



Lot 9-10 North Rd
Bourda, Georgetown, Guyana
+(592)-703-0551
Info@crowbuildersguyana.com

PROJECT SUMMARY

Operations:

Operating Hours: Monday-Friday 8:00-9:00
Number of Employees: 5
Number of Trucks: 3 (Sinotruk HOWO 430)

Crown Builders is a logistics company specializing in high-capacity trailer transport. Our standard operating hours are from 8:00 AM to 5:00 PM, though we offer flexibility for clients with specific needs. Currently, our team consists of five employees, managing a fleet of three hauler trucks, specifically the Sinotruk Howo 430 model.

Standard Operating Procedures (SOPs) for Crown Builders and Logistics

1. Introduction

These Standard Operating Procedures (SOPs) are established to ensure consistent and effective operations within Crown Builders and Logistics. These procedures provide guidelines for various aspects of our operations, including vehicle maintenance, driver responsibilities, safety practices, and administrative tasks.

2. Vehicle Maintenance

2.1 Pre-Trip Inspection

- **Objective:** Ensure that the vehicle is in safe and optimal operating condition before each trip.
- **Procedure:**
 1. Conduct a thorough inspection of the vehicle, including tires, brakes, lights, mirrors, fluid levels, and load securing devices.
 2. Check for any visible damage or wear and tear.
 3. Complete the pre-trip inspection checklist and report any issues to the maintenance team.
 4. Do not commence the trip until all identified issues are resolved.

2.2 Post-Trip Inspection

- **Objective:** Identify any maintenance needs or issues that arose during the trip.



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- **Procedure:**
 1. Conduct a thorough inspection of the vehicle upon return, focusing on the same components as the pre-trip inspection.
 2. Report any new issues or maintenance needs to the maintenance team.
 3. Complete the post-trip inspection checklist.

2.3 Regular Maintenance

- **Objective:** Ensure vehicles receive regular, preventative maintenance to avoid breakdowns and extend vehicle life.
- **Procedure:**
 1. Follow the manufacturer's maintenance schedule for each vehicle.
 2. Schedule regular maintenance appointments with approved service providers.
 3. Keep detailed records of all maintenance activities.

3. Driver Responsibilities

3.1 Driver Qualifications

- **Objective:** Ensure all drivers meet the qualifications and standards required to operate company vehicles safely.
- **Procedure:**
 1. Verify that all drivers have a valid commercial driver's license (CDL) and meet all regulatory requirements.
 2. Conduct background checks and verify previous employment.
 3. Ensure drivers complete mandatory training programs.

3.2 Safe Driving Practices

- **Objective:** Promote safe driving habits to prevent accidents and ensure the safety of drivers, cargo, and the public.
- **Procedure:**
 1. Adhere to all traffic laws and regulations.
 2. Maintain a safe following distance and obey speed limits.
 3. Avoid distractions while driving, including the use of mobile phones.
 4. Take regular breaks to avoid fatigue.

3.3 Cargo Handling

- **Objective:** Ensure that cargo is loaded, transported, and unloaded safely and securely.
- **Procedure:**
 1. Verify that the cargo is properly secured and balanced before departure.
 2. Follow all load securement guidelines and regulations.



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3. Inspect the cargo periodically during transit to ensure it remains secure.
4. Use proper lifting techniques and equipment when loading and unloading cargo.

4. Safety Practices

4.1 Emergency Procedures

- **Objective:** Prepare for and respond effectively to emergencies to minimize harm and damage.
- **Procedure:**
 1. In the event of an accident, prioritize safety and seek medical attention if needed.
 2. Report the accident to the appropriate authorities and to company management.
 3. Document the accident details, including photos and witness statements.
 4. Follow the company's accident response protocol.

4.2 Health and Safety Training

- **Objective:** Equip employees with the knowledge and skills to maintain a safe work environment.
- **Procedure:**
 1. Provide initial and ongoing health and safety training for all employees.
 2. Conduct regular safety drills and emergency response exercises.
 3. Review and update safety training materials regularly.

5. Administrative Tasks

5.1 Record Keeping

- **Objective:** Maintain accurate and up-to-date records of all company operations.
- **Procedure:**
 1. Keep detailed records of all trips, including delivery logs, fuel usage, and maintenance reports.
 2. Store all records in a secure and organized manner.
 3. Ensure compliance with all regulatory record-keeping requirements.

