



Standard Operating Procedure (SOP) for Winter Truck Loading/Unloading

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1. Introduction

1.1. Purpose

This Standard Operating Procedure (SOP) explains how to load and unload biomass—chips, hog fuel, sawdust, bark (referred to here as fibre)—at pellet plants and sawmills in winter conditions in a safe, consistent, and effective manner. It sets clear steps to prevent injuries, protect equipment, avoid quality losses from frozen material, and prevent environmental releases. It also ensures the procedure is easy to find and follow for everyone involved.

The intent is to use plain, direct language so operators can understand and do every step as written. The procedure reflects practices that have reduced incidents at member facilities in cold weather.

Objectives: The winter loading and unloading process must meet the following objectives:

- Prevent injuries from slips, falls, crushes or impacts and cold exposure.
- Prevent damage to the tipper, mobile equipment and trailers.
- Prevent quality loss caused by frozen loads and bridging.
- Prevent environmental releases, including fibre and contaminated run-off.
- Provide an SOP that is accessible and usable by all relevant personnel.

1.2. Scope

This SOP is in effect when winter conditions are present, such as snow, ice, frost or reduced visibility, at pellet plants and sawmills that handle biomass feedstock (fibre). It applies to truck drivers, loader and tipper operators, yard supervisors, maintenance personnel, EHS personnel and contractors.

This SOP includes:

- Risk assessment for winter operating conditions.
- Hazards and mandatory controls.
- Control strategy and prioritization (hierarchy of controls).
- Site preparation and pre-operation inspections.
- Loading procedures for winter operations.
- Unloading procedures for winter operations.
- Frozen fibre management, including manual removal and use of thaw sheds or designated thaw zones.
- Mobile equipment and pedestrian interface management.
- Personal protective equipment (PPE) requirements (minimum mandatory).
- Lighting and visibility requirements.
- Environmental protection and runoff control measures.
- Maintenance requirements in cold weather.

- Training, competency, communication, and cold-stress/ergonomic controls integrated into operations.
- Checklists and driver quick-reference materials.
- Documentation, records and accessibility.

1.3. Definitions & Abbreviations

Bridging: Material hangs up in the trailer, bin or hopper and forms an arch that blocks flow.

Exclusion Zone: A marked area around operating equipment where pedestrians are not allowed.

Fibre: Biomass feedstock such as chips, hog fuel, sawdust, bark or agricultural residues.

JRA/TRA: Job risk assessment/task risk assessment.

PPE: Personal protective equipment.

Thaw shed/zone: An enclosed or designated heated and ventilated area used to loosen frozen loads.

Tipper: A hydraulic platform that raises trailers so material can be unloaded by gravity.

2. Roles & Responsibilities

Truck drivers must:

- Perform pre-trip winter checks, including tires or chains, lights, brakes, and doors and latches, to ensure they are free of ice.
- Follow yard speed limits, radio protocols, spotter instructions and exclusion zones.
- Report hazards such as black ice, poor lighting and frozen loads immediately to the control room.

Loader and tipper operators must:

- Confirm radio contact with the driver and control room before any movement.
- Verify the tipper deck and approach are de-iced or sanded and free of debris.
- Set up and enforce pedestrian exclusion zones using pylons and signs.
- Stop work when conditions are unsafe and inform the supervisor.
- Use proper body mechanics for manual tasks (keep lifts \leq 20 kg, keep loads close, switch hands, avoid twisting).
- Place and use anti-fatigue mats at control panels; flip up ice cleats on smooth floors.

Supervisors and control room operators must:

- Complete or verify the daily winter yard inspection and sign the checklist provided in *Appendix A. Daily Yard and Tipper Checklist (Driver Quick-Reference)*.
- Position lighting towers to meet the targets in *Section 12 Lighting & Visibility Requirements* and avoid glare.
- Confirm winter training is current and that a rescue plan is completed each shift as described in *Section 9 Frozen Fibre Management Procedure*.
- Ensure the SOP is available in both print and digital formats, and communicate any changes.
- Set and communicate the winter work/rest plan for cold conditions (typical 10-minute warm-up every 60–90 minutes; increase as conditions worsen).
- Monitor workers for cold-stress symptoms and adjust work/rest or reassign as needed.

Maintenance Personnel must do the following:

- Perform cold-weather preventive maintenance on heaters, hydraulics, vibrators, guards, alarms and anti-skid surfaces as outlined in *Section 14 Maintenance Requirements*.
- Use low-temperature fluids where specified and inspect hoses and seals for brittleness.

3. Risk Assessment – Winter Operating Context

Winter conditions change normal risks. The primary hazards are:

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| • Slips, trips, and falls. | • Crush and pinch points. |
| • Frozen load release or overhead hazards. | • Cold stress. |
| • Poor visibility. | • Dust ignition in confined or heated areas. |
| • Equipment movement or sliding. | • Manual handling strain. |

For example, a partial load may hang above head height inside a trailer. Do not enter under the arch. Collapse the arch from outside using long-reach tools and vibration. Once the hang-up is cleared safely, you can resume unloading.

4. Hazards and Controls

On the next page, *Table 1. Common hazards and the required controls in winter operations* list common winter hazards and the mandatory controls that must be applied before and during loading and unloading. Use the description column to confirm the exact hazard you are facing and then apply every control in the right-hand column as written.

Table 1. Common hazards and the required controls in winter operations

<p>Mobile equipment: Mobile equipment can strike pedestrians or other equipment.</p> <ul style="list-style-type: none"> • Maintain radio contact between operators and the control room. • Use spotters when visibility is limited. • Set and enforce pedestrian exclusion zones. • Do not enter the zone while equipment is moving. 	<p>Slip and trip: Ice, wet surfaces, uneven ground, and fibre build-up create slip/trip hazards.</p> <ul style="list-style-type: none"> • Wear non-slip safety footwear. • Maintain awareness while walking. • Keep walkways, steps, and deck clear of fibre and ice. • Use rubber mats at entries and controls.
<p>Crush hazards and stored energy: People can be crushed by moving parts or during maintenance activities.</p> <ul style="list-style-type: none"> • Lock out equipment before maintenance or cleaning. • Place pylons and barriers to prevent access to the deck during work. • Do not remove guards while equipment is energized. 	<p>Pinch points: Hands and feet can be caught between moving parts and structures.</p> <ul style="list-style-type: none"> • Keep hands and feet out of the bite zone. • Use long-handled tools to move material. • Never reach into the flow path.
<p>Inclement weather: Snow and ice increase slip risk and reduce traction for vehicles and people.</p> <ul style="list-style-type: none"> • Clear snow and ice from access ways and the deck before operations. • Apply sand or salt to improve traction. • Re-apply during the shift as needed. 	<p>People on deck during operation: People on deck can be struck, crushed, or fall during tipping.</p> <ul style="list-style-type: none"> • Keep hands and feet out of the bite zone. • Use long-handled tools to move material. • Never reach into the flow path.
<p>Uncontrolled rolling: A unit can roll if brakes or restraints are not set.</p> <ul style="list-style-type: none"> • Set truck brakes. • Chock wheels. • Confirm park/neutral before unloading. • Do not begin tipping until the trailer is tight to the backstop and secured. 	<p>Working at height/falls (falling hazard): Workers can fall from the platform or trailer.</p> <ul style="list-style-type: none"> • Do not climb onto the platform or trailer to remove material. • Keep two metres from unguarded edges. • Pull the trailer off the tipper to a designated safe area to loosen material. • Complete a rescue plan and use fall protection only when required by site policy.

5. Site Preparation & Pre-Operation Inspections

Perform the following daily checks before operations begin. The intent is to remove slip hazards, verify visibility, and confirm equipment readiness.

- De-ice and sand the tipper deck, approach, backstop area, stairways and walkways.
- Verify lighting at the dump point and approaches, and position towers to avoid glare.
- Keep drainage channels open and remove fibre fines from meltwater paths as described in *Section 14 Maintenance Requirements*.
- Set up exclusion zones with pylons and signs, and ensure the markings are visible.
- Test alarms, interlocks, emergency stops, and warm up vibrators and hydraulics.
- Complete a radio check on the operating channel before the first dump.
- Place anti-fatigue mats at control panels; designate a warmed shelter area and confirm it is available and stocked.
- File the completed daily checklist as described in *Appendix A. Daily Yard and Tipper Checklist (Driver Quick-Reference)*.
- Drivers must confirm truck and trailer readiness in winter conditions. Check tires or chains, brakes and air systems, latches and hinges are free of ice, lights, tarps, and that no roof snow remains over the cab. Keep chock blocks available on the unit.

