



**Covid-19**  
**Haulier / Customer Collection**  
**Lockerbie Roof Tile Site Rules**  
**Commencing 11/05/2020**

1. All Haulier / Customers / collecting or delivering materials / goods should notify the Lockerbie office of their arrival time in advance. A time or time window will then be allocated for your vehicle to arrive on site to allow for the planning of vehicle numbers / adherence to social distancing measures.  
(Failure to comply to this instruction could mean that you will be refused access to site)
2. On Arrival the driver must park his vehicle at the barrier, and telephone the Lockerbie office to identify themselves and let them know they have arrived. **THE DRIVER MUST STAY IN THEIR VEHICLE.**

**Lockerbie office: 01387 812000**

3. Lockerbie office personnel will then place the delivery paperwork at the paperwork collection point in Lockerbie office transport reception area.
4. The driver will then be instructed by telephone to collect the delivery paperwork from the collection point. The driver can then leave their vehicle and collect their paperwork from the collection point using the allocated access window, whilst complying with the social distancing rules of a 2-metre distance from third parties at all times.
5. A PPE Check will then be carried out by the transport department. On completion of the check the driver can then return to their vehicle and wait for further instructions from the Lockerbie office as to vehicle loading.
6. The Lockerbie office will then contact yard personnel to inform them the vehicle is at the barrier and ready to enter the yard.
7. Yard Personnel will approve access to the yard and instruct the Lockerbie office which Loading bay the vehicle is to park in / direct the vehicle manually to the parking location (Loading Bays to be clearly marked up and signed)
8. The Barrier will then be lifted to allow the driver to access the yard and locate their vehicle in the designated Loading bay.
9. Lockerbie office personnel will keep a detailed record of the vehicle entry to the yard.



10. RRT yard personnel will then approach the driver, who will confirm their load id from their copy of the loading ticket with the loader verbally. (Loading tickets will be issued in advance to yard personnel preventing contact with the driver.) RRT yard personnel will then check loading and picking tickets before commencing the loading of the vehicle.

11. **THE DRIVER MUST STAY IN THEIR VEHICLE** and only exit their vehicle for one of the below exceptions whilst in the yard.

Exceptions are: **(2 metre social distancing must be adhered to at all times)**

- To Strap / unstrap their load (if applicable)
- To open and close vehicle side curtains (if applicable)
- To operate crane to allow load to be loaded / unloaded (if applicable)
- To open and close vehicle doors to allow loading / unloading
- To use the toilet facilities (**HOWEVER** this will only be allowed by notifying RRT personnel to manage the drivers safe exit of their vehicle and use of facilities whilst complying with all social distancing, HS, PPE & hygiene site rules)

12. On completion of Loading, the driver is to return his vehicle to the barrier and park their vehicle. The driver then must telephone the Lockerbie office on the number above to confirm they have been loaded.

13. RRT Yard personnel will return the completed picking and loading paperwork to the Lockerbie office and place at the paperwork collection point whilst notifying the Lockerbie office verbally. (A 2-metre distance to third parties must be observed at all times)

14. The Lockerbie office will then collect the paperwork and check all details / loading are correct.

15. RRT personnel will then confirm the details are correct and contact the driver by telephone to confirm they can leave the yard.

16. The Driver can then leave site, and the Lockerbie office will then record the time the vehicle has left the premises.

17. All POD information from hauliers must be sent electronically to the transport office within 48 hours of delivery.



I have read and understood the above instruction and where to report any concerns or breaches in relation to this procedure, and I agree to observe and implement the measures detailed in this document.

Signed: .....

Print Name:.....

Company: .....