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2 Road Transport

These guidelines are applicable for all JLR markets subject to local laws, legislation or practice.

2.1 Transporter Standards

Product may only be transported using transporters that are fit for purpose, which have been trialled, evaluated and suitably risk assessed and fully tested. The equipment on the transporters must be fit for purpose at all times and fully serviceable and comply with market legal and industry quality & safety regulations/standards e.g. ISO/EN or equivalent standards to suit mode of transport.

Service Providers are to ensure that **all sub-contracted services** conform to the stated quality standards.

The vehicle handling guides for JLR models (REF: Appendices 6&7) include some indicative loading positions/locations on specific transporters load trialled and highlight some areas with significant quality damage risks/restrictions however:

! The loading and carrying of JLR products and subsequent dynamic risk assessments/safe systems of working to the requirements of current regional/market/Industry legislation are solely the responsibility of the carriers or their representatives.

JLR accepts no responsibility for contravention of these requirements and does not authorise any such action.

Dynamic Risk assessments by SP should also include:

- Overall and specific Transporter Equipment and associated weight limitations/considerations (E.g. Gross vehicle weight/Load/axle type/axle weight, maximum deck lifting capacities)
- JLR Vehicle Weights & Dimensions
- Toe Ramps (Angles/Weight limits)
- Specific equipment variations/modifications
- Comply with quality & safety regulations/standards eg. ISO/EN or equivalent standards
- This includes all JLR product type/models both with and without vehicle protection.

2.2 Transporter Equipment

- Every transporter used to move JLR vehicles must be fit for purpose, fully serviceable (ie. no hydraulic/oil/fuel leaks etc.,) and comply with local/national/regional market legislation/certification/standards.
- JLR vehicles should be tested and fully risk assessed for transporter and model load/location capability prior to moving vehicles by contracted Service Provider (SP).
- Vehicles should not be loaded into positions that can cause damage to JLR products
- Maintenance plan should in place and should be auditable
- Transporters should be equipped with:
 - Adequate height measurement gauges/equipment where applicable
 - The correct number of approved lashing equipment/chocks appropriate for the load carried, to comply with lashing and chocking requirements for JLR vehicles (as outlined in section 2.4)
 - Infill plates to support load configurations
- Uprights, sharp edges etc. on the transporter should be adequately protected/padded.
- Toe - Ramps should be to the correct weight/load bearing specification and should not exceed approach angles of 8° on access/departure ramps.

A transporter should not be used if there is/are:

- Defective wheel chocks, decks and clamping belts or lashings.
- Damage to the raising/lowering equipment and access ramps.
- Incorrect angles on access rails and ramps which will damage JLR products during loading/unloading.
- Evidence of excessive oil or grease condition/contamination or hydraulic leaks.
- Excessive Rusted or dirty condition, flaking paint or unsecured transporter protection.
- All transporters should be generally cleaned/maintained, presentable and not detrimental to the quality of JLR product.
- A service maintenance regime should be in operation for transporter cleaning and drivers clothing (PPE) and equipment.
- Clean all excessive dirt/grit from transporter surfaces; if necessary remove snow and ice.
- JLR reserves the absolute right to reject sub-standard or unsafe equipment from carrying their range of products, at any time during operations or TQ Audits.

2.2.1 Lashing Equipment

- Lashing equipment must be fit for purpose, fully serviceable, and conform to market/international ISO/EN or equivalent safety/quality standards to suit mode of transport.
- All lashings must be applicable to the national/regional/market safety standards and the vehicle and equipment must be well maintained in a fully serviceable condition (Excessively frayed or damaged lashings must be changed and not used).

2.3 Driver Familiarisation

The following guidelines should be used in conjunction with what has been already outlined in TQM Chapter 1 and after vehicle has been inspected for damage as outlined in TQM Chapter 8:

- Drivers/Service providers (SP) must undertake adequate product familiarisation training from the SP/Carrier Driver Trainers before assignment to load/unload or drive JLR vehicles (and have up to date training records if requested/audited where applicable.)
- Regional/Market height limitations/restrictions should be fully understood and adhered to
- Internal driver training records and updates must be maintained.
- Regular Internal audit cadence regime should be in place.
- Documentation / records should be available if requested during JLR Operations or TQ audits.
- Detailed Specific Handling guides by product/model; can be found in the Appendices 6 & 7 of the TQM and should be read and understood prior to moving JLR Vehicles.
- Third party sub contracted providers must operate to the same standard as the principal.
- Contracted service providers have the responsibility to ensure safe product handling
- Adequate loading/unloading/dynamic risk assessment/transporter configurations should be conducted by the contracted Service Providers prior to movement of new product.

