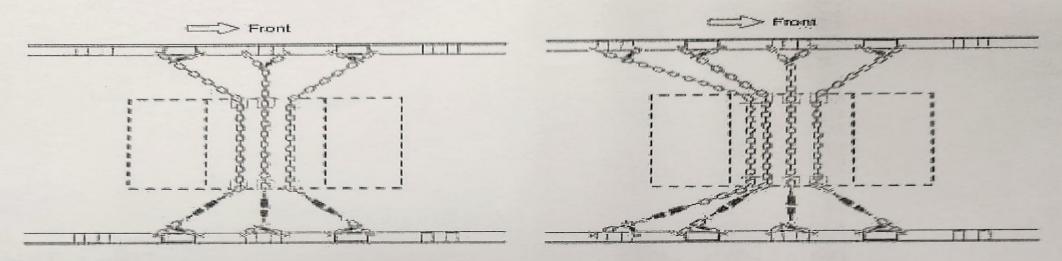


Figure 3. Securing a 10,000-20,000 pound coil.

Figure 4. Securing a 20,000-30,000 pound coil.

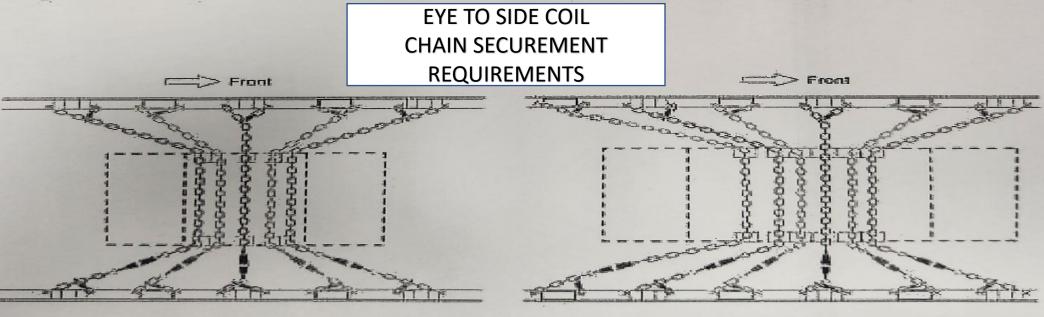


Figure 5. Securing a 30,000-40,000 pound coil.

Figure 6. Securing a 40,000-50,000 pound coil.



LOAD THE COIL IN CENTER OF TRAILER.

SEE NEXT PAGE ALSO FOR CENTER
LOADING.



MAKE SURE YOU STAND BEHIND YOUR TRAILER DURING LOADING TO CENTER THE COIL WIDTH WISE ON TRAILER.



48,000 LBS COIL (SHOWN IN PICTURE) REQUIREMENTS

6 CHAINS / 2 – 4X4 BEVELED WOOD / 6 COIL RACKS / 8-12 EDGE PROTECTORS / COIL BAG / RUBBER MATTING OR STRIPS

TARP.



ALL COIL RACKS MUST BE INSIDE COIL.

COIL MUST BE CENTER.













