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## STANDARD WORK INSTRUCTION

Document: MBW SWI 477 Cab Shipping Instructions

Standard Work Process Owner: Warehouse Supervisor 11/1/2016	ISO Management Rep. Approval: QA & CI Director 11/1/2016	Revision: 002	Page 1 of 2
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### 1. Purpose:

1.1. To provide a standard process for shipping of Spartan cabs and components

### 2. Application:

2.1. This work instruction applies to all Spartan cabs and components shipped Spartan Motors from Marion Body Works, Inc.

### 3. Reference Documents:

3.1. N/A

### 4. Procedure:

#### 4.1. Identify the cabs needing to ship

- Get the cab numbers from the warehouse office
- Identify cabs by matching the above number to the identification paper on the cab
- If the numbers match, proceed to next step
- If there is a discrepancy, contact warehouse office personnel to get clarification

#### 4.2. Load cabs and components

- Any components going with the cab load will be placed inside one of the cabs when completed
- Using the cab loading device, load the cabs on the trailer
- Load the front most cab as close to the front of the trailer
- Load the end most cab as close to the end of the trailer
- Place the middle cabs on the trailer
- If the trailer is a drop deck, make sure the front most cab has as much room as possible before the second cab to avoid denting if first cab shifts during transit.
- Inspect cabs for any damage is noticed at any time during this procedure notify the warehouse supervisor
- Notify the warehouse office personnel the cabs are loaded

#### 4.3. Carrier prep for shipment

- Strap the cabs using at least 2 straps
- One strap over the rear end of the cab, be sure the strap is going over any doors if applicable
- One strap running over the cab from under the driver's door straight up over the top of the cab and down to under the passenger's door.
- Inspect Straps
- Inspect straps to make sure they are tight, to prevent the cab from shifting during transportation



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- If using ratcheting straps, inspect all straps to be sure the mechanical part of the strap will not vibrate against the cab during transportation. Add isolation material if needed

#### 4.4. Carrier transportation

- Check straps after the first 15-50 miles
- Verify straps are still tight to prevent shifting
- If using ratcheting straps, inspect strap to ensure they are not causing damage to the cabs
- Check straps every 100-125 miles during transportation
- Verify straps are still tight to prevent shifting
- If using ratcheting straps, inspect strap to ensure they are not causing damage to the cabs

#### 4.5. Carrier delivery

- Cab deliveries are to be at the destination at 6:00am on the day of delivery, if this can't be met please have contact with Marion Body Work with an update on reason and estimated time of delivery
- Follow the destination companies check in procedure

## 5 Change History

<u>Date</u>	<u>Reason</u>	<u>Revision Level</u>
10/14/2016	Initial Release	001
11/1/2016	Changed Names to Titles	002