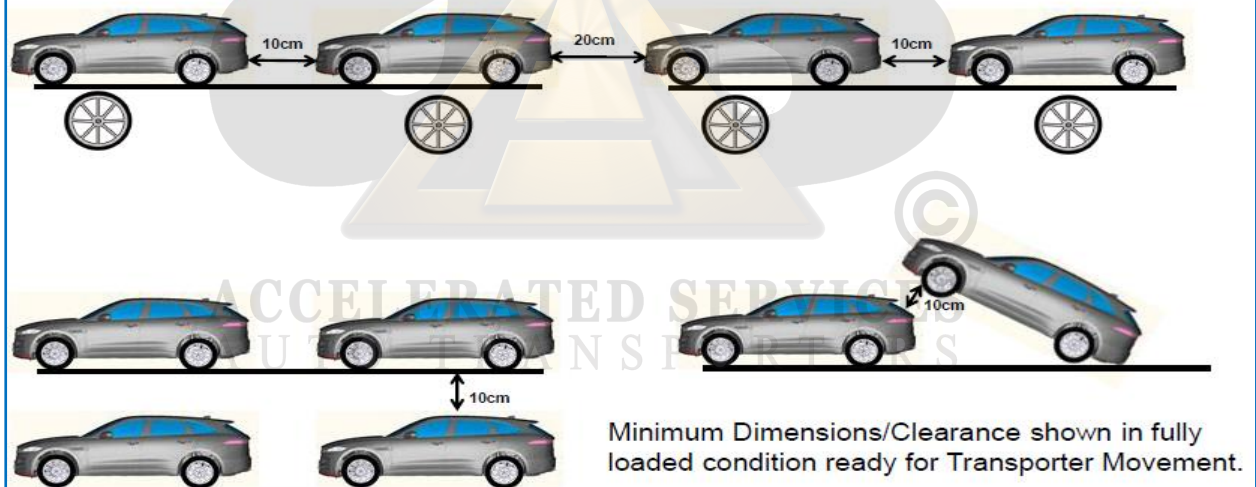
2.4 Loading/Unloading Preparation

- Load, or discharge on as firm a level surface as possible.
- Loading/Unloading Surface should be flat and free of pot holes/debris and clearly identified/marked out with no-go zones. (Where possible)
- Ensure the transporter is clear of loose equipment, winch bollards and free of obstacles.
- Due to variation in transporters, equipment minimum carrying standards are applicable to all transporters to ensure safety and correct JLR product quality handling.
- Ensure Infill deck plates are used where required.



2.5 Load Configuration/Planning:


TQM Road Transporter Loading Schematics




- Infill deck plates should be put in position if required in support of requirement in addition to specific vehicle model handling guide loading schematics where applicable (reference found in appendices 6 & 7)
- Products should not be carried at angles exceeding 15 degrees nose up or down once loaded on to the transporter.
- Schematics shown below are from closest contact point > e.g. Towing eye.
 - Towing eyes if fitted on the vehicle should not be removed.

- Wheel chocks, lashings or clamping belts should be removed from the transporter deck prior to loading/unloading.
- If vehicle has a screw in type towing eye fitted they should not be taken out during transporter operations
- Load planning should ensure that towing eyes are considered these can protrude up to circa 40-90mm from bumper overall length dependent on model.


2.6 Loading/Unloading Operations

- Driving speeds should be slow and controlled at all times.
- Height and under body clearance limitations should be monitored and checked.
- Once vehicle is in position on transporter vehicle should be parked and handbrake applied.
- **Warning**  Loose Hooks/Straps/Equipment Can **Damage** Wheels/and Tyres





- **Caution**  Ramps should be set at minimum angles to avoid underbody/bumper grounding 8 degree recommended



Caution  During Loading/unloading ensure decks are free and clear from straps/hooks and equipment.



Caution  Slow crawl speed should be used at all times with correct low ramp angles (8 degrees max)

Caution  Avoid contact with transporter structure at all times. Do not load to incorrect deck locations if model at risk use smart loading principles with product alternative mix where possible.

