

Processes: POLOPS - Operational Security Policy - Details

Item No	Key Processes	References
Introduction		
1	<p>The company recognises the inherent risk involved when staff members are conducting their duties whilst off site and takes all possible steps to educate and implement safety precautions to avoid the possibility of theft of vehicles, fuel, equipment and loads. The following documents outlines the precautions and control methods in place and serves to reaffirm the induction training that all employees will receive and raise awareness of the importance of operational security.</p>	
Prerequisites		
2	<ul style="list-style-type: none"> • All vehicles are fitted with key operated central locking systems • All vehicles are fitted with “always on” anti-tamper GPS tracking systems and tracked on a 24/7 basis • All vehicles have been fitted with “move away” locking systems that lock both doors following the movement of the vehicle • Vehicle keys are held under CCTV in a secure location, only accessible to ‘secure key card’ holders • Site access is granted under access control conditions only with all visitors checked in, monitored and escorted at all times • Site security is monitored 24/7 by CCTV and surrounded by security fencing • All employee’s credentials are vetted for eligibility to operate the vehicles under licencing and governmental legislative conditions • Asset details are maintained for all vehicles, trailers and equipment • All curtain sided vehicles are fitted with locking buckles • All vehicles that have rear doors are fitted with locking latches and security tags are available on requirement 	
Vehicle & Key Security		

Item No	Key Processes	References
3	<p>When an operator leaves a vehicle for any reason, it is a requirement that the keys be removed and the vehicle locked. When away from site, the operator must keep the keys of the vehicle on their person at all times.</p> <p>Should the operator be required to make any inter journey stops, these must only be done so at authorised locations including vehicle rest stops that are under 24 hour surveillance. The company does not authorise the use of laybys or unmanned car parks for the use of satisfying statutory breaks. All operators should plan their journeys with this in mind. Information on authorised stop locations can be obtained from your line manager only and are subject to change. The company reserves the right to remove authorisation from any location based on intelligible information received regarding possible security breaches and/or changes that affect the suitability of the site. Operators should take care to keep their vehicle locked even when they are using the in-cab sleeping facilities. Always check your vehicle and trailer for any unauthorised access before commencing your journey.</p> <p>On return to site, all drivers should park their vehicles in the designated areas as noted in the employee handbook, remove their keys and return these to the key holding location.</p> <p>In accordance with the Carriers Liability Regulations 2002, hauliers bear responsibility for ensuring that they do not deliberately or accidentally facilitate any undocumented or unauthorised entry of an individual into the United Kingdom. Failure on the company's behalf to abide by these regulations may lead to a breach of the Immigration and Asylum Act 1999 which could result in the company being fined or prosecuted. To ensure that we remain compliant, where vehicles and trailers leave from an Republic of Ireland port for arrival in GB, the following practices have been adopted:</p> <ul style="list-style-type: none"> • TIR CABLES & CONTAINER SEALS - These have been provided for usage on all vehicles and trailers shipping from Republic of Ireland ports to GB. Where a shipping is ACCOMPANIED, transiting Drivers are required to ensure that TIR cables have been appropriately affixed to vehicles/trailers. Drivers should fit these by looping through rear door handles then continuing through curtain buckles, around the bulkhead and back along the opposite side curtain buckles, returning and looping through the rear doors, with both ends being secured with a container seal. Once completed, the driver should record the seal number using the company VDC application to raise a SEAL CHECK report. For UNACCOMPANIED shipping, the collection driver presenting the vehicle to the port of exit will be required to carry out this same process with the seal number being verified by the collecting driver in GB. • REGULAR CHECKS - You must carry out visual inspections before you start your journey, after any/every stop made, before boarding the ferry and again after disembarkation. You should check trailer doors, curtains and roof , undercarriage and chassis and report any issues immediately. • RECORD KEEPING - It is essential that all seals be recorded via the SEAL CHECK process in VDC. The VDC application records your GPS location at the moment of the SEAL check as well as the time and date and affords you the opportunity to photograph the seal. 	