Operators must confirm the correct PPE. See *Section 11 PPE Requirements* for the mandatory minimum; do not duplicate PPE details here.

6. Arrival & Weigh Scale (if applicable)

Use these steps when the site uses a scale house or sampling on arrival.

- **Check-in & data entry:** At the weigh scale, enter truck ID, commodity, supplier, and waybill in the scale system. Follow any on-screen sampling prompts.
- **Weigh rules:** If the site uses auto-tare or periodic re-weighing, follow the posted rule (e.g., every 10th load re-weigh).
- **Orientation & ID:** Keep your site orientation card and photo ID available if required by local policy.
- **Sampling:** If sampling is required, collect a representative sample in accordance with site procedures. Place the required load identification information with the sample according to site requirements. Deposit the sample at the designated location before exiting the site.

7. Loading Procedure

Prerequisite: Wear required PPE (*Section 11*) and follow the cold-stress work/rest plan set by the supervisor (see *Section 15 Training, Competency & Communication*).

Sampling (if required): If site sampling is required during loading, follow the same procedure as mentioned in *Section 6 Arrival & Weigh Scale (if applicable)*.

Follow these steps to load fibre safely in winter conditions.

- Check in with the control room and confirm the active dump bay and radio channel.
- Inspect the loading zone and sand or de-ice as needed before the truck enters.
- Position the truck on a level, high-traction surface. Do not park on hard-pack ridges.
- Load the trailer evenly. Stop if you see signs of frozen clumps or bridging.
- Level the load and comply with legal height and weight. Tarp (cover with a tarpaulin) or seal the load if required.
- Clean up spilled fibre and prevent carry-out into drainage paths.

8. Unloading Procedure

Prerequisite: Wear required PPE (*Section 11*) and follow the cold-stress work/rest plan set by the supervisor (see *Section 15 Training, Competency & Communication*).

CAUTION – Do not enter trailer on tipper. No person may enter a trailer while it is on the tipper deck. Trailer entry is only permitted after full lockout/tagout by site personnel and removal of the trailer from the deck.

Dumper signals & interlocks (site logic): Confirm that the trailer and surrounding area are clear of personnel and equipment before initiating the dump sequence. Where installed, use the designated driver confirmation system (e.g., “Driver Clear” button or equivalent site control) to signal readiness. If no driver confirmation system is installed, obtain confirmation through the site’s established communication method (radio, control room instruction, or visual signal) before proceeding. Never initiate dumping until positive confirmation is received and the exclusion zone is verified clear.

Deck position & sensors: Deck position may be controlled by sensors (e.g., photo-eyes). Stop with the trailer between the posted sensor marks. Do not back up until the backstop is fully raised; then back gently to contact.

Sampling (if required): If sampling is required for unloading, follow the same procedure as mentioned in *Section 6 Arrival & Weigh Scale (if applicable)*.

Follow the step-by-step procedure in *Appendix C. Step-by-Step Tipper Unloading* which has been developed so you can add in site-specific images.

Controls – stop vs. emergency stop:

- **STOP** halts a raise; it does not interrupt lowering.
- **EMERGENCY STOP** shuts down dumper equipment. Use it if equipment must stop immediately; then call site personnel to reset.

Re-dump logic (multiple dumps): For a second dump, confirm backstop is up, pit bridge clear, and tailgate clear of bridge travel. Use only your All Clear/UP sequence; do not operate controls for another driver.

Traction recovery – backstop override: If traction is lost after dump, use the posted Backstop Override (deck down) as directed to create room to move off the deck. For any re-dump after an override, exit and re-enter per normal sequence and close doors before exiting.

If expected lights/bridge/backstop behaviour does not match the posted logic at any time, stop and contact the control room; record the variance per *Section 16 Documentation, Records & Accessibility*.

9. Frozen Fibre Management Procedure

Follow this procedure when material does not flow freely from the trailer. The purpose is to remove hazards before resuming unloading.

