








## GOODS INWARD & DESPATCH REQUIREMENTS

	<p><b><u>Booking In</u></b> <b><u>ALL</u> DELIVERIES AND COLLECTIONS MUST BE BOOKED IN AT LEAST 24 HOURS IN ADVANCE</b></p> <table border="1"><thead><tr><th colspan="2">Required information when booking in with Grotech</th></tr></thead><tbody><tr><td>Description of the goods</td><td>Reference numbers/PO numbers</td></tr><tr><td>Details of company supplying or owner of goods</td><td>Quantity and number of pallets</td></tr><tr><td><b>DECLARE HAZARDS and please quote Risk Phrases</b></td><td>Transport name, contact name and telephone no.</td></tr></tbody></table> <p>Please book in by calling the Grotech main office team between 9.00am and 5.00pm on <b>+44 (0)1405 761746</b>.</p>	Required information when booking in with Grotech		Description of the goods	Reference numbers/PO numbers	Details of company supplying or owner of goods	Quantity and number of pallets	<b>DECLARE HAZARDS and please quote Risk Phrases</b>	Transport name, contact name and telephone no.	
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	<p><b><u>Deliveries</u></b> All goods must be supported by a delivery note with all relevant information as detailed in the above table.</p> <p><b><u>Collections</u></b> All goods must ideally be supported by a collection note. Alternatively, drivers must present enough details about any collection to enable the Grotech team to identify the goods concerned.</p> <p><b><u>NOTE</u></b> <b>FAILURE TO BOOK IN, OR TO PRESENT APPROPRIATE DOCUMENTATION ON ARRIVAL, MAY RESULT IN DELAYED OR REFUSED UN/LOADING. GROTECH WILL NOT ACCEPT CHARGES ARISING FROM SUCH FAILURE.</b></p>									
	<p><b><u>Location</u></b> The delivery and collection point will usually be at Britannia Road, <b>DN14 6ET</b>. Upon arrival at site, the driver must <u>call the number on the gate</u> to advise the Grotech team of their arrival and communicate relevant details. The Grotech team will direct the driver to the appropriate gate for un/loading.</p>									
	<p><b><u>Loading &amp; Unloading Times</u></b></p> <table><tbody><tr><td>Parcels</td><td>Monday-Friday</td><td>08.15 – 16:45</td></tr><tr><td>Palletised Loads</td><td>Monday – Thursday</td><td>08.30 – 16.00</td></tr><tr><td></td><td>Friday</td><td>08.30 – 13.00</td></tr></tbody></table> <p>Any exceptions will be made only at the discretion of the Warehouse Manager at the time of booking in.</p>	Parcels	Monday-Friday	08.15 – 16:45	Palletised Loads	Monday – Thursday	08.30 – 16.00		Friday	08.30 – 13.00
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	<p><b><u>Site Health &amp; Safety</u></b></p> <ol style="list-style-type: none"><li>Deliveries or collections by shipping container may require the use of a ramp and specially trained FLT driver. This must be advised when booking in and allowance made for a restricted time availability.</li><li>All palletised loads must use sound pallets and be securely wrapped or strapped with clear identifying marks showing contents description, batch number, quantity and a copy of the delivery note.</li><li>Drum and barrel containers must be palletised and secured safely to the pallet by wrapping or strapping.</li><li>Dangerous goods must be accompanied by a safety data sheet unless this is supplied in advance.</li><li>Plant and equipment or other goods not palletised for delivery will require a written method statement before unloading and this should be advised at the time of booking in.</li></ol>									
	<p><b><u>Risk Assessments</u></b> Grotech Production staff are required to undertake a risk assessment before unloading any vehicle. If this assessment concludes that it is unsafe to proceed with the unloading, then the staff member concerned is required to refuse to accept the delivery. Any attempt to pressurise the staff to contravene this requirement will be regarded as an unsafe act and reported accordingly.</p>									
	<p><b><u>Returnable Packaging</u></b> Returnable packaging will only be accepted as such if agreed in advance and the arrangements for charging or collection and reconciliation established in writing and in English.</p>									

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