

## CODE OF PRACTICE FOR HAULAGE CONTRACTORS

To be read and signed prior to returning. Please keep a copy for your files.

The contractor is responsible for ensuring all personnel are familiar with these Codes of Practice and abide by them.

1. All lorries shall be internally clean and swept out before loading. The outside shall be as clean as possible. Records of cleaning may be required from time to time.
2. Contractors shall not carry the following items in tandem with any product from Ripon Select Foods:  
Noxious substances; Glass or other fragile items; Products which may taint, eg oils, chemicals, strong smelling products; sharp items; animal products/by-products; unpackaged items.
3. All contracting staff shall wear suitable overalls and hats on our premises and on our customers' premises.
4. If access is required by contracting staff into our warehouse or factory areas, all loose jewellery, including watches, shall be removed and hairnets shall also be worn.
5. Ear protection must be worn in designated areas.
6. Smoking is prohibited on our premises and our customers' premises, except in designated areas.
7. Flat bed lorries are not considered to be a suitable means of transportation of foodstuffs and foodstuff packaging.
8. All contracting staff shall report to the warehouse office on arrival and before loading or unloading.
9. All vehicles, before leaving the site, shall weigh off and shall ensure all documentation is correct.
10. All pallets are returnable.
11. Contractor's Public Liability Insurance Cover is £ ..... (please complete).
12. Insurer ..... Policy Number .....

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Approved By: J. Wareing	Approved By: L. Wilcock	Page 1 of 2
Initials: JW	Initials: L.W.	

Signed .....

Print Name .....

Date .....

Company .....

Address .....

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Signed ..... Dated .....

Print Name ..... Company .....

PLEASE INDICATE RECEIPT BY THE RETURN OF A SIGNED COPY

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Approved By: J. Wareing <i>SW</i>	Approved By: L. Wilcock	Page 2 of 2
Initials: <i>SW</i>	Initials: <i>LW</i>	