


OPERATIONAL PROCEDURE							
	Department:	Area:	Task:	Site Reference	COVID-19	Document owner – site level:	
	Widnes (Halton)	Stock Yards	Stock Collection by Third Party	Version	2020.01	Senior Site Manager	
			Revision	Rev.0			

TASK INSTRUCTIONS

These instructions relate to the collection of stock from Plasmor (Halton) site by third parties in relation to our COVID-19 safety measures.

Booking your collection:

- Third party purchasers of stock must pre-order and receive a collection date and time slot agreed prior to attending the site
- If you have not pre-ordered and received confirmation of supply, you will not be loaded with product and will be required to leave site immediately
- You will be provided with a contact number for the site at the time of pre-ordering

On arrival at site:

- Park outside the gate (do not obstruct the site entry/exit route)
- Put on a face covering and high visibility clothing (fluorescent colour with reflective bands)
- Report to the despatch office and use the hand sanitiser provided
- Provide details to the office personnel (your order, order number, company name, vehicle registration number and your name)
- Sign the collection note presented to you (disposable pens are provided)
- Leave the collection note, return to your vehicle and await instructions from the loader

Loading stock onto your vehicle:

Follow the instructions given by the loader

- The loader will collect your collection note and instruct you to enter the site
- Follow the loader to the loading area
- You will be allowed out of your vehicle to prepare it for loading (**high visibility clothing must be worn when out of your vehicle**)
- Once you are back in your cab loading will commence (**you must remain in your cab during the loading process**)
- When loading is completed, you will be allowed out of your cab to check the load before moving to the strapping/tinning area
- Take your vehicle to the strapping/tinning area and secure your load

Leaving site:

- You must safely secure your load prior to leaving site

AT ALL TIMES ON SITE YOU MUST ADHERE TO SOCIAL DISTANCING OF AT LEAST TWO METRES

YOU MUST NOT ATTEND OUR SITES IF YOU, OR ANYONE IN YOUR HOUSEHOLD, HAVE ANY SYMPTOMS RELATING TO COVID-19

FAILURE TO FOLLOW THESE RULES WILL LEAD TO A REFUSAL TO SUPPLY YOU WITH PRODUCT