1. **Stop the operation and lower the tipper.** Do not continue vibrating indefinitely.
2. **Remove the truck and trailer from the tipper to the designated thaw zone.** Keep the unit coupled, set the brakes, chock the wheels, and place the key in control room custody.
3. **Ventilate the trailer by opening the side door or tarp and confirm adequate lighting.** Do not allow engine exhaust to accumulate.
4. **Do not enter under any overhead build-up.** Inspect from the outside. If you see an arch, knock it down from the top using long-reach tools. Do not undercut the material.
5. **Control access for manual work.** Use a rolling staircase, maintain three-point contact, place rubber mats for footing, flip up ice cleats on smooth floors, wear gloves and eye protection and assign a spotter with a radio.
6. **Break up the frozen material at the top of the build-up.** Stand outside the fall line, keep tool swings controlled, and stop work if the load becomes unstable.
7. **Re-attempt unloading** following *Section 8 Unloading Procedure* and record the event in the incident log described in *Section 16 Documentation, Records & Accessibility*.
8. **Complete a rescue plan at the start of the shift using the fields below.** Keep a standby person outside the trailer with a radio and designate first-aid person.

Please use the rescue plan provided in *Appendix B. Rescue Plan Per Shift* for each operation shift.

10. Mobile Equipment & Pedestrian Interface

Apply the following controls to separate people from moving equipment. The intent is to prevent contact between equipment and pedestrians.

- Mark pedestrian routes and keep lines visible on snow and ice.
- Use spotters for tight maneuvers and keep radios on the operating channel.
- Adjust speed limits for conditions and fit tire chains as per site policy.
- Keep loader buckets low while travelling, ensure horns and alarms work, and maintain safe distances from pedestrians.

11. PPE Requirements

All personnel must wear the listed PPE in *Table 2. PPE requirements in winter operations* before entering the yard or dump bay; supervisors may add items as conditions warrant. The comments column explains correct use, fit and care.

Table 2. PPE requirements in winter operations

PPE item and when required	Comments
High-visibility jacket or vest (CSA Z96 Class 2 or 3) Required: Always in the yard and dump bay.	Wear high-visibility apparel so operators can see you in low light and snow conditions. Keep it clean and fasten all closures so reflective strips are unobstructed. Replace if torn or dirty enough to reduce visibility.
Safety boots with non-slip soles and flip-up ice cleats Required: Always; deploy cleats on icy surfaces.	Use boots with good tread. Deploy ice cleats on ice or hard-pack and flip them up on smooth floors to prevent slipping. Keep soles free of packed snow and fibre.
Hard hat with Winter liner Required: Always in operating areas.	Wear a hard hat with a fitted winter liner for warmth and impact protection. Inspect the shell and suspension regularly. Replace damaged parts immediately.
Safety glasses or goggles (anti-fog) Required: Always; goggles in blowing snow or dust.	Use anti-fog lenses in cold weather. Switch to sealed goggles when wind, snow, or dust reduces visibility. Clean lenses often and carry a spare if fogging persists.
Insulated work gloves with liners Required: Always when handling tools, doors, or fibre.	Wear insulated gloves that allow grip and dexterity. Use liners for extra warmth. Replace wet gloves promptly to maintain warmth and control.

PPE item and when required	Comments
Hearing protection (earmuffs or earplugs) Required: When near operating tipper, vibrators, loaders, or other noisy equipment.	Use hearing protection when noise levels are high. Check the fit and condition. Combine earmuffs with a winter liner designed for hearing protection compatibility.
Respiratory protection (disposable respirator) Required: When dust is visible or as directed by the supervisor.	Wear a disposable respirator when dust increases during unloading or thawing. Follow site fit and use instructions. Replace the respirator if it becomes wet or clogged.
Fall protection (harness and lanyard) Required: Only when a specific task requires work near an unguarded edge as per site policy.	Use fall protection only when the task requires it and anchors are available and approved. Complete a hazard assessment and rescue plan before use. Avoid exposure to edges by planning the work at ground level whenever possible.
Headlamp or helmet-mounted light Required: During low light or night operations	Use a headlamp to improve visibility while walking and inspecting. Aim the beam downward to avoid glare. Carry spare batteries as part of your kit.
Neck/face protection (balaclava or neck gaiter) Required: When wind or windchill increases cold-stress risk.	Keep exposed skin covered. Ensure the balaclava or gaiter does not interfere with hard-hat fit, hearing protection, or the seal of goggles/ respirator.
Chemical-resistant gloves for de-icer handling Required: When handling liquid or pellet de-icing agents.	Use nitrile or neoprene gloves as specified by the product SDS. Remove after the task, wash hands, and return to insulated gloves for general work.
Face shield (over safety glasses) Required: When chipping ice or removing frozen fibre where flying debris is possible.	Wear a clear face shield over safety glasses to protect from chips and ice fragments. Inspect for cracks and clean after use to prevent fogging.

