

**1. PURPOSE**

The purpose of this procedure is to define the process by which VolkerRail plan and manage arrangements for plant and material deliveries and collections on-site, removing the hazards and reducing risks by adhering to legislation and application of lifesaving rules.

**2. SCOPE**

This procedure applies to all business units, divisions and departments within VolkerRail. The activities covered by this procedure are those deliveries and collections with potential to cause harm, of any scale greater than a simple 'Hand-to hand' transfer of items.

**3. REFERENCES (INPUTS) / RELATED DOCUMENTS**

- PE326 – Vehicular Plant and Crane Operations
- SAF23 – Site Set-up and Demobilisation

**4. ABBREVIATIONS AND DEFINITION OF TERMS**

Term	Description
Project Plant Coordinator	A single point of contact appointed by the project manager to manage the coordination of plant with VR Plant
Plant Account Manager	A single point of contact appointed by VR Plant as the single point of contact for the coordination of plant for a project
Procurement Representative	A nominated point of contact for the project from the procurement team in Doncaster
Designated Material Coordinator	A point of contact appointed by the project manager to manage the coordination of material deliveries to site

**5. PROCESS**
**5.1 Introduction**

VolkerRail are responsible for ensuring that each project is set up such that Health, Safety and Environmental risks are adequately controlled. This includes the safe delivery and collection of plant and materials.

All VolkerRail projects must be delivered in compliance with the respective VolkerRail procedures, unless explicit written authority is received from the relevant business director and specified in the Project Management Plan.

The process for the management of delivery and collection activities is mandatory, and is shown in Fig. 1 below.

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**Fig 1.** Overview process for management of deliveries and collections.

**5.2 Planning phase**

Safe and effective management of deliveries on site must commence during the pre-construction or site set-up stage; safe and effective management of VolkerRail sites is not confined to the construction phase.

As with all site activities, deliveries and collections must be pre-planned to reduce the risk of exposure to our employees, subcontractors, stakeholders and neighbours. A template booking sheet is shown as SAF23M001F02 of this document.

The following items shall form the basis for the effective management of all delivery and collection activities. The parties identified in **bold** are responsible for ensuring the action is completed.

- Identification of key suppliers (through VR Procurement and VR Plant) – **Project Manager** or their delegated deputy
- Key points of contact (Ref: Appendix A) must be identified within both the project and supply chains – **Project Manager** or their delegated deputy and **VR Plant Business Manager** and **Suppliers**
- Site rules and requirements must be agreed and communicated with both Plant and Procurement teams to ensure these are shared with all suppliers and added to/or referenced within all orders – **Project Manager** or their delegated deputy, **VR Procurement rep**, **VR Plant Account Manager**
- The project team must come to a clear agreement, record and communicate with the supplier undertaking the delivery, for all aspects of any delivery and collection. In the case of plant delivery and collection, this agreement shall be initially between **Project Plant Coordinator** and **Plant Account Manager**.

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- Delivery/collection risk assessments must be prepared, recorded and communicated for all deliveries prior to execution. Risk assessments must consider both the SITE layout and arrangements and the ACTIVITY related to the proposed delivery/collection and shall define the respective control measures. Suppliers are required to provide input into the risk assessment process - . **Project Manager** or their delegated deputy.
- The Plant Account Manager or procurement lead shall ensure that any sub supplier is aware of and compliant with these defined requirements. – **Plant Account Manager / Procurement Lead**.

### 5.3 Execution Phase

A checklist must be used to ensure readiness prior to execution. SAFM001F02 to this procedure provides a sample checklist of considerations for deliveries and collections, that must be included

- Prior to delivery or collection a risk assessment as per SAF23M001F04, identifying suitable control measures for the location of the delivery and collection, must be confirmed to be in-place (appropriately recorded and communicated) to cover all instances of delivery and collection to every VR project – **Project Manager** or their delegated deputy.
- To allow the required management of risk, orders that require delivery and collection of materials or plant should be placed as early as is reasonably practicable and no later than T-7 days – **Project Manager** or their delegated deputy.
- During the execution phase all delivery and collection methods should be fully aligned to the relevant planned agreements, unless changes are risk assessed and authorised – **Project Manager** or their delegated deputy.
- All deliveries and collections shall have a VolkerRail representative present – **Project Manager** or their delegated deputy.
- Any required 'Meet & Greet' arrangement should be pre-agreed with names and contact details communicated to all relevant parties – **Project Manager** or their delegated deputy.

### 5.4 Feedback & Review

All parties shall encourage feedback from personnel involved in the process.

Relevant teams shall record, communicate and (where appropriate) act upon this feedback to support continuous improvement.

