

## Operational Procedures & Processes

<b>Title</b>
Wheel Clamps and Keys

<b>Overview</b>
This document is to outline the wheel clamp colour coding and allocation.

Clamp / Key Colour	Trailer Allocated To	Clamp Storage Location	Key Location
Triangle	SS1 RIB	Kept with Boat / Trailer	Coded padlock 01279
Triangle	Cabin RIB	Kept with Boat / Trailer	Coded padlock 01279
Orange	Pioneer	Kept with Boat / Trailer	Key hook
Black	SS2 Little RIB	Kept with Boat / Trailer	Key hook
Red	Red	Hung above boat bags	Key hook
White	White	Hung above boat bags	Key hook
Blue	Blue	Hung above boat bags	Key hook
Yellow	Yellow	Hung above boat bags	Key hook

Clamp keys are colour coded to its correct clamp. These can be found on the key hooks which are located in the warehouse by the vehicle keys, each key is to be left on the correct coloured hook. When clamps are in use at the office the key should be left on these hooks, if the clamp is in use at an event, the clamp key should be attached to the vehicle key that is attending the same event.

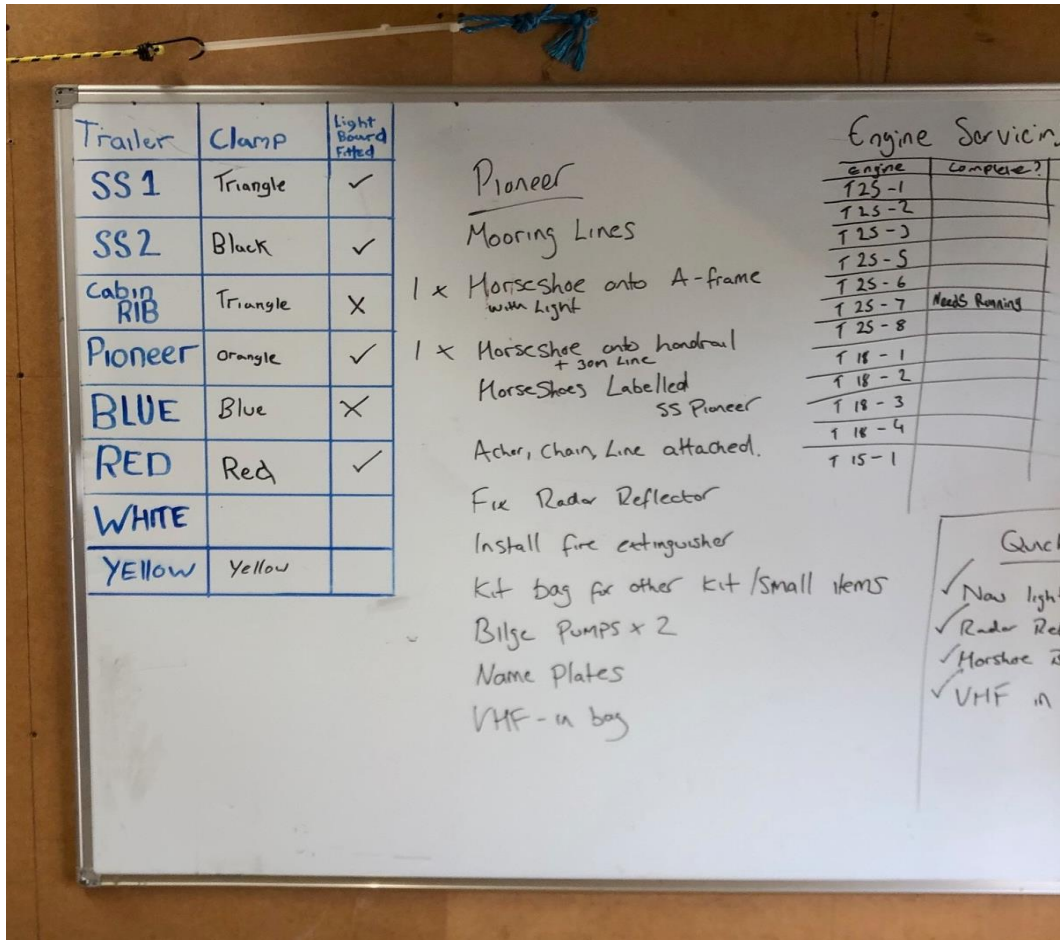
<b>Version:</b>	V1
<b>Date:</b>	Feb 23

# Operational Procedures & Processes

**Title**

Wheel Clamps and Keys

Trailers left at the farm should also be clamped. To ensure we know which clamp is on what trailer update the clamp white board, which is behind the yellow fuel bin (pictured below). If a lightboard is fitted to the trailer put a tick in the box to the right side of the table.



<b>Version:</b>	V1
<b>Date:</b>	Feb 23