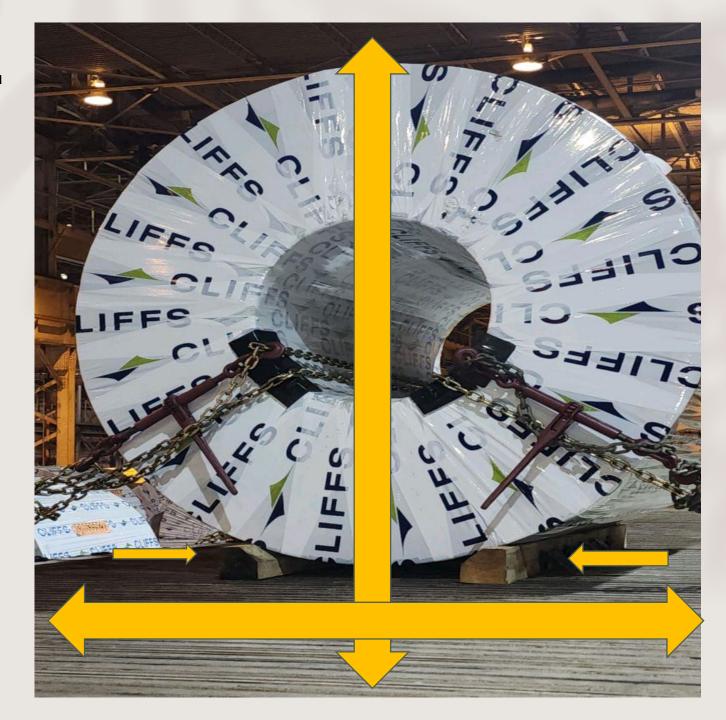


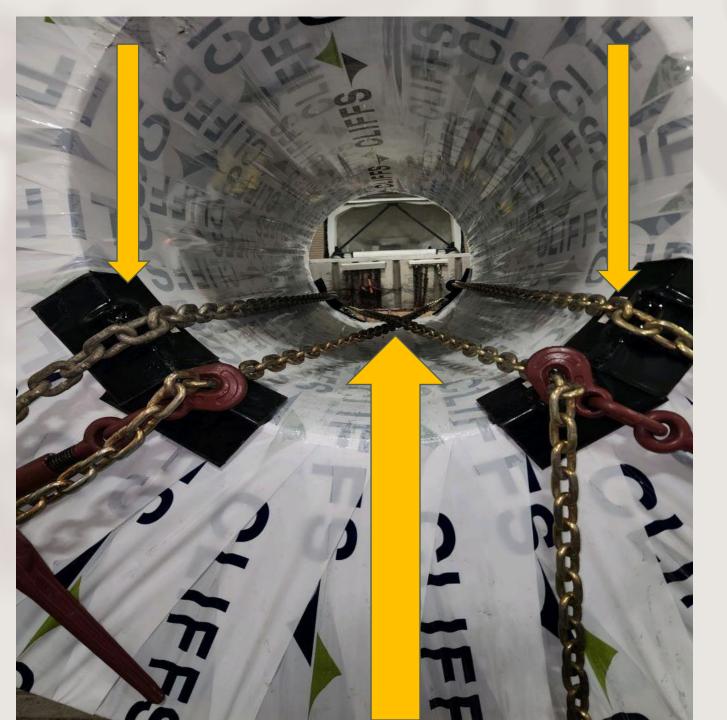
- EYE TO REAR (SHOTGUN) SINGLE COIL
- 20,000LBS 30,000LBS
- 3 COIL RACKS / 2- 4' BEVELED 4X4 WOOD / 4 CHAINS / 3 STRAPS / 8 METAL WITH RUBBER BACKED EDGE PROTECTION.
- 30,000LBS 50,000LBS
- 5 COIL RACKS / 2- 4' BEVELED 4X4 WOOD / 4 CHAINS / 4 STRAPS / 8 METAL WITH RUBBER BACKED EDGE PROTECTION.



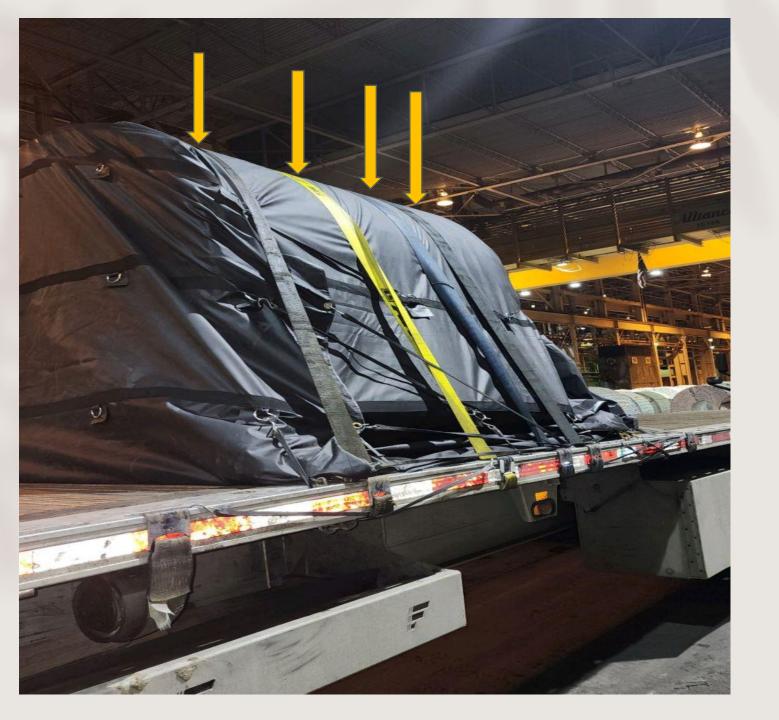
LOAD COIL IN CENTER OF TRAILER WIDTH WISE & LENGTH WISE.

NOTE: 4X4 LUMBER IS MANDATORY ON ALL COILS.





2 CHAINS MUST BE SECURED IN A X POSITION. THE OTHER 2 CHAINS MUST BE SECURED IN HORSESHOE POSITION.MAKE SURE YOU HAVE STEEL EDGE PROTECTION WITH RUBBER BACKING.



EYE TO REAR COIL

ALL COIL LOADS ARE TARPED UNLESS AUTHORIZED BY DISPATCH.

- 30,000LBS 50,000LBS (IN PICTURE)
- 5 COIL RACKS / 2- 4' BEVELED 4X4
 WOOD / 4 CHAINS / 4 STRAPS / 8
 METAL WITH RUBBER BACKED EDGE PROTECTION







ONE CHAIN MUST BE POSITION
OVER CENTER OF COIL. MAKE
SURE YOU HAVE A METAL WITH
RUBBER BACKING EDGE
PROTECTION TO PREVENT
DAMAGE TO COIL.



MAKE SURE YOU COVER THE
EDGES WITH MOVING BLANKET
OR RUBBER BEFORE TARPING.
THIS PREVENTS THE TARP
FROM GETTING TORE UP.



