

**AJN Steelstock Ltd (Kennett Site)**

Unit 6, 73 Station Road  
Kennett  
Suffolk CB8 7QF  
**Phone:** 01638 555 517



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## DELIVERY PLAN (DP)

**Scope:** Control of all delivery and collection vehicles and personnel while at the above address.

**Purpose:** To minimise risk while offloading or loading lorries, and during vehicle movement, by ensuring compliance with The Health and Safety at Work Act 1974 and other associated legislation.

### 1. ARRIVAL AT AJN STEELSTOCK LTD

- Whenever possible a delivery time should be pre-arranged with our Purchasing team to avoid congestion within the Yard
- **Deliveries are strictly forbidden before 08:00 and after 12:00 noon** (deliveries arriving before or after these times are likely to be refused)
- The Company can accept Articulated Flatbed, Articulated Slider, Articulated Curtainsider, Rigid and Box-type vehicles
- All Drivers must report immediately to Goods-In when arriving on site
- Drivers must follow all Health, Safety & Environmental directions at all times whilst on site
- Site speed limits must be observed and adhered to at all times
- Unauthorised entry to the warehouse is strictly forbidden.

### 2. SITE AND PLANT

- A hard standing area is provided for offloading
- There are no specific height restrictions at the Kennett site
- The maximum bundle weight accepted is strictly **4.2 tonnes** at a max lift height of three metres for stock bar bundles
- For two metre wide product, the weight limit must be reduced to **2.7 tonnes** at a max height of three metres
- All deliveries will be unloaded by a CombiLift or Counter Balance Forklift truck
- The method of offloading will be dependant on the type of load that is to be delivered
- The maximum individual stock bar length is **12 metres**
- Steps are available on request to allow Drivers safe access/egress onto their lorry bed
- The former will only be allowed, if there is fall protection in place.

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### 3. SAFETY ARRANGEMENTS

- A hardhat, safety footwear and high visibility vest or jacket must be worn at all times
- **The wearing of shorts is strictly forbidden**
- Passengers or animals travelling with the Driver are not permitted to leave the lorry cab at anytime
- The parking brake should always be applied to any stationary vehicle
- During the unloading process the Driver must remain in their cab until the unloading process is complete
- The Driver should only access the lorry bed using the equipment supplied by AJN
- The Driver will not be allowed on the lorry bed during the offloading process
- At no time is the Driver authorised to operate any lifting equipment
- Drivers are not allowed to take part in the lifting operation; this includes the slinging of any loads
- All steel loads should have sufficient timber bearers to allow safe offloading
- No vehicle movements are to take place unless all load items are properly secured
- Tipping, barring off, dragging off, or manually offloading of steel will not be carried out at this site
- No reversing is to be carried out, unless instructed to do so by a member of AJN staff (AJN does not use banksmen as it is considered unsafe to do so)
- AJN has sufficient First Aiders
- All accidents or environmental incidents however minor must be reported to a member AJN staff.

**FAILURE TO ADHERE TO THE SITE 'DP' COULD RESULT IN THE DELIVERING VEHICLE BEING EJECTED FROM SITE!**