Item No	Key Processes	References
Security Breaches/Unauthorised Vehicle Access/Theft		
4	<p>In the event of identification of any security breaches, unauthorised vehicle access or theft, the operator should immediately contact their line manager. The line manager will guide them on the course of action which involves notification of the appropriate authorities, recordation of the events and photographs of any possible intrusion or theft. The company treats all issues noted as serious and will be investigated fully.</p>	
Hijacking		

Item No	Key Processes	References
5	<p>While hijackers may target these vehicles for their cargo, they may also target them for the following reasons.</p> <ul style="list-style-type: none"> • To use the vehicle for other illegal purposes (such as for committing robberies, transporting explosives or other materials of destruction). • For perpetrating various types of terrorist activities. • These vehicles are commonly used in large urban areas and are therefore easier to hijack, less conspicuous and more likely to get past security guards at various businesses and industries. In short, these types of vehicles are vulnerable because it is 'natural' to see them in these locations. <ol style="list-style-type: none"> 1. Keep fixed driving routes. 2. Know alternative routes. 3. Designate predetermined checkpoints. 4. Be aware of safe areas in case you believe you're being targeted. 5. Do not assume technology such as your global positioning system (GPS) won't fail. 6. Park in secure areas with ample lighting. 7. Carry a 24-hour emergency telephone number at all times. 8. Know or learn the route, especially if it is a new one or has a drop-off location you've never visited before. 9. Know the cargo, especially when carrying a potentially hazardous or high-value load. 10. Check the load as it is loaded, to ensure that what is in the vehicle is supposed to be there. 11. Inform the dispatcher of your route and then follow it. If the route changes you should inform someone. 12. Remember, there is safety in motion. Be cautious when moving but know the most dangerous times for hijacking are when your vehicle is stopped. 13. Lock the vehicle every time you make a stop. Keep the trailer unit locked securely from the moment the vehicle is loaded. Lock the cab and roll up the windows when parked or in slow-moving traffic. 14. Unlock the truck for as short a time as possible when you stop to rest, eat, or make a delivery. 15. Only stop in designated rest areas where there are other trucks parked. 16. Avoid stopping at the same places every trip. 17. Do not stop to help motorists in trouble but call for assistance. 18. Never pick up hitchhikers. 19. Don't leave a vehicle at the customer's dock. 20. When making a delivery, don't leave cargo on the street, even if is just for a minute or two. 21. Keep the vehicle, license plate and Vehicle Identification Number (VIN) numbers of the vehicle on you at all times for both the tractor and trailer. This is valuable information to provide to law enforcement should the vehicle be hijacked. 22. Keep the position of your car as open as possible. Look for objects on the road and on bridges. 23. Don't drive over any cardboard boxes or plastic bags left in the middle of the road as these could contain cement or rocks and cause serious damage to the vehicle. You are then forced to pull over, putting yourself at risk of ambush alongside the road. 24. Be cautious of any persons attempting to stop a vehicle. Note that possible hijackers can masquerade as enforcement officers. Attempt to identify enforcement vehicles, suitable signage and try to identify any possible signs of abnormalities that may indicate a potential hijacker. 	

Item No	Key Processes	References
6	<p>Liam Connolly (Roadfreight) Ltd as a business does not operate a walk-in policy for customers and visitors to site are predominantly by appointment. This does not however prevent the possibility of unauthorised access in all cases. Added site security including perimeter fencing, electronically activated gates and doors, security sensors and siren alert systems and 24/7 CCTV monitored coverage.</p> <p>All visitors reporting to site must initially check in using the intercom system and be granted access from the access control station. All visitors report to the main office and park in the designated bay only. All visitors must sign into site with their name, company, reason for business, car registration number and arrival time. Visitors will then be issued with a YELLOW hi-vis vest, inducted into the site health and safety policy and escorted to their place of meeting. Visitors will be monitored and escorted at all times to prevent any unauthorised access of no-go areas or danger zones. When leaving site, a note of the leaving time will be taken in the log book and visitors will be monitored until they have left site using the main gate access location.</p>	