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6/6/2023 Sample Footer Text



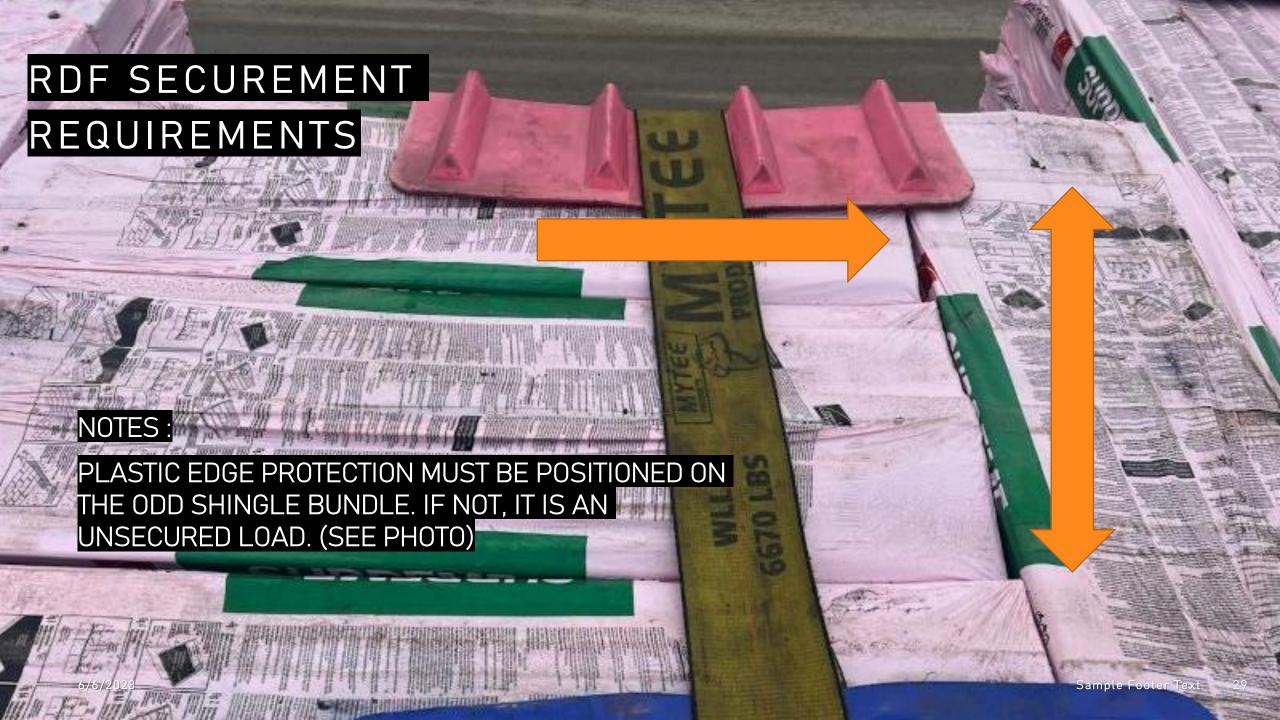












ROLLED ROOFING

12 TO 14 4" STRAPS / 20 PLUS 24" PLASTIC EDGE PROTECTION / 4 – 2" RACHET STRAPS





START LOAD IN MIDDLE OF TRAILER. IF THERE IS A SINGLE SKID ALWAYS PUT IT IN CENTER OF TRAILER.



LAST SKIDS MUST HAVE 2 STRAPS.



THE FIRST & LAST ROW OF SKIDS MUST HAVE 2 STRAPS AND EDGE PROTECTION PER PICTURE. EVERY SKID AFTER THE FIRST ROW HAS 1- 4" STRAP AND EDGE PROTECTION.



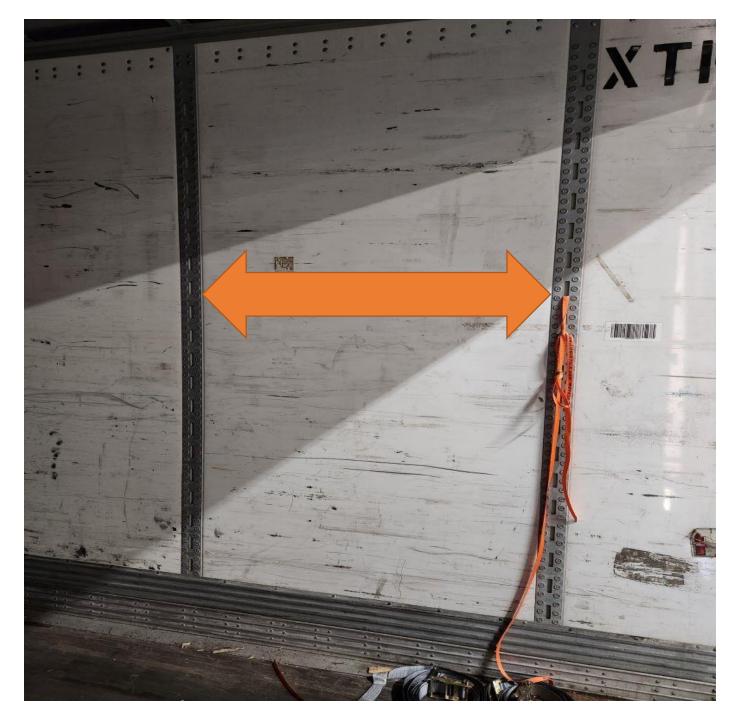
ALL LOADS OF ROLLED ROOFING MUST BE TARPED FOR SAFETY.

