

Factory: Cockermouth

Line: Logistics (all users)

Process: Publishing a Route in 3T Live Event

Purpose:

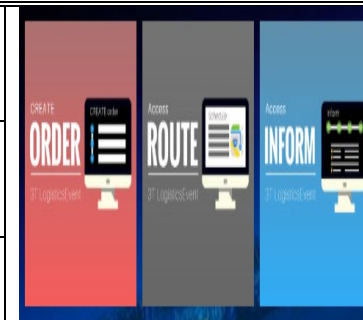
Provide employees with the necessary knowledge, skills and competencies to publish a route in 3T Live Event.

Scope:








Applicable to Logistics (all users). This includes training programmes for existing employees to improve efficiency, quality, productivity, safety, health and/or environmental protection.

Responsibility:






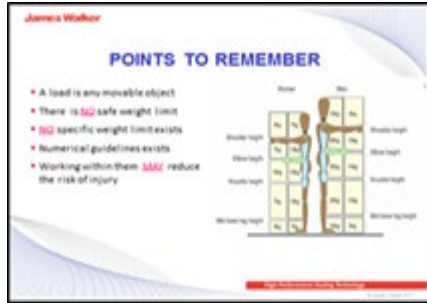
Information Technology is responsible for updating and communicating the information contained within this procedure. Employees are responsible for working in accordance with the information, instruction and training received and to comply with management requests or instructions and work in accordance with company policy and procedures.


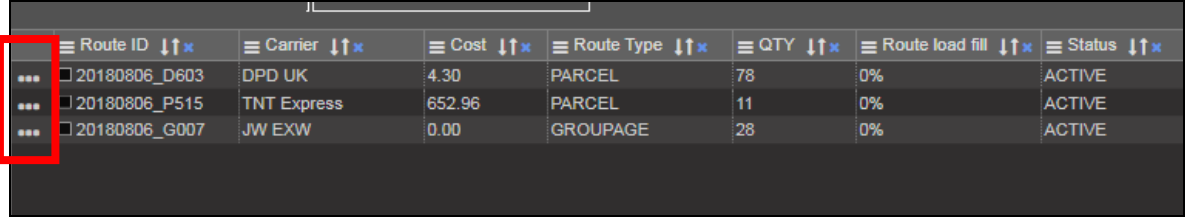
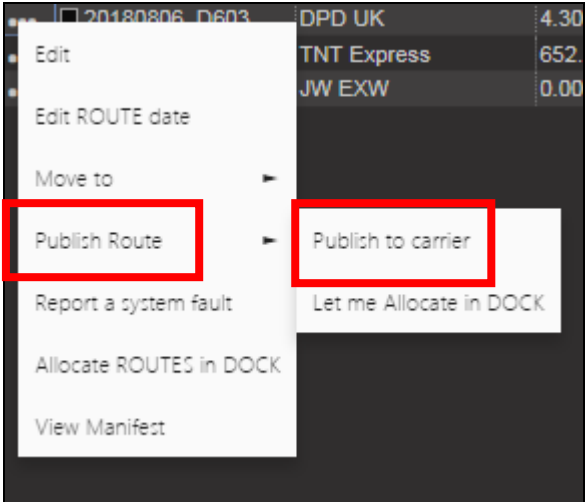


General Safety Rules - PPE	Hazard Present	Tools	Not Allowed	General Safety Rules – Manual Handling
Safety Shoes Safety Glasses Cut Resistant Gloves	Slips Nips, crushing Fork lifts Manual handling	Workstation	No Mobiles No Food No Papers No Earphones	

Step	Description of Operation	Care Points	Legends		<div>If in doubt, STOP and inform your Team Leader</div> <div>Report defective equipment, incidents, accidents and near misses to Team Leader, Shift Manager or SHE Advisor</div> <div>Be aware of Fork Lift Truck Movement at all times</div>
1	Safety and housekeeping		<div> Safety Point</div> <div> Quality Point</div> <div> Efficiency Point</div>	<div> Caution</div> <div> Environment</div> <div> Fork Lift Truck</div>	
2	Apex Process				

Revision No. 1	Prepared by: M Fagan	Approved by:	Production	Quality	HSE	Training	Date
--------------------------	-------------------------	--------------	------------	---------	-----	----------	------

Step	Description of Operation		Care Point	Notes / Details
	Safety and housekeeping			
1.0		Always store materials & equipment in their designated storage locations. Keep walkways and access to fire fighting equipment clear at all times		
1.1		PPE MUST be worn at all times. Safety footwear must be worn at all times.		
1.2		Before handling packages or performing a manual handling task always carry out a Manual Handling assessment. Always assess the load and follow manual handling training and guidelines. Remember LITE . Load. Individual Capability. Task. Environment.		

Step	Description of Operation	Care Point	Notes / Details
	Apex Process		
2.0			Select 'Access Route'
2.1			Press on 3 dots at the side of the route you would like to publish.
2.2			Select Publish Route & then Publish to Carrier.

Step	Description of Operation							Care Point	Notes / Details																																								
2.3		<table><tr><td></td><td>≡ Route ID ↑↓✖</td><td>≡ Carrier ↑↓✖</td><td>≡ Cost ↑↓✖</td><td>≡ Route Type ↑↓✖</td><td>≡ QTY ↑↓✖</td><td>≡ Route load fill ↑↓✖</td><td>≡ Status ↑↓✖</td></tr><tr><td>...</td><td>☐ 20180806_D603</td><td>DPD UK</td><td>4.30</td><td>PARCEL</td><td>78</td><td>0%</td><td>PUBLISHED</td></tr><tr><td>...</td><td>☐ 20180806_P515</td><td>TNT Express</td><td>652.96</td><td>PARCEL</td><td>11</td><td>0%</td><td>ACTIVE</td></tr><tr><td>...</td><td>☐ 20180806_G007</td><td>JW EXW</td><td>0.00</td><td>GROUPAGE</td><td>28</td><td>0%</td><td>ACTIVE</td></tr><tr><td colspan="7"></td></tr></table>								≡ Route ID ↑↓✖	≡ Carrier ↑↓✖	≡ Cost ↑↓✖	≡ Route Type ↑↓✖	≡ QTY ↑↓✖	≡ Route load fill ↑↓✖	≡ Status ↑↓✖	...	☐ 20180806_D603	DPD UK	4.30	PARCEL	78	0%	PUBLISHED	...	☐ 20180806_P515	TNT Express	652.96	PARCEL	11	0%	ACTIVE	...	☐ 20180806_G007	JW EXW	0.00	GROUPAGE	28	0%	ACTIVE									The route will then go to green and state published.
			≡ Route ID ↑↓✖	≡ Carrier ↑↓✖	≡ Cost ↑↓✖	≡ Route Type ↑↓✖	≡ QTY ↑↓✖	≡ Route load fill ↑↓✖	≡ Status ↑↓✖																																								
		...	☐ 20180806_D603	DPD UK	4.30	PARCEL	78	0%	PUBLISHED																																								
		...	☐ 20180806_P515	TNT Express	652.96	PARCEL	11	0%	ACTIVE																																								
		...	☐ 20180806_G007	JW EXW	0.00	GROUPAGE	28	0%	ACTIVE																																								

END OF DOCUMENT