Transport

T1 Transport instructions

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T1.1

Clause	Requirement	Guidance
T1.1	Transport operators must ensure that they know their customers to be bona fide fertiliser companies and carry out sufficient checks to ensure that any new customers are verified as bona fide fertiliser businesses. [R]	Confirmation that customers are shown as certified or approved on the AIC Trade Assurance Checker would be acceptable.

T1.2

Clause	Requirement	Guidance
T1.2	Transport operators shall ensure that the transport operations are only allocated to trained drivers and fit-for-purpose vehicles.	

T2 Receiving instructions from customers

T2 Receiving instructions from customers

T2.1

Clause	Requirement	Guidance
T2.1	When transport operators are contracted to carry fertiliser, they must ensure that fertiliser collection or delivery requirements have been provided in written or electronic form.	

T3 Passing instructions to drivers

T3 Passing instructions to drivers

T3.1

Clause	Requirement	Guidance
T3.1	Transport operators shall operate a secure system for informing drivers of customers' transport requirements. As a minimum the driver shall be informed of the following [R]: • unique collection reference no. • collection address • product description • quantity • delivery address • Dangerous Goods information Drivers shall be provided with sufficient information to enable them to meet the requirements of the collection site.	

T4 Drivers

T4 Drivers

T4.1

Clause	Requirement	Guidance
T4.1	Drivers shall have the necessary PPE required by customers for access to collection or delivery sites.	PPE – Personal Protective Equipment

T4.2

Clause	Requirement	Guidance
T4.2	Drivers shall have a method and be provided with written instructions for communicating with their employer and the emergency services in the event of an emergency or incident.	For example, phone, written instructions, and relevant contact details.

T5 Collection

T5 Collection

T5.1

Clause	Requirement	Guidance
T5.1	Bagged fertiliser shall be fully covered and adequately secured to the vehicle platform to ensure the security of the load in transit is not compromised.	

T6 Safety and security

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T6.1

Clause	Requirement	Guidance
T6.1	Transport companies must have an operator's licence. [R]	Operator's licence is verifiable on-line: www.vehicle-operator-licensing.service.gov.uk/search/check- vehicle-operator-decisions-applications

T6.2

Clause	Requirement	Guidance
T6.2	Where the transport operator carries materials or products classified as dangerous goods, the relevant transport regulations must be met. ADR requires the appointment of a qualified Dangerous Goods Safety Adviser (DGSA). The Company must hold a copy of the DGSA's current certificate and annual report. [R]	The duty of a DGSA is to advise the Company and provide an annual report on all necessary measures to ensure full compliance to ADR.

T7 Vehicles

T7 Vehicles

T7.1

Clause	Requirement	Guidance
T7.1	Vehicles, whether hired, leased or owned shall be equipped with the necessary safety equipment, identification and documentation for the fertiliser carried, where required by law.	Where ADR applies to the load, the vehicle needs to carry placarding, specific safety equipment, PPE and documentation in accordance with the CDG Regulations. For example, goggles, rubber gauntlets etc. DGSA recommendations should be followed.

T7.2

Clause	Requirement	Guidance
T7.2	Parking and the leaving of unattended vehicles carrying fertiliser products shall be in accordance with ADR requirements and the Terms and Conditions agreed between the haulier and its customer. When a vehicle is parked or left unattended the driver must leave it locked and ensure that the load is secure and undamaged. Upon returning to the vehicle the driver **must** check that no loss or damage has occurred to the consignment. If any such damage or loss has occurred the driver shall follow the procedures described within their employer's security measures in accordance with the requirements of ADR 1.10 and the incident must be immediately reported to the Police. [R]	The preferred parking location would be a secure yard with locked gates and access control measures in place. Where such facilities are not available the vehicle should be left in a recognised HGV parking area, where the presence of other vehicles and drivers may help to prevent interference or loss. Isolated lay-bys and parking areas should only be used as a last resort. The driver should seek authorisation from their employer prior to utilising such an isolated location and must remain with the vehicle at all times.

T7.3

Clause	Requirement	Guidance
T7.3	Where vehicles carrying fertiliser products are parked or left unattended, the driver shall follow the procedures described within his employer's security measures and/or in accordance with the requirements of ADR 1.10. [R]	The haulier's security measures should include written guidance to drivers regarding security procedures for parking up and/or leaving the vehicle unattended.

T8 Delays in transit

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T8.1

Clause	Requirement	Guidance
T8.1	If fertiliser is unloaded from the collection vehicle and temporarily stored by a transport operator, storage conditions must meet the requirements of both the HSE and the FIAS Standard for Fertiliser Storage.	The business process risk assessment should include consideration of potential delays in transit and temporary storage.

T9 Delivery

T9 Delivery

T9.1

Clause	Requirement	Guidance
T9.1	Drivers shall only deliver to the addresses shown on the delivery documents unless a diversion is approved by the consignor in a recordable manner. [R] If the recipient requests a different delivery address, the driver must contact his employer for approval from the consignor before proceeding.	

T9.2

Clause	Requirement	Guidance
T9.2	Discrepancies in quantity must be recorded on the delivery note and communicated to the consignor immediately. [R]	

T9.3

Clause	Requirement	Guidance
T9.3	Upon delivery, the receiving Company shall provide the delivery driver with the signature and **full printed name** of the Company representative authorised to receive the raw material or fertiliser product. By prior arrangement, other verifiable means of demonstrating correct delivery may be agreed between the receiver and the consignor when the consignor has carried out a security and safety risk assessment. [R]	In some cases, e.g. on farm, the driver may find there is no one available to receive the delivery. If this happens and no prior arrangement has been made, the driver must not unload and must contact their traffic office or the collection site for instructions on what to do with the undelivered load.

T9.4

Clause	Requirement	Guidance
T9.4	For deliveries of bulk solid or liquid fertiliser to farm and by prior arrangement with the consignor of the fertiliser, other verifiable means of demonstrating correct delivery are acceptable when the consignor has carried out a security and safety risk assessment [R]	Where other means of verifying delivery are used, the business process risk assessment should consider the nature and quantity of the product delivered and the period of time before the customer will confirm receipt.