

TRUCK REGO NO.

# INBOUND PASSPORT







DEL. DATE:

LOCATION:

TRANSPORT CO:

DRIVERS NAME:

MOBILE:

APPT. NUMBER	PO NUMBER	APPT. DATE	APPT. TIME	SUPPLIER	NO. OF PALLETS

THE COMPLEXITY OF THE LOAD BEING DELIVERED (MULTIPLE PURCHASE ORDERS, REQUIREMENT TO RECORD CODE-DATE INFORMATION, BREAKING DOWN PALLETS, ETC.) WILL AFFECT THE PROCESSING TIME OF THE RECEIPT

:  VEHICLE REPORTED TO GATEHOUSE AND DENIED ENTRY

*Driver reminded to abide by the driving hours regulations and rest if necessary*

:  VEHICLE REPORTED TO GATEHOUSE AND ACCEPTED ON SITE

:  PAPERWORK HANDED INTO RECEIVING OFFICE

*Driver reminded to abide by the driving hours regulations and rest if necessary*

:  INSTRUCTIONS GIVEN TO DRIVER IF RECEIVING PROCESS DELAYED

*Driver reminded to abide by the driving hours regulations and rest if necessary*

:  FURTHER INSTRUCTIONS GIVEN TO DRIVER IF EXTENDED DELAY

*Driver reminded to abide by the driving hours regulations and rest if necessary*

:  VEHICLE BACKED INTO RECEIVING DOCK

:  CHECKING START TIME

:  CHECKING FINISH TIME

NUMBER OF PALLETS BROKEN DOWN

#### UNEXPECTED DELAYS AFFECTING PROCESSING TIME

:  VEHICLE LEAVES RECEIVING DOCK

:  VEHICLE LEAVES SITE

*Driver reminded to abide by the driving hours regulations and rest if necessary. Signature indicates that the above information is correct and driver is aware of onsite amenities.*

Driver's Signature: \_\_\_\_\_

#### PROCEDURE FOR VEHICLES DELIVERING FREIGHT TO A SITE WITHIN THE METCASH GROUP OF COMPANIES

- ARRIVE ON SITE **WITHIN HALF AN HOUR EITHER SIDE** OF YOUR DELIVERY TIMESLOT
- REPORT TO THE SECURITY GATEHOUSE (IF APPLICABLE) WITH "DELIVERY NOTIFICATION", ALL PAPERWORK AND SAFETY VEST
- REPORT IMMEDIATELY ON SITE TO THE RECEIVING OFFICE WITH "DELIVERY NOTIFICATION" AND ALL PAPERWORK
- FOLLOW ALL INSTRUCTIONS OF THE RECEIVING PERSONNEL
- WHILE ON SITE YOU MUST FOLLOW ALL TRAFFIC MANAGEMENT RULES (BOTH VEHICLE AND PEDESTRIAN)
- ONCE YOU HAVE BEEN DIRECTED TO AN UNLOADING BAY/AREA, OPEN CURTAINS, REMOVE GATES AND/OR STRAPS AND WAIT FOR THE LOAD TO BE CHECKED
- ANY PALLETS THAT ARE IN THE WRONG TI/HI CONFIGURATION MAY BE REJECTED.
- ON DEPARTURE FROM THE SITE YOU MUST REPORT TO THE GATEHOUSE (IF APPLICABLE) WITH "DELIVERY NOTIFICATION" AND "PALLET TRANSFER AUTHORITY", AND ENSURE YOUR VEHICLE IS ACCESSIBLE FOR INSPECTION

#### PLEASE NOTE:

DRIVERS ARE REMINDED THAT UNDER THE ROAD SAFETY COMPLIANCE AND ENFORCEMENT LEGISLATION YOUR RESPONSIBILITIES INCLUDE MAKING SURE THAT:

- YOU ADHERE TO THE DRIVING HOURS REGULATIONS (TIME SPENT DRIVING AND WORKING)
- YOU TAKE THE REQUIRED REST BREAKS
- YOU RECORD YOUR DRIVING HOURS AS REQUIRED
- YOUR VEHICLE DOES NOT EXCEED MASS LIMITS
- YOUR VEHICLE AND LOAD DO NOT EXCEED DIMENSION LIMITS
- YOUR LOAD IS APPROPRIATELY RESTRAINED
- YOU DO NOT EXCEED THE SPEED LIMIT
- YOU DO NOT TAMPER WITH ANY EQUIPMENT REQUIRED TO BE FITTED TO THE VEHICLE