MUST BE X ON FRONT OF ALL ROOFING LOADS. (2 – 2" RACHET STRAPS)



TARP ALL ROLLED ROOFING LOAD ARE REQUIRED.





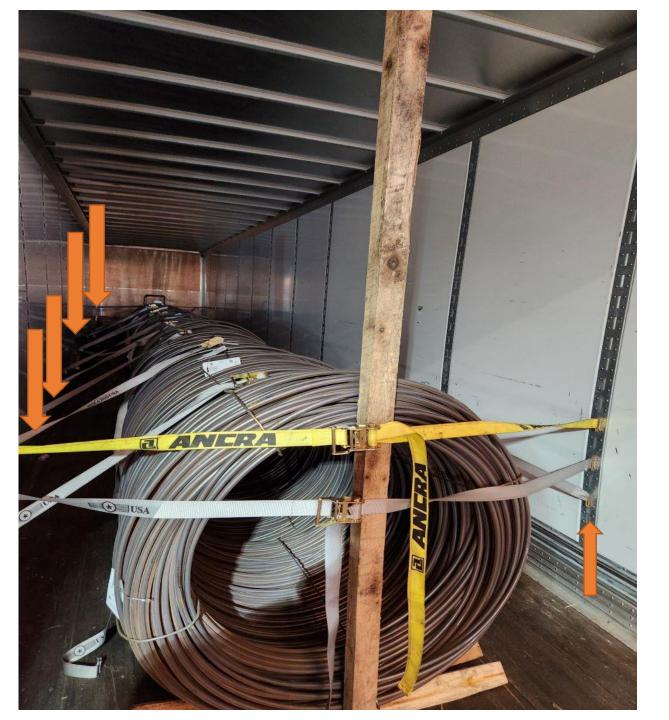
ALL VAN COIL LOADS RANGE IN SIZE
MAKE SURE YOU MEASURE THE LOAD
AND START YOUR BULKHEAD
ACCORDINGLY.

4 FT (SEE PIC)



ALL COIL LOADS MUST HAVE A
A TEMPORARY BULKHEAD SECURED
IN CENTER OF TRAILER.
WIDTH WISE & LENGTH WISE.

ALL TEMPORARY BULKHEAD MUST BE
SECURED
WITH 3 E-TRACK STRAPS
ONE OVERTOP RACK
ONE STRAP PULLING TO RIGHT
ONE STRAP PULLIMG TO LEFT.



FIRST COIL MUST HAVE 2 STRAPS SECURING IT AND EVERY COIL BETWEEN THE FIRST AND LAST COIL MUST HAVE 2 E-TRACK
STRAP OVER TOP AND SECURED TO LOWEST POINT ON EACH SIDE OF COIL.



TEMPORY BULKHEAD

LAST COIL MUST MAVE 3 SAFETY STRAPS ON IT AND A 4X4 BACK. (SEE PIC)







SHEET STEEL (OLYMPIC STEEL)

8 CHAINS & BINDERS

16 METAL EDGE
PROTECTION

SMALL PIECES OF WOOD



SHEET STEEL (OLYMPIC STEEL)

: BELLY LOAD ALL SHEETS

: FRONT CHOKE CHAIN REQUIRED.

: IF BINDERS ARE ON TOP OF SHEETS USE WOOD TO KEEP THEM FROM DIGGING IN.

: 3 CHAINS ARE REQUIRED OVER EACH SECTION.



SHEET STEEL (OLYMPIC STEEL)

