

**June 15, 2006**

## **Dear Valued Customers**

RE: Requirements for Truck Loading.

In order to improve the level of service and communication at our steel gate Fraser Surrey Docks wanted to clarify some guidelines for all trucking companies.

### **Paperwork**

All trucking companies must receive authorization for pick up from Customer Service at Fraser Surrey Docks prior to arriving at the terminal. Upon arrival at the terminal, truck drivers must be able to identify type of cargo being picked up, vessel from which the cargo was discharged and the Bill of Lading. All drivers must sign in at the Steel Gate to confirm pick up reservation and that they are in possession of appropriate dunnage for the type of cargo they are picking up. All drivers will then check in with Customer Service to pick up cargo releases, ensure that paperwork is correct and expedite the loading of cargo to truck. Any discrepancies with the amount of cargo to be loaded or the paperwork will be redirected to Customer Service. For your convenience Customer Service is the next building adjacent to the Steel Gate.

### **Loading**

Truck drivers are responsible for the proper loading configuration of their trailer. Fraser Surrey Docks will supply rated and trained professional lift truck drivers to load the cargo, but will stow the cargo according to the instructions received from the driver. Truck drivers can request adjustments at time of loading. Adjustments that are requested after loading is complete and secured will be subject to an additional handling fee and be performed at the terminals convenience.

### **Dunnage**

Fraser Surrey Docks does not supply any dunnage for use by trucking companies for loading of steel. Drivers must carry adequate dunnage for their truck and cargo. Any driver found taking any dunnage from FSD will be removed from the site and will not be loaded.

### **Lashing and Trailer Preparation**

Drivers are responsible for securing their own loads. Fraser Surrey Docks does not supply any lashing materials for securing the steel to the trailer. Drivers must carry adequate lashing materials. The trailers must be adequately prepped in accordance with the safety requirements for the cargo being loaded.

### **Safety**

All truck drivers must remain in their truck at all times except to check in at gate, provide instruction to steel crew or secure their load. All truck drivers are required to wear CSA approved steel-toed boots and a high visibility vest at all times when they are outside their truck. When cargo is being loaded to the truck the truck driver must

remain in line of sight of the lift truck driver at all times. Truck drivers will not be permitted to be on the opposite side of the trailer that is being loaded or on the deck of the trailer when cargo is being loaded to the trailer.

Sincerely,

Bob Erickson  
Steel Operations  
Superintendent  
Fraser Surrey Docks LP