12. Lighting & Visibility Requirements

Apply the following requirements to maintain visibility and avoid glare.

- Provide sufficient light at the dump point and approaches to support safe operations. A typical target is 100 to 200 lux depending on local conditions.
- Position lighting towers so they do not shine directly into the driver's sightlines. Cross-aim lights to reduce glare and shadows.
- Use headlamps to supplement fixed lighting for inspections and walking in unlit areas.
- Confirm lights are working during the daily inspection and adjust positions as snow piles change.

13. Environmental Protection Requirements

Follow these environmental protection requirements. The objective is to prevent fibre releases and protect water.

- Keep fibre out of storm drains and ditches. Sweep and collect fines after each dump.
- Store salt and sand on an impermeable pad and use berms to prevent runoff. Avoid over-application.
- Use approved low-toxicity antifreeze and lubricants. Keep spill kits and secondary containment near thaw zones.
- Inspect meltwater paths regularly, remove accumulations, and document the checks with the daily record in *Section 16 Documentation, Records & Accessibility*.

14. Maintenance Requirements

All maintenance activities for the tipper, thaw zone, lighting, and related systems are covered by the facility's preventive maintenance program (PMP). Refer to the PMP for inspection and service requirements.

15. Training, Competency & Communication

Control Strategy (Hierarchy) – training note (summary): Use the hierarchy in *Section 4 Hazards and Controls* and PPE in *Section 11 PPE Requirements*. Prioritize elimination/substitution, engineering, administrative, and PPE.

Before each season and each shift, use the following training and communication practices. Treat this list as a quick checklist to ensure everyone is prepared and aligned.

- **Train new workers/contractors before first shift:** Run a pre-winter refresher; demonstrate one supervised unload; supervisor sign-off; record per *Section 16 Documentation, Records & Accessibility*.
- **Pre-shift briefing each shift:** Weather/traction and lighting changes, thaw-zone status, who is spotting, radio channel, and today's "STOP STOP STOP" phrase.
- **Drills:** Frozen-fibre drill monthly (November–March); E-stop familiarization quarterly; log all drills (*Appendix A. Daily Yard and Tipper Checklist (Driver Quick-Reference)*).
- **Communications:** call-in – "Unit ### backing onto tipper..." and wait for acknowledgement; anyone may call "STOP STOP STOP" and all movement halts.
- **Records and seasonal changeover:** Keep training/drill records per *Section 16 Documentation, Records & Accessibility*; run a pre-winter kickoff and post-winter review; feed learnings into the site's safety management plan key performance indicators (KPIs).

16. Documentation, Records & Accessibility

Manage records and accessibility as follows to support compliance and audits.

- Keep daily checklists, rescue plans, training records, and incident logs for at least 24 months.
- Make the SOP available to all shifts and contractors. Communicate revisions in toolbox talks and by email or posting.

Appendix A. Daily Yard and Tipper Checklist (Driver Quick-Reference)

Use the following checklists during operations. The checklists help teams complete critical steps every time.

Daily winter yard & tipper checklist (operator): Complete this checklist at the start of each shift and file it with the control room.

- Deck is de-iced or sanded.
- Approach is cleared, and the backstop area is clean.
- Lighting is verified at the dump point and on the approach.
- Drainage paths are open, and fibre fines are removed.
- Pylons and signs are placed, and the exclusion zone is marked.
- Tipper alarms and emergency stops function, and the vibrator is tested.
- Radio check is completed on the operating channel.
- Spill kit is stocked, and salt and sand are stored with berms.
- Notes or defects are recorded here: _____

Operator name and signature: _____ Date and shift: _____

Driver quick-reference (post at bay): Follow this quick-reference to complete a safe and efficient dump.