: REAR OF SHEETS MUST HAVE A CHOKE CHAIN

: 3 CHAINS REQUIRED OVER EACH SECTION OF SHEETS

: METAL EDGE PROTECTION IS REQUIRED



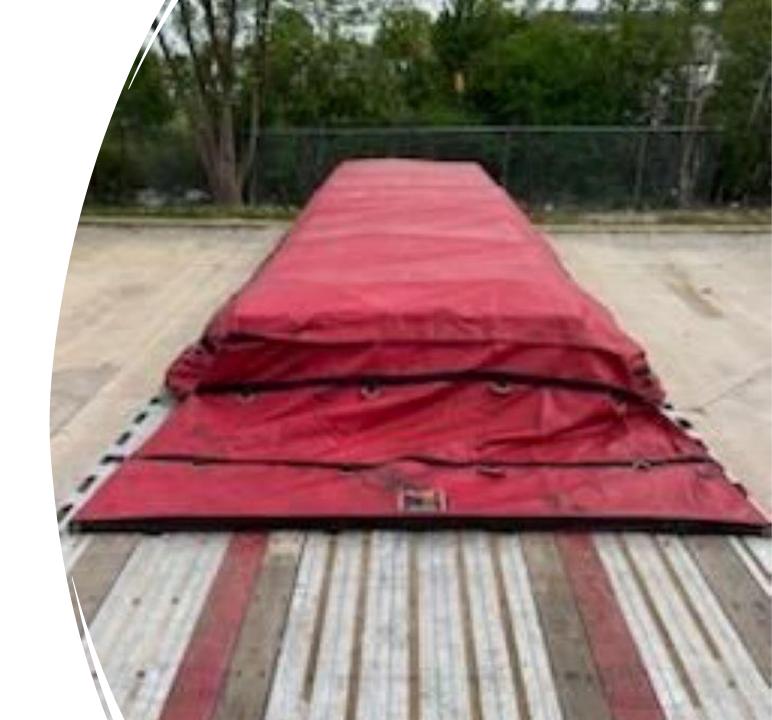
SHEET STEEL (OLYMPIC STEEL)

: ALL SHEETS MUST HAVE RUBBER MATS ON THE ENDS TO PROTECT THE TARP.



SHEET STEEL (OLYMPIC STEEL)

TARP ALL SHEET LOADS PROPERLY.



Charter Steel





Truck Driver Guide: Hauling Wire Rod, Coils, & Cut to Length Bar

Safety & Environment



- Personal Protective Equipment (PPE) is required. See slide 18 for additional info
- Gloves are recommended but not required.
- Read & Obey all signs & watch the video monitors for more info.
- Use of cell phones on the dock or on the trailer is prohibited.
- Do not walk thru overhead doors. Use the pedestrian man doors.
- Set brakes, chock wheels, engage dock lock, and leave air to the trailer suspension.
- Turn off your vehicle while loading/unloading in the dock.
- It is critical that the Driver along with forklift driver or crane operator maintain communication while loading i.e. Eye Contact, Hand Signals, Talking with each other.
- Do not touch or stick hands near coils while being loaded to avoid injury.
- Stand back from moving mobile equipment: (See pages 13-14,65,69)
 - 10 feet when in the dock area.
 - One full coil length when standing on or in trailer.
 - Drivers are NOT allowed on trailer bed if being crane loaded (Cleveland).
- No standing, walking, or climbing on coils.
- If you feel the banding on any coils are too loose, bring to the attention of the loader and ask they
 be re-banded. If coils are not pushed tight, ask the loader to make the load tighter.
- Report any safety concerns to a Charter Steel Employee.
- Report any spills immediately to a Charter Steel employee. Environmental containment and safe treatment must be done immediately.

Driver Required PPE





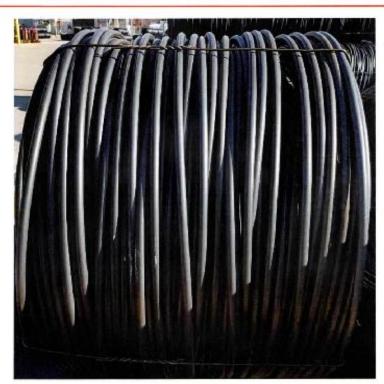
HARD HAT
SAFETY GLASSES
NO OPEN TOED FOOTWEAR
LONG PANTS ONLY
REFLECTIVE OR HI-VISIBILITY VESTS/JACKETS
LONG SLEEVES ONLY

Gloves are highly recommended but not required.

Bar Coil



- > 57/64" diameter
- Must load eye to rear
 - Has smaller base
 - Safety requirement
- Aprox Dimensions 55" height x 30" length
- Saukville, WI Weight 3,200 lbs. to 4,600 lbs
- Cleveland, OH & Fostoria,
 OH Weight 3,200lbs to
 5,600lbs



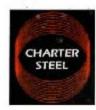
Rod Coil



- < 57/64" diameter.
- Eye to Side or Eye to Rear per customer request.
- 48" height x 45-50" length
- Up to 70" length in Cleveland.
- Saukville, WI Weight 3,200lbs - 4,600lbs
- Cleveland, OH & Fostoria,
 OH Weight 3,200lbs 5,600lbs



SBQ (Straight Bar Quality)





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Billets – Saukville

Overhead Crane with Chains used to Load/Unload 14 billets per load, 40' long and 2 or 3 layers high





We recommend chains and not straps as billets may cut the straps.

Straight flatbed or side-kits only. Sides may need to be removed for loading and/or unloading.

Must leave space between billets and bulkhead. No tarps or extra dunnage under the billets.

Wood should be 3 to 4 feet from each end and one in the middle (see above picture)

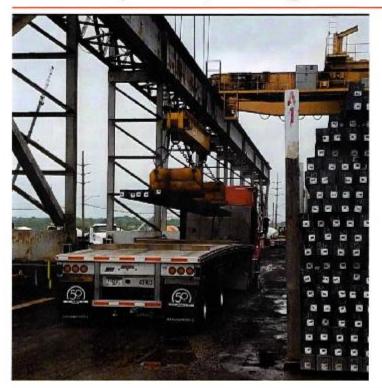




Billets - Cleveland

Overhead Crane with Magnet used to load/unload 10 billets per load, 44' long and 2 layers high





We recommend chains and not straps as billets may cut straps.

