

YARD RULES FOR DELIVERIES TO CAPITAL ROOFING CENTRE

Following the recent re-evaluation of our goods in and loading operations at our Salem Street Depot, a number of new actions are being introduced so that we can ensure you are able to be loaded and or unloaded in a timely and safe manner.

At Capital we are constantly reviewing our operations and will always endeavour to provide the very best in services to our customers and our suppliers.

We thank you for your time in reading these instruction and for ensuring that the requirements are passed onto your transport managers and ultimately to your drivers.

Should you have any questions, concerns or need any further clarification please do not hesitate to contact me or any member of the team on [01782 287 515](tel:01782287515)

ALL RULES ARE TO BE FOLLOWED. FAILURE TO FOLLOW THE YARD RULES MAY RESULT IN YOUR VEHICLE NOT BEING LOADED OR UNLOADED AND NON ADMITTANCE TO THE YARD.

All drivers **must** telephone Capital Roofing Centre **30 mins** before you arrive to speak to a member of staff from Capital Roofing to be booked onto our delivery or loading system.

We will need your vehicle weight, the number of pallets or type of load and your vehicle registration number.

Your driver will be informed if your vehicle should come directly to site or if we require you to delay your arrival.

If we ask you to delay we will telephone your driver when we are able to safely load or unload. Your driver will be issued with a booking reference.

Any drivers attending site without telephoning beforehand or not following instructions to delay their arrival will not be loaded or unloaded.

On arrival at the site, please park outside the sales office. Enter the sales counter area and give the booking reference number and await instructions.

Do not drive straight into the yard area.

Follow all instructions given by the yard marshals or the Yard team members.

You should note that All drivers are required to wear, as a minimum, a hi- vis waistcoat/jacket and safety boots. Children, dogs or other pets are not permitted to be in your cab or to be on our site.

At Capital we operate a '2 meter bubble' around any FLT or Vehicle. We will turn off our FLT and stop all operations if any driver enters into this bubble.

The yard speed limit is Dead slow and a maximum of 5mph on site.

Wayne Johnson
Managing Director
Capital Roofing Centre

July 2017