

POLICY

M1 Policies & Procedures

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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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Company Statement

The company promises to operate in a safe, efficient and environmentally sound manner. Our aim is to add value, expand on our knowledge, promote equal opportunities, inform, instruct train and supervise all personnel and ensure we fully comply with all government legislation and our operating licence undertakings. We will also:

- Implement policies and procedures to meet safety, environmental/economic and legal requirements of our operations
- Implement relevant risk assessments
- Provide suitable resources to deliver operations
- Engage and consult with staff on health and safety conditions
- Measure performance, monitor and investigate events
- Review our systems and improve

FORS

The Fleet Operator Recognition Scheme (FORS) is a voluntary accreditation scheme that promotes best practice for commercial vehicle operators. FORS encompasses all aspects of safety, efficiency, and environmental protection by encouraging and training fleet operators to measure, monitor and improve performance. FORS provides accreditation pathways for operators of any type, and for those organisations that award contracts and specify transport requirements.

There are three levels to FORS, Bronze, Silver and Gold FORS providing progressive accreditation enabling operators to achieve exemplary levels of best practice.

FORS accreditation is about a culture change from which your business will only benefit. It's not just about compliance, it's much more. Becoming a FORS member will help improve:

1. Intercompany communication
2. Workplace safety
3. Increase efficiency
4. Reduce costs
5. Win more work.

The Operator Handbook

This handbook is a comprehensive Company Transport Management Handbook, which follows the FORS standard. It provides policies and processes to ensure that all concerned within company transport operations, fully understand and adhere to both legislative and good practice transport management requirements.

The Driver Handbook

The Driver Handbook works in conjunction with the Operator handbook and provides policies, processes and procedures to ensure all drivers of all company vehicles fully understand and adhere to legislative transport and FORS requirements. In addition there are company rules set in place to ensure safe operation and to promote good practice.

Review

The company will complete an annual review of all policies according to the review policy set out in this document. The Company will also ensure continual reviews of policies where necessary. Reviews will be recorded in the minutes of senior management meetings.

The Company will hold an annual review meeting and record:

- Transport policy arrangements – Have they changed?
- Accreditation – Is there a continuing requirement?
- Policy Standard – Changes?
- Legislative and Regulatory – Any changes?
- Operational changes
- Best practices
- Monitoring and Review systems
- Collisions, Insurance claims, Incidents & Near misses
- Maintenance failures
- Road traffic infringements=
- Fuel and environmental
- Complaints and feedback
- Health & Safety
- Training arrangements
- Other
- Health & Safety meetings
- Risk Assessments
- Procedures
- Other

Version numbers

To ensure the most current document versions are used, a version control method must be used so that each document shows:

- The version number
- The review date
- The reviewer's name
- The approver's name

Accessibility

The Company ensures the Policies and Procedures contained therein are accessible to all employees, sub-contractors and agency drivers. All employees involved with transport must familiarise themselves with both documents.

Thomas Barrett – Director

