

Goods Receiving and Despatch Protocols

Linecross Rutland and Linecross Cannock

Friday 22nd September 2023

To Whom it May Concern,

At Linecross, the health and welfare of our employees and those of our supply chain partners is of the highest importance to us. We continually review our operations to ensure all of our employees and any visitors to our sites are able to work safely.

This protocol applies to both Linecross sites, South Luffenham LE15 8NG and Cannock WS11 0JW.

Please ensure that all relevant staff at your company as well as any third party logistics providers / carriers that you use for collections and deliveries are fully aware of the measures below.

Driver Protocol

It is Linecross policy that on arrival at either of our sites, **all** drivers will be asked to :

- Step out of their vehicle, wearing safety footwear and high visibility clothing (vest is acceptable).
- Open any curtain sides and remove any strapping.
- Hand the vehicle keys to the Fork Lift Truck operator, who will in turn place them in the designated key box.
- The driver will then be asked to remain in their cab until the load / unload is complete.
- The driver will then be asked to secure their load and prepare their vehicle for travel.
- On completion of this their keys will be returned to the driver.

This policy is being implemented to ensure the safety of all employees and visitors to our sites. Accidents such as the two examples below can be avoided through the use of these measures.

Example : [employee killed, due to being hit by a reversing HGV.](#)

Example : [FLT operator killed whilst loading vehicle and the vehicle moved.](#)

Adherence to Protocols

This is a mandatory protocol. Any driver refusing the hand over keys will not have their vehicle loaded / unloaded and will be ask to leave site. In these situations, we would expect the supply or collection of items to our sites to be re-arranged by yourselves in a timely manner to ensure there is no disruption to our end customers' production requirements.

If you have any queries regarding our protocols, please contact Jenna Pearce (jenna.pearce@linecrosscomposites.co.uk).

Thank you for your support.

Yours Sincerely,



Jenna Pearce
Senior Commercial Manager