Straight flatbed or side-kits only. Sides may need to be removed for loading and/or unloading.

Must leave space between billets and bulkhead for crane. No tarps or extra dunnage under the billets.

Wood should be 3 to 4 feet from each end and one in the middle.

There will be an overhang on rear of 45' trailers used. We prefer 48' or 53'

Cleveland





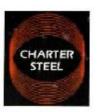
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Cleveland Offsite Warehouse





Fostoria

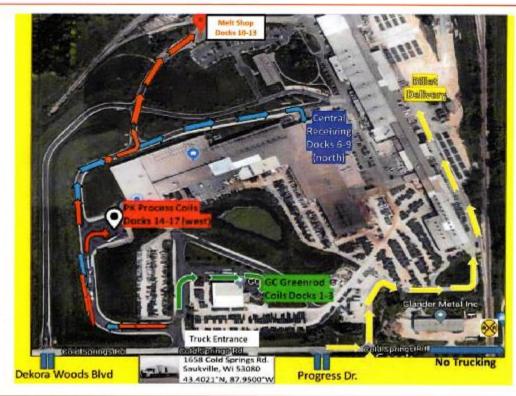




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Saukville





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Once at the Dock

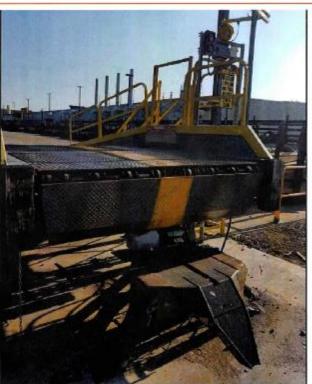


- Drivers backing into our docks must do the following before getting loaded or unloaded:
 - Shut off motor
 - Engage brakes
 - Chock wheels
 - 4. Leave air on to trailer air bags
 - 5. Engage dock locks & make sure dock locks are engaged
- Do not use any dunnage or devices to circumvent the dock locks.
- Drivers should ask for instruction if not familiar with how to use the system.

Dock Lock Systems



 Drivers are required to safely use and operate the dock locking systems at all of our outbound shipping docks. Please see Charter personnel if the drivers have any questions.



Global Wheel Lock Systems





Docks in Fostoria have a Global Wheel Lock system

Your tandems will need to be moved all the way back to the rear of the trailer before backing in.



Dunnage Placement

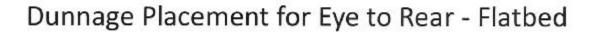
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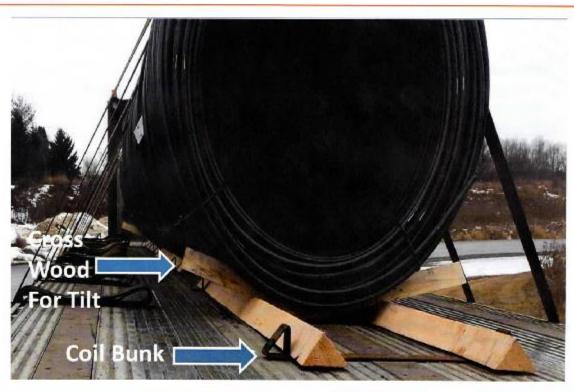
Dunnage Placement for Eye to Side - Flatbed



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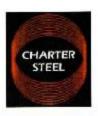


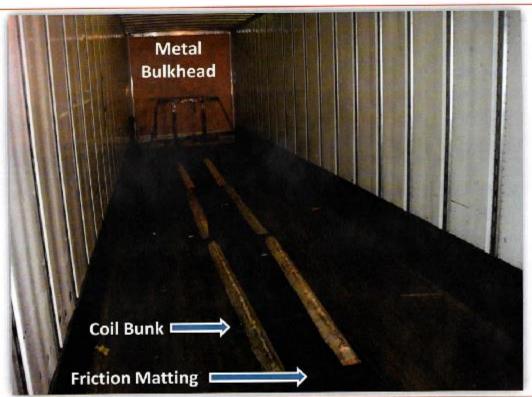
SBQ Securement Requirements

- All Flatbed, Drop-deck, Side-Kit, Conestoga, and Curtain side trailers must be equipped with a minimum of the following securement items and abilities:
- 10 winches and 10 straps (3" or 4" straps).
- If there are no wenches on the trailer, there will need to be 12 ratchets with 12 straps (3" or 4" straps).
- No matter the trailer type, if ratchets and straps are being used; all ratchets and straps <u>MUST</u> be able to be secured to a Rub-Rail, Deck-Anchor, or J-Hook.
- If the Consignee requires a Bulk-Head the driver MUST know this in advance; and know if they are able to build and properly secure said Bulk-Head on their trailer type.

