Process steps Regular and Non Regular Drivers

Regular Driver (With permanent pass and trained on load securing)	**Non Regular** (With day pass)	
Enters Tata Steel site with permanent enterance pass:	Has to report at the Tata Steel gate with passport to get a daypass	**Approx. 10 minutes**
Driver has access to DUS system at P&O Meetpoint (8613) and gets own freight document from system	Driver must report at P&O Meetpoint (8613) Meetpoint surveyor gets freight document from system and asks driver to fill in the P&O Checklist	**Approx. 10-30 minutes But driver has to wait at P&O Meetpoint when personnel is available.**
	Driver has not been on site in last 3 months: Driver induction movie + test about site regulations and load securing module	**Approx. 10 minutes Movie takes 5 min. But driver has to wait at P&O Meetpoint when pc is available.**
(Spot) Physical check at the meetpoint in trailer check condition and equipment	Standard physical check at the meetpoint in trailer check condition and equipment.	**Approx. 10 minutes But in case of incorrect or equipment in poor condition new material has to be obtained at Meetpoint. Trailers need to be tidy and clean**
Loading	**Loading**	
(Spot) Greet check to check the load is correctly secured	Standard Greet check to check the load is correctly secured	**Approx. 10 Minutes Deviations must be solved at the greet (re-securring) and depends on availability of Greet**