



TATA Steel – Automotive

Collection Plan – Part 1

PERSONAL PROTECTIVE EQUIPMENT

SITE RULES

- No reversing without a BANKSMAN**
- Mobile phones prohibited**
- No smoking**

CONTACT NUMBERS :-

- Shift Mgr : 07880784811
- Emergency : 01902484098
- Complaints : 01902631163

ON ARRIVAL :-

Follow ONE WAY System & park vehicle in allocated waiting area.

Follow directions to DRIVER SAFE ROOM. Enter room.

DO NOT ENTER WORKS

Ensure you have your Load Reference Number ready.

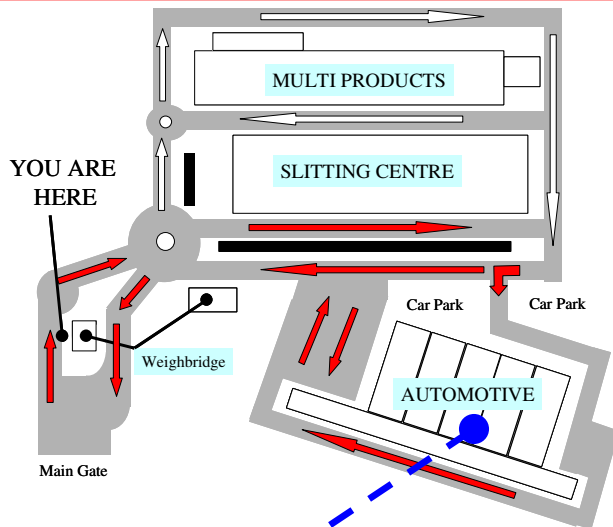
A loader will come to you and inform you of the bay you need to enter.

As you enter the works Take notice of SITE RULES displayed outside the entry point to works.

	Traffic Flow
	Fire Point
	Road
	Vehicle Waiting Area
	Bay Number
	Loading Area

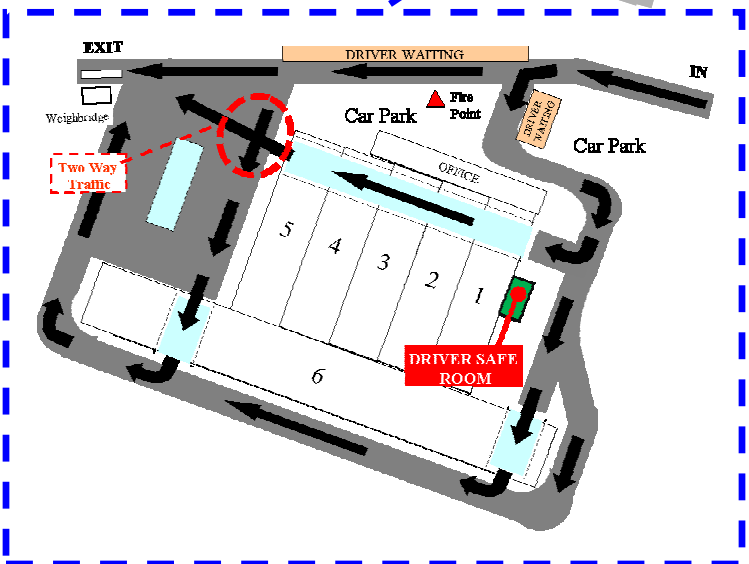
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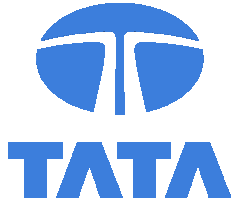
STEELPARK



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AUTOMOTIVE





TATA Steel - Automotive

Collection Plan – Part 2

LOADING:- Person In Charge - Shift Manager

On arrival in the works a Loader will discuss with you and complete a 'Loading and Unloading Check List'. Before loading this record MUST be signed by both parties.

The Check List will :-

- Ensure you are fully aware of the H&S Policies adopted by Automotive.
- Ensure the load is correctly restrained in accordance with Corus Policy.
- Ensure you have appropriate Personal Protective Equipment.
- Confirm Loading / Offloading method.
- Agree loading method and configuration on vehicle.

REFUSAL TO FOLLOW INSTRUCTIONS FROM THE LOADER WILL RESULT IN REFUSAL TO LOAD.

Additional Requirements:-

DO NOT move the vehicle until the load is safely secured.
DO NOT travel on the back of moving vehicles.
DO NOT approach within 2m of a working fork lift truck.
DO stand clear of loading / unloading activities. Including suspended loads.

FIRE - Upon hearing the Fire Alarm evacuate the building at the nearest exit.
Report to Assembly Point 1 - Main Car Park

EXIT SITE :-

Obtain paperwork from Loader and exit to Automotive Weighbridge. Once weighed out obtain gate pass and delivery paperwork then proceed to the main gate house. Hand over gate pass.