- **Before dump:** Set the brakes and chock the wheels, back tight to the backstop, complete a radio check, clear the area and confirm lighting is good.
- **During dump:** Raise slowly, do not bounce the deck, use the vibrator for up to 10 seconds twice, and watch the dump through the viewing window.
- **If hang-up:** Lower the deck, move to the thaw zone, follow the Frozen Fibre Procedure, do not undercut, use a door prop and use a spotter with a radio.
- **After dump:** Verify empty or re-dump once, close doors with a long bungee, clear the deck, and remove chocks.

Download template: pellet.org/wp-content/uploads/2026/03/sop-winter-loading-unloading-daily-yard-tipper-checklist-template.pdf

Appendix B. Rescue Plan Per Shift

Use the following fields to complete the rescue plan each shift.

- First aider(s) on shift:
- Communication method and channel:
- Retrieval equipment and location:
- Emergency response route and rendezvous point:
- Supervisor sign-off:

Download template: pellet.org/wp-content/uploads/2026/03/sop-winter-loading-unloading-rescue-plan-template.pdf

Appendix C. Step-by-Step Tipper Unloading

Step	Comments	Pictures
1. Notify loader operator before dumping	<p>Make radio contact with the loader operator from the tipper shack on the designated site channel (e.g., local LADD channel).</p> <p>Wait for a clear acknowledgment that the bay is ready. State your unit number and intended action ("backing onto tipper").</p>	
2. Before backing trailer on tipper	<p>Inspect the backstop and deck. Remove loose fibre/ice and ensure side piles are not growing.</p> <p>Note: If the trailer is not tight to the backstop, material can spill behind the stop and create cleanup and slip hazards.</p>	
3. Back trailer onto tipper deck	<p>Complete the turnaround and align the unit straight.</p> <p>Use mirrors and/or a spotter.</p> <p>Center the trailer so you can see down both sides before backing on.</p> <p>Stop immediately if you lose sight of a guide or your line.</p>	
4. Ensure trailer tight to backstop	<p>Back gently until the trailer contacts the backstop.</p> <p>Verify there is no gap. This prevents landing-leg damage and reduces spill risk.</p> <p>Do not strike the stop with speed.</p>	
5. Dynamite truck brakes only	<p>Set ("dynamite") the truck brakes only to secure the tractor. Do not set trailer spring brakes unless instructed by site procedure.</p> <p>Verify the brake light indicator is on.</p>	

Step	Comments	Pictures
6. Disconnect trailer	<p>Open the rear door, drop suspension, disconnect airlines, lower landing legs, and release the fifth-wheel lock (as applicable).</p> <p>Keep hands clear of pinch points; confirm landing legs are on solid footing.</p>	
7. Decouple tractor and trailer	<p>Lower A-box suspension and slowly pull the tractor forward, confirming the B-box remains tight to the backstop and does not drag.</p> <p>Stop and reassess if the B-box shifts.</p>	
8. Remove tractor from tipper deck	<p>Pull the tractor forward until the last axle is fully on the pavement in front.</p> <p>Keep steering straight to protect deck edges and guides.</p>	
9. Enter control room and press GREEN START	<p>Confirm with the loader operator that dumping is authorized. Use the right-side controls.</p> <p>Do not proceed if anyone is within the exclusion zone.</p>	
10. Raise tipper deck	<p>Raise the deck smoothly using the black UP/DOWN lever.</p> <p>Watch the trailer through the window and listen for unusual noises.</p> <p>Stop if vibration or movement seems abnormal.</p>	
11. Operate vibrator	<p>At full rise, release the UP lever.</p> <p>Press and hold the black vibrator button for 10 seconds; release; repeat once.</p> <p>Over-vibration can damage equipment and worsen bridging.</p>	

