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STANDARD WORK INSTRUCTION

Document: MBW SWI 430 GTT Shipping Instructions

Standard Work Process Owner: Warehouse Supervisor 11/29/16	ISO Management Rep. Approval: OA & CI Manager 11/29/16	Revision: 003	Page 1 of 3
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1 Purpose:

To provide a standard process for shipping of GTT bodies and components

2 Application:

This work instruction applies to all painted GTT bodies and components shipped to and from Marion Body Works, Inc.

3 Reference Documents:

N/A

4 Procedure:

- 4.1 Set the first body on the timbers with the box facing forward and all the way to the front of the trailer.
- 4.2 Place card board down on the bed of the first body where the timbers are going to sit for the second body.
- 4.3 Repeat step 4.1 thru 4.3 for the second body. Hold the front face of the bulkhead 6" back from the back face of the first body to ensure there will be proper clearance between them during transit.
- 4.4 Repeat step 4.3 & 4.4 for the third body. Ensure that the edges of the three bodies are flush with one another.





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4.5 Repeat step 4.1 & 4.2 for the bottom body on the second stack. For the second stack, place the front face of the bulkhead of the first body 6" back from the back face of the top body on the front stack.

4.6 Repeat step 4.3 & 4.4 for the second and third body ensuring 6" between the front face of the bulkhead and rear face of the box below it.

4.7 Place the rear and side gate skids on the beds of the third level bodies.

4.8 Begin strapping by running the straps for the bottom two bodies over the frame stringers and under the bed of the body to decrease damage to the side rails and bed surface.

4.9 Repeat step 4.9 for the second level of bodies. No straps can be placed over the pins, knuckles, or boxes of the bodies on the first level. Do not put any twists in the straps that make contact with the side rails of the body. A soft insulator must be placed under the strap where it makes contact with the bodies on the first level.

4.10 Repeat step 4.9 and 4.10 for the third level. When straps need to be placed in line with a skid on the bed of the third level body, run the strap over the top of the skid. There must be 2 straps over each skid on the bed of the third level. Where there is no skid on the bed of the third level, the strap can be run over the frame stringers and under the bed. No straps can run over the pins, knuckles, or boxes on the bodies on any of the three levels. A soft insulator must be placed in any spots where the strap makes contact with any of the body side rails on all three levels.

4.11 When the shipment includes a skid of hardware kits, the skid can be placed between the front and rear body stack and secured with a single strap.

4.12 Ensure straps are to the desired tension in all locations ensuring the insulators stay between the body side rails and the straps in all locations.





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5 Change History

<u>Date</u>	<u>Reason</u>	<u>Revision Level</u>
4/3/16	Initial Release	001
9/14/2016	Updated 4.12 to "ensure"	002
11/23/2016	Updated Owner, Soft Insulator, & Timber Size	003