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Dunnage Placement for Single Row set up – Vans (Includes Metal Bulkhead, Wood, Coil Racks and Friction Matting)





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Dunnage & Strapping SBQ

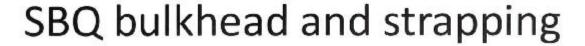


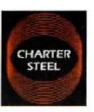


EACH LAYER NEEDS TO BE STRAPPED SEPARATELY
PLUS CHOKE STRAPS

Note:

- Double 4x4 on bottom layer between trailer floor and bundle, single 4x4 on second layer.
- Recommended but not mandatory that double 4x4 get strapped down.
- Bulkhead required. (Pictured is 4x4 bulkhead)



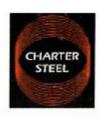




Note:

- Multiple 4x4's chained down for bulkhead (pictured) or can be strapped down.
- Bars have straps completely around bars in belly wrap aka choke strap for better securement.

SBQ Securement Materials



Bulkhead



Permanent Bulkhead



Block Spacer



Dunnage

<u>Drivers</u> to supply

- Own material to build bulkhead
- Dunnage for under bundles (6"x6"x8") (6 inches clearance for forks)
- Blocking (wedge blocking or block spacers) 4"x4"x16" between bundles,. 6-10 minimum, Load dependent.
- DOT regulated straps. No chains on Bar. Chains ok on bulkhead.

Charter Steel to supply

Dunnage between bundle layers

Placement of Load on Trailer



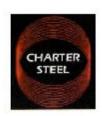
- Weight distribution and placement of coils on the trailer are the responsibility of the driver.
- Charter Steel Shipping personnel will physically place the product on the carrier's trailer based off the driver's instructions.
- Driver should inquire from the loader the load weight, the size and number of coils being shipped, and the length of the load.
 Once coils are lined up in order to determine where the load should start on the trailer for weight distribution and load fit.
- Coils should not be loaded or unloaded except by Charter Steel or the customer.

General Trailer and Securement



- No Reefers or Drop Decks allowed.
- Trailers must have the ability to support 25,000 lbs. of forklift and material drive-on weight.
- Flatbeds, Conestoga, Curtain or Sidekits accepted based on customer request.
 - We recommend one strap per coil and two straps each for front/rear coils.
- Vans with E-Track or D-Rings only (Minimum 2" straps).
- We recommend one strap per coil PLUS TWO (two straps on front and back coil)
 - If E-track -straps should be attached closest to the floor, for best results.
 - Only ratchet or some sort of winch strap are acceptable.
- No Chains Allowed on coils.
- Eye to Rear load configuration requires Coil racks. We recommend 12 (6 sets). Dependent on number of coils tendered.
- Eye to Side load configuration requires 4 coil racks (2 front and 2 rear).
- If load has more than one delivery, the driver must check in with dock personnel prior to loading to ensure accurate loading.

Coil Securement - Eyes Vertical (On Coil Carriers)



- Coils on coil carriers must be secured with sufficient securement so they cannot shift or tip to the extent that the vehicle's stability or maneuverability is adversely affected.
- Securement must prevent shifting or tipping in any manner.

Example of Processed Coils on Coil Carriers (Eyes to the Sky – Vertical)





Every coil carrier must be strapped down.

Note: Some loads may have mix of coils on or off coil carriers (Handling Units)

Coil Securement -Eyes to Side (Crosswise)



- The following details specific excerpts from Part 393.120. The whole regulation must be followed and these parts are for emphasis only. (current as of 1/21/2021, regulations subject to change at any time)
- <u>Each coil</u> must be secured by the following:
- (i) A means (e.g., timbers, chocks or wedges, a cradle, etc.) to prevent the coil from rolling. The means of
 preventing rolling must support the coil off the deck, and must not be capable of becoming unintentionally
 unfastened or loose while the vehicle is in transit. If timbers, chocks or wedges are used, they must be
 held in place by coil bunks or similar devices to prevent them from coming loose. The use of nailed
 blocking or cleats as the sole means to secure timbers, chocks or wedges, or a nailed wood cradle, is
 prohibited;
- (ii) At least one tie down through its eye, restricting against forward motion, and whenever practicable, making an angle no more than 45 degrees with the floor of the vehicle when viewed from the side of the vehicle; and
- (iii) At least one tie down through its eye, restricting against rearward motion, and whenever practicable, making an angle no more than 45 degrees with the floor of the vehicle when viewed from the side of the vehicle.

Coil Securement - Eyes to Rear (Lengthwise)



 The following details specific excerpts from Part 393.120. The whole regulation must be followed and these parts are for emphasis only.