IMPORTANT

Mandatory checks are to be carried out prior to loading Land Rover Product. Please see single point lessons located in *Appendix 8*

Engine must be warmed up prior to loading. A minimum of 1 minute running of engine before loading

Loading must be at crawl speed to prevent suspension bounce and grounding out of under body areas and components.

Land Rover products must be loaded in low range and hill descent as appropriate to the model.

Once vehicle is parked onto transporter disengage the low range gear (if model applicable).

The driver should ensure that air suspension units are set at the correct transit height, prior to exiting the car (Usually air suspension drops from ride height to access height 10-15 seconds after engine off)

- When loading vehicles a minimum of 10cm gap between roof, and other cars and transporter structure is required.
- Vehicles should be loaded/unloaded in a slow controlled manner (5mph max) with a reduced speed before driving onto or off the ramps.
- Care is required when loading through areas of transporters with restricted width & wheel wells.
- Derivatives of a model and/or equipment (spoilers, exhaust units, etc.) that prompt fear of grounding and other damage to JLR product / excess height on the transporter should only ever be loaded/unloaded following positive load trials and validation for specific loading locations.
- Vehicles must be loaded or unloaded under their own power it is strictly prohibited to push the vehicle off the transporter or brake using the handbrake or clutch.
- During change of direction the car must be brought to a complete stop before changing gear from forward to reverse – or vice versa. Serious damage may occur to products including gear box damage, electrical ‘power surges’ damaging electronic/electrical components if this basic discipline is ignored
- Once vehicle is parked front wheels need to be ‘parked straight forward facing’

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Once vehicle is loaded into position please follow the following steps:

1. Ensure electronic handbrake is applied and ensure vehicle is left in gear ("P" – Park or 1st Gear as appropriate)
2. All windows, sunroofs, moon roofs, and doors must be checked and fully closed.
3. Carefully exit vehicle, avoid contact by the door to transport infrastructure.
4. Reposition any displaced seat covers or loose protection on exit.
5. If Vehicle has a FBC (Full Body Cover) Drivers door cover needs to be closed and zipped up.

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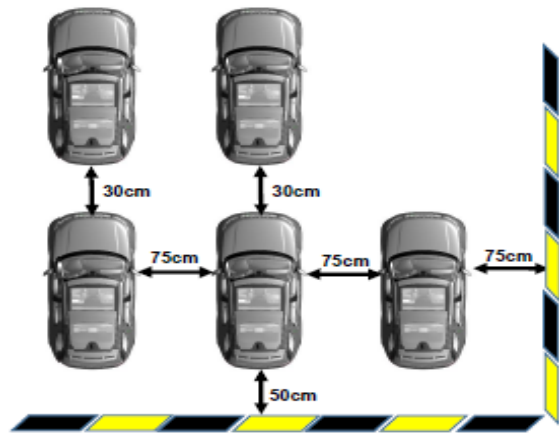
6. Lash/secure/chock vehicle in as per section 2.4.
7. Do not travel with loose lashings / fixings (stow in correct location on transporter)
8. Following night time loading, switch off car headlights and other electrical equipment.



- For offloading vehicle the same care and operating principles should be followed during the opposite process used for offloading as per on load where applicable on items 1-5
- In addition to this please ensure to aid damage prevention/quality risk vehicles are parked as follows once offloaded:

Bumper to Bumper Minimum 30cm (300mm)
at closest point

Side to Side 75cm (700mm) wherever
operationally possible.



2.7 Chocking/Lashing

Jaguar Land Rover products can **ONLY** be lashed using over wheel lashing


2.7.1 Chocking the Vehicle

- Minimum requirement of **two wheels** to be chocked per vehicle loaded on the transporter.
- Number of chocks required for each wheel = **x 2 (NB: Integral chocks are on some transporters)**



2.7.2 Vehicle Lashing

- Due to the weight of JLR vehicles four lashings/fixings per vehicle is **recommended**.
- x 1 Lashing for each wheel

Caution  If vehicles have air suspension, lashing must only commence once vehicle has fully lowered to correct position on suspension (After Vehicle has been switched off approx. 5-15 seconds will do so as part of the transit mode condition)

2.8 Vehicle Security

- Vehicles should be locked during transporter movements.
- Keys should be secured by the driver

2.9 JLR Vehicle Handling Guides

Transporter SPs should be aware of any new JLR Vehicle Handling Guides in Appendices 06 & 07 that they are contracted to move on behalf of JLR and cascade to all relevant parties.

