


<b>OPERATIONAL PROCEDURE</b>							
	Department:	Area:	Task:	Site Reference	COVID-19	Document owner – site level:	
	All Sites	Stock Yards	Stock Collection by Third Party	Version	2020.01	Senior Site Manager	
			Revision	Rev.1			

### TASK INSTRUCTIONS

**These instructions relate to the collection of stock from Plasmor sites by third parties during the COVID-19 isolation restrictions.**

#### Booking your collection:

- Third party purchasers of stock must pre-order and receive a collection date and time 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:

- Report to the sales reception where you will be provided with your sales ticket
- Report to the loader with your sales ticket (if the loader is not there to deal with you call the contact number you were provided with)
- The loader will lead you to the loading point

#### Loading stock onto your vehicle:

##### **Follow the instructions given by the loader**

- You will be allowed out of your vehicle to make any necessary preparations for stock being loaded
- Once your vehicle is prepared for loading you must return to your vehicle and remain in it until loading is completed
- When loading has been completed you will be required to sign the sales ticket and a copy will be provided to you
- You will be allowed to leave your vehicle to make it safe for driving it to the tinning / strapping area
- You will then be required to drive to the tinning / strapping area to secure your load before leaving site

#### Leaving site:

- **You have a responsibility to ensure that your load is safely secured 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 CLOSE CONTACT WITH YOU, HAVE ANY SYMPTOMS RELATING TO COVID-19**  
**FAILURE TO FOLLOW THESE RULES WILL LEAD TO A REFUSAL TO SUPPLY YOU WITH PRODUCT**