(current as of 1/21/2021, regulations subject to change at any time)

- Each coil must be secured by:
- A means (e.g., timbers, chocks or wedges, a cradle, etc.) to prevent the coil from rolling. The means of
 preventing rolling must support the coil off the deck, and must not be capable of becoming unintentionally
 unfastened or loose while the vehicle is in transit. If timbers, chocks or wedges are used, they must be
 held in place by coil bunks or similar devices to prevent them from coming loose. The use of nailed
 blocking or cleats as the sole means to secure timbers, chocks or wedges, or a nailed wood cradle, is
 prohibited;
- At least one tie down attached diagonally through its eye from the left side of the vehicle (near the
 forward-most part of the coil), to the right side of the vehicle (near the rearmost part of the coil), making
 an angle no more than 45 degrees, whenever practicable, with the floor of the vehicle when viewed from
 the side of the vehicle:
- At least one tie down attached diagonally through its eye, from the right side of the vehicle (near the
 forward-most part of the coil), to the left side of the vehicle (near the rearmost part of the coil), making an
 angle no more than 45 degrees, whenever practicable, with the floor of the vehicle when viewed from the
 side of the vehicle;
- At least one tie down attached transversely over the top of each coil; and
- Either blocking or friction mats to prevent longitudinal movement.

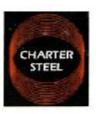
Loading Procedures



- When getting a mixed load of coils on the floor and coils on coil carriers and depending if there are intermediate stops, any coils on the floor loaded first and backed off with coil carriers should have the coils on the floor secured individually with wood dunnage standing up and strapped and do not count on the coil carriers to hold them up.
- After being loaded, you may be asked to pull out to let the next truck pull in.
- Secure front & back coils before pulling out and then finish with securement and tarping.
- The docks may allow you to secure your load inside if not busy and/or poor weather conditions.
- If your load is delayed greater than 2 hours from your scheduled appointment, call your dispatcher for guidance on what to do.

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For illustrative purposes only. Your setup may vary

Coil Carrier Used For Bulkhead

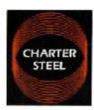
(Supplied only for Prepaid loads)





Must use Straps on top and bottom to hold carrier

Examples of Securing the rear coil in a van with E-Track.





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Example of Securing the rear coil in a van with E-Track.





Note: Strap wrapped around vertical wood brace to keep it from sliding THE LOWER THE STRAPS TO THE FLOOR, THE BETTER THE SECUREMENT!!



Method for Securing Rear Coil

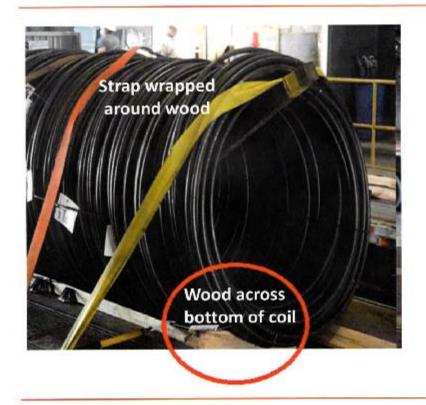


Note use of 4x4's in back to hold rear upright and cross strapping. Also note use of wood crosswise to tilt last coil

Method for Securing Front or Rear Coil

(Recommended for flatbeds and vans without other bulkhead devices)



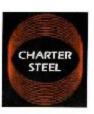


Use of tilted wood brace to keep the coils from falling is more secure method than no brace at all. Use in van or flatbed.

Wrap brace with strap to keep from sliding.

Wood crosswise under coil for tilting coil, helps keep it from falling back.

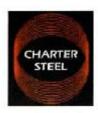
Method for Securing Front or Rear Coil



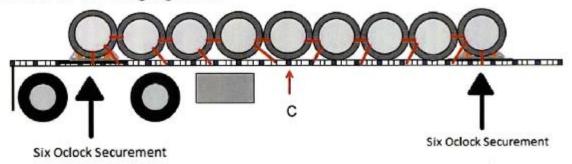


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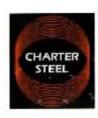
Coil Securement at Side Loading Docks



- Side loaded coils (eye to side) should be strapped down on the front and rear coils, at minimum, before pulling away from the dock to finish securing all the coils.
- Most flatbed trailers have ratchets on both sides of the trailer. Add a six o'clock securement on the front and rear coils. Tighten the securement from the passenger side of the trailer. Drivers that only have driver side ratchets can pull off the wall enough to put the securement and then proceed to the staging area.



Proper Securement Eye to the Side

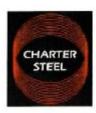


Proper strapping around coils

Straps should go around coils as shown in picture.



Loading SBQ at Cleveland







Tarping



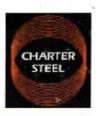
- TARP MUST COMPLETEY COVER THE COILS. Do not leave a
 Charter facility without fully tarping.
- Call your dispatch for direction if you don't have enough tarp for the job.
- Drivers should not un-tarp loads in the rain or snow when delivering to customers that have covered docks. Wait to get inside.
- If you're unsure whether your load should be tarped, refer to the paperwork given to you after loading.

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Driver Position During Loading





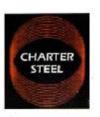
Driver should stand no closer than one coil length away from the coil being loaded. Keep constant eye contact with the loader.

Refrain from strapping while loader is in the trailer.





Driver Position During Loading Process (2)



If you don't need to be on the trailer, stand in a safe area out of forklift traffic.