## 6. ASSOCIATED GUIDANCE & INFORMATION

- Appendix A – Project / Plant Roles and Responsibilities

## 7. DOCUMENTATION (OUTPUTS)

- SAF23M001F01 – Delivery Driver Site Rules
- SAF23M001F02 – Delivery and Collection Checklist
- SAF23M001F03 – Booking Schedule form
- SAF23M001F04 – Site Access / Delivery Point Location Risk Assessment form

## 8. ISSUE RECORD

Issue	Date	Comments
1	01/08/2018	This <b>new</b> procedure has been developed to assist with the planning and management of plant and material deliveries on-site. Mandatory rules are defined within the procedure, to provide a consistent control framework. Guidance documentation and reference is provided within appendices to assist persons planning and managing deliveries and collections.

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**9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY**

N/A

**10. BRIEFING REQUIREMENTS**

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

Discipline	Role	RACI	Type of briefing
Project Management	Project Manager	Responsible	Detailed
Senior Management	Plant Business Manager	Responsible	Detailed
Engineering	Plant Account Manager	Responsible	Detailed
Procurement	Procurement Lead	Responsible	Detailed
HSQES	H&S Manager / H&S Advisor	Informed	Awareness

**11. IMS AUTHORISATION**
**Document owner approval:**

**Stuart Webster-Spriggs**, HSQES Director, 01/08/2018

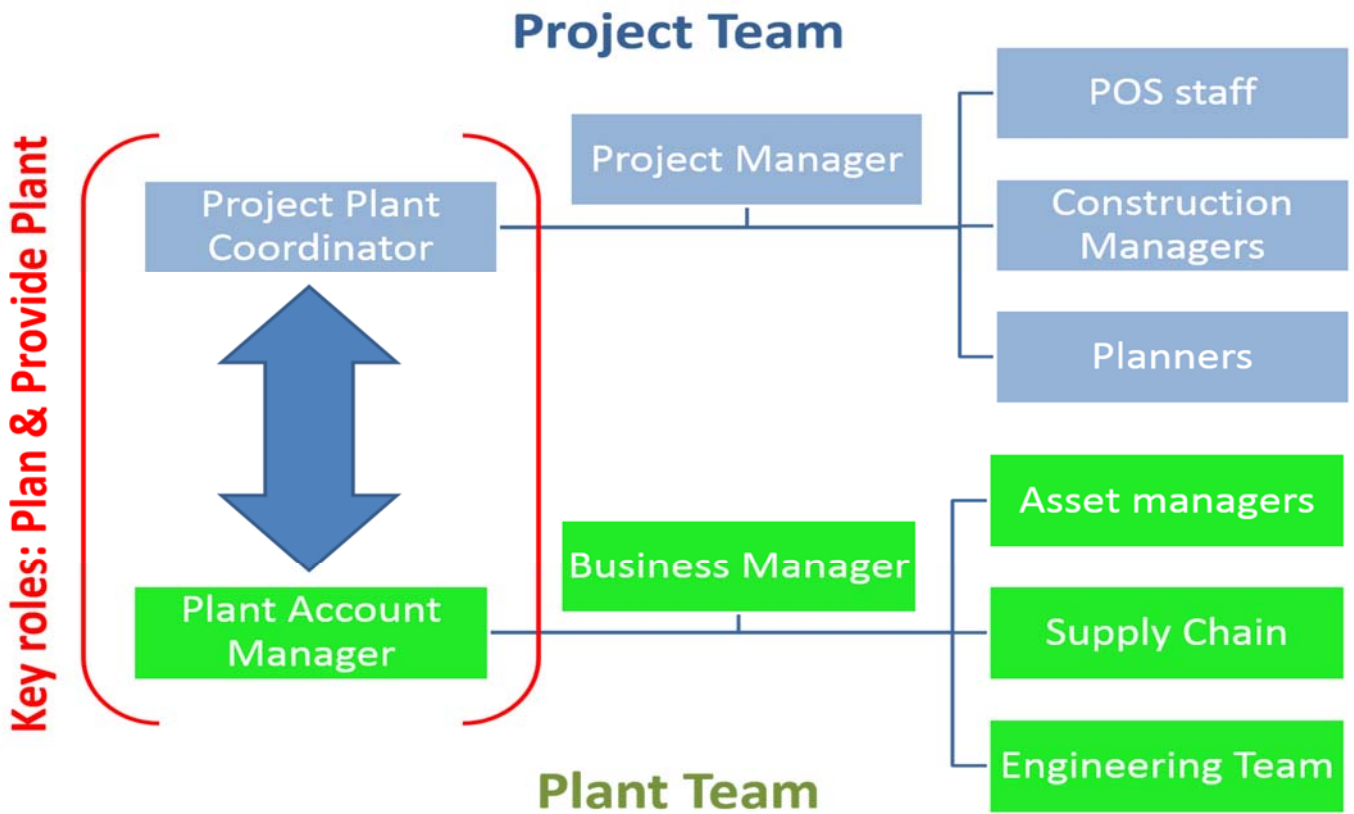
**Document author:**

**Will Loveridge**, Senior Project Manager, 01/08/2018

**Approval for IMS:**

**Paula Roberts**, IMS Coordinator, 01/08/2018

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