Step	Comments	Pictures
12. Do not bounce tipper	<p>Do not bounce the deck using hydraulics system. Bouncing can move the tipper off its base and create severe instability.</p> <p>SAFETY HAZARD</p> <p>If material hangs up, follow Step 13 then the <i>Frozen Fibre Management Procedure (Section 9)</i>.</p>	
13. Lower tipper deck	<p>Lower the deck with the black UP/DOWN lever in a controlled manner.</p> <p>Confirm the deck is fully down and the trailer is stable before leaving the control room.</p>	
14. Ensure trailer is fully empty	<p>Visually confirm the box is empty to avoid contaminating future loads. If residue remains, re-dump once and apply the vibrator briefly.</p> <p>If manual shoveling is needed, pull the trailer off the tipper deck and follow <i>Section 9 Frozen Fibre Management Procedure</i>.</p>	
15. Reconnect tractor to fifth wheel	<p>Back A-box straight onto the tipper deck.</p> <p>Confirm visibility down both sides.</p> <p>Align and couple to the B-box (if applicable) without striking the pin.</p>	
16. Verify fifth wheel lock; connect RED airline; raise landing legs	<p>Re-connect trailer emergency (RED) airline only, check that fifth wheel is locked between trailers, and then raise landing legs fully so they don't hit the ground when exiting the tipper deck and get damaged.</p>	

Step	Comments	Pictures
17. Clear area of pedestrians and equipment	<p>Sound the horn, complete a 360° check, and ensure spotters are clear.</p> <p>Pull the empty B-box off the deck, move aside, and dolly off.</p> <p>Disconnect RED airline and drop dolly legs safely.</p>	
18. If vision is impaired, stop and look	<p>If mirrors are obscured by snow/ice or glare, stop.</p> <p>Get out and physically check behind the trailer before backing.</p> <p>Use a spotter if available.</p>	
19. Position trailer tight to backstop	<p>Back the next trailer as close to the backstop as possible. Confirm contact visually. This reduces spill and leg damage risk.</p>	
20. Dynamite truck brakes	<p>Set the truck brakes only to secure the unit before decoupling. Confirm indicator status.</p>	
21. Release A-box air	<p>Drop A-box air suspension to stabilize the trailer before decoupling. Verify the trailer settles squarely.</p>	
22. Lower landing gear; disconnect lines	<p>Lower landing gear to full contact. Disconnect air and electrical lines from the tractor and pull the fifth-wheel handle. Keep clear of pinch points.</p>	
23. Confirm landing-gear clearance	<p>Pull the tractor forward slowly, watching that the trailer remains against the backstop. Stop if the trailer moves; reset as required.</p>	
24. Move tractor fully onto pavement	<p>Ensure all tractor tires are on pavement before lowering the platform over the fifth wheel. This prevents platform damage and misalignment.</p>	

Step	Comments	Pictures
25. Watch footing; lower platform	Use three-point contact on the walkway. On icy surfaces, walk deliberately. From the deck controls, fully lower the large platform to cover the A-box fifth wheel and suspension.	
26. Watch trailer through window; raise A-box	From the control room, use the black raise/lower lever to raise the A-box fully. Watch through the window for sway or hang-ups. Stop if anything looks unsafe.	
27. Use vibrator correctly	At full height, release RAISE. Press and hold the vibrator for 10 seconds; release; repeat once. Do not hold continuously. Overuse creates mechanical stress.	
28. Do not bounce tipper	As per step 12: Never bounce the deck with hydraulics. If material does not flow, follow <i>Section 9 Frozen Fibre Management Procedure</i> instead of bouncing.	
29. Lower A-box	As per step 12: Lower the deck smoothly while monitoring the trailer through the window. Confirm the deck is fully down before exiting.	
30. Verify empty; manage residue safely	Confirm the box is empty. If not, re-dump and use vibrator briefly per step 11. For manual clean-out, remove the trailer from the deck first and follow <i>Section 9 Frozen Fibre Management Procedure</i> . Record any hang-up event for review.	
31. Close trailer doors safely	Use a long bungee puller to close doors from the ground. Keep hands clear of pinch points. Do not climb on the platform or frame at any time.	

Step	Comments	Pictures
32. Raise platform to upright	Using the large lever on the walkway, return the platform to full upright so the next truck cannot back into it. Verify the latch/lock is engaged.	
33. Reconnect tractor and lines	Back under the A-box, connect air/electrical lines, raise landing legs fully, raise A-box suspension, and perform a tug test to confirm the fifth-wheel lock.	
34. Connect A-box and B-box	Couple A-box to B-box. Attach air/electrical lines, raise landing legs to full-up, and verify the fifth-wheel lock. Inspect for any leaks or dangling lines.	
35. Clean the tipper deck	Sweep/remove fibre and ice from the deck and approaches. Place material in designated bins. Do not build side piles. Confirm the backstop area is clean for the next unit.	

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