5.2 Communication

- **Objective:** Ensure clear and effective communication within the company and with external stakeholders.



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- **Procedure:**
 1. Use established communication channels for all company-related communications.
 2. Keep all stakeholders informed of important updates and changes.
 3. Encourage open and transparent communication within the company.

Securement Procedures for Transporting Chemicals on High Trailers:

1. **Use of Approved Containers:** Chemicals will be stored in approved, durable containers such as drums, IBCs (Intermediate Bulk Containers), or sealed tanks that meet regulatory standards for hazardous materials.
2. **Proper Labeling:** All chemical containers will be clearly labeled with appropriate hazard symbols and identification information (e.g., UN number) to ensure compliance with regulations and safe handling.
3. **Load Segregation:** Chemicals, especially incompatible substances, will be segregated and separated by barriers or partitions to prevent any dangerous interactions.
4. **Strapping and Securing:** Heavy-duty straps, chains, or ratchet tie-downs will be used to secure chemical containers in place, ensuring no movement occurs during transit.
5. **Palletizing:** Smaller containers or drums will be palletized for additional stability. Pallets will be strapped down or shrink-wrapped to prevent shifting.
6. **Blocking and Bracing:** Wooden blocks, metal bars, or similar methods will be employed to brace the load, preventing it from moving during transportation.
7. **Spill Containment:** Secondary containment methods such as spill pallets or absorbent materials will be placed beneath the containers to manage any potential leaks or spills.
8. **Proper Ventilation:** Chemicals requiring ventilation or specific temperature control will be handled with appropriate venting systems to avoid pressure build-up within containers.
9. **Compliance with Regulations:** All processes will comply with national and international transportation regulations, such as DOT (Department of Transportation) and ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road). These regulations outline the necessary securement methods for hazardous materials.
10. **Inspection:** Regular inspections will be conducted prior to and during transport to ensure the load remains secure, and that there are no signs of leakage or container damage.



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Chemical Spillage Response Procedure for Crown Builders Transport

1. **Ensure Personal Safety:**
 - **Assess the situation from a safe distance** to determine the extent of the spill and the type of chemical involved.
 - **Wear appropriate personal protective equipment (PPE)**, such as gloves, safety goggles, protective clothing, and respirators, based on the chemical's hazard classification.
 - **Avoid direct contact with the spilled material** and ensure unprotected personnel maintain a safe distance.
2. **Secure the Area:**
 - **Stop the truck** in a safe location, away from traffic and water sources.
 - **Isolate the spill area** using barriers or warning signs to prevent unauthorized access.
 - **Evacuate the area if necessary** for large spills or highly hazardous chemicals, and notify local authorities.
3. **Contain the Spill:**
 - **Use spill containment materials** such as spill kits, absorbents, or booms to control the spread of the chemical, using specific absorbents as required.
 - **Prevent the spill from reaching water sources** by blocking drains or other pathways to prevent contamination.
4. **Notify Authorities and Report the Incident:**
 - **Contact emergency services and regulatory authorities** to report the spill, depending on its severity.
 - **Provide detailed information** on the type of chemical, quantity spilled, location, and potential hazards.
5. **Clean Up the Spill:**
 - **Follow chemical-specific clean-up protocols** as outlined in the Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) for the substance.
 - **Collect and dispose of contaminated materials** in approved containers, in accordance with hazardous waste disposal regulations.
6. **Decontaminate the Area:**
 - **Clean affected surfaces and equipment** with appropriate cleaning agents.
 - **Monitor the area** for residual contamination to ensure safety before resuming normal operations.
7. **Document the Incident:**
 - **Prepare an incident report** detailing the spill, response actions, and any resulting injuries or damages.
 - **Review and improve response procedures** as needed to prevent future spills.
 - The contractor that shall be contacted to handle specialized clean up procedures is **Cevons Waste Management**.



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Transportation Routes:

We will primarily be responsible for transporting chemicals from GNIC Wharf, Demerara Shipping Wharf, and John Fernandes Terminal to Halliburton and Baker Hughes. Below you will see the standard route we usually take for various deliveries.





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