


OPERATIONAL PROCEDURE							
	Department:	Area:	Task:	Site Reference	COVID-19	Document owner – site level:	
	Newton Aycliffe	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 (Newton Aycliffe) by third parties during the COVID-19 restrictions.

Booking your collection:

- Third party purchasers of stock must pre-order and receive an agreed collection date and time prior to attending the site
- Please bring a copy of your order and or delivery ticket that was emailed to your branch
- 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
- The site telephone number is on the gate on arrival to arrange entry

On arrival at site:

- Stay in your vehicle and ring 01325 312328. A member of staff will come and check your paperwork
- Report to the loading waiting area. The loader will be aware of your requirements
- 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
- 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
- Once your load is secured a member of staff will check your load is the correct product and quantities and let you off 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