Company requirements

- Carriers must maintain up to date and valid Driver vetting records
- Carriers should have carried out due diligence and employee obligations
- Carriers must provide Drivers with correct PPE Equipment at all times
- Carriers agree to have policies in place to cover anti-bribery and corruption, anti-slavery and human trafficking, health and safety, working conditions and human rights, environmental protection. This policy may be requested by GBA at any time as part of an audit.
- Carriers operating in Europe must have a Transport License and transport manager.

Equipment/asset requirements

- Drivers must have a smart phone and be able to use Apps when required
- Equipment and vehicles maintenance records must be kept
- Cargo Doors are to be locked and sealed.

Operational requirements

- Prices are to include costs for processing customs paperwork (where applicable) at the time of quotation.
- Out of hour contacts and escalation process to be provided upon request
- Carrier must have breakdown and fridge (where applicable) cover
- Movements are to be transported in dedicated vehicles only (Unless prior agreement has been agreed with GBA)
- The Carrier is responsible for ensuring the vehicle does not depart without checking and ensuring all road transport vehicles are secure before leaving a collection site to prevent unauthorised access to cargo
- The Carrier will provide to GBA the nominated drivers details, vehicle registration number and trailer number prior to collection if requested.
- Driver/vehicle changes in principal are **NOT** permitted. In exceptional circumstances, any changes should be authorised in advance by GBA
- GBA requests are not to be advertised on third party platforms such as Trans.eu, Timocom and Courier Exchange.
- GBA must be notified if drivers will not be on site within 1 hour of the allocated collection slot
- GBA must be notified when the driver is loaded and with the relevant information. (Amount of pallets, Part Numbers Etc)
- The Carrier must immediately notify GBA when a consignment has safely reached the scheduled destination of embarkation along with the name of the person who has signed for the goods
- GBA must be informed immediately of any delays
- Drivers must not carry passengers or animals
- Drivers must adhere to the initial booking instructions. The Carrier will communicate that a driver must not act on any change of instructions communicated to the driver during transit until such change has been confirmed to the driver by the Carrier and the GBA traffic department
- If agreed prior to booking confirmation GBA have the right to book all crossings on behalf of the Carrier
- Waiting time will only be paid under the following circumstances:
    - The operator is notified via phone or email after 30 minutes of waiting time has accrued
    - The operator is notified after loading has finished and the waiting time is agreed
- Changes to the price shown on the transport order including waiting time must be agreed in writing.
- GBA must be informed of deviations including breakdown of vehicle or cooling unit, poor air circulation, contamination, damages, refusal of acceptance, quality issues, delays.
- Vehicle is to arrive on site at requested temperature, clean, free of debris and empty.
- Any breaks are to be made in well lit, secure areas.

- Where necessary driver will carry CPC, Passport, copy of operator licence, driving licence and driving permits

UK Imports and Exports

- Vehicles must comply with EU and UK regulations.
- Driver must follow customs instructions given by GBA including informing of the closing of T1 Documents and visiting customs check points.
- The correct plate number and route of entry/ exit must be provided, and any changes are reported to GBA immediately. Changes that cause entries or documentation to be changed may result in charges being passed on.
- Carrier's are responsible for Entry Summary Declaration (Safety and Security declaration) into the Import Control System of the EU country you are travelling to.
- Vehicles must not leave a site until confirmed by GBA all customs formalities are completed.
- Carrier is responsible for ensuring the driver has a GMR (goods movement reference) from the UK Government's GVMS (Goods Vehicle Movements Services).

Failure to comply with a customs process may result in charges being passed on.

Accounting requirements

- Invoices and CMR/POD or appropriate additional paperwork are to be uploaded to the GBA Supplier Portal. Only invoices submitted on the portal are accepted. Payments may be rejected or delayed if submitted by other means. Please see the GBA Logistics supplier handbook for more instructions.
- CMR / POD's are to be uploaded to the GBA subcontractor portal within 48 hours of job completion. If you cannot upload to the subcontractor portal due to no access, please provide the CMR / POD to the operator who assigned you the job.
- Contact details and bank details should be provided on the invoice.
- Unless otherwise agreed payment terms are 30 days End of Month on receipt of paperwork

GBA Will

- Provide loading/ unloading addresses, times, temperature, load details and any loading/unloading references.
- Advise on any loading/unloading issues
- Advise on any changes to the booking and make these with agreement of the Carrier.
- Provide any additional or special Instructions on a job by job basis or other agreement
- Be contact point for issues, problems and updates.
- Provide customs documentation including a T1 where applicable.
- Instructions on clearing customs on a per job basis.

- **Please note, by agreeing to this SOP, you agree to work with the below GBA Entities:**

GBA Logistics UK
GBA Austria GMBH
GBA Europe Sp.Z.o.o

All entities may have a different POD & invoicing structure which will be advised on the subcontractor confirmation if any work is allocated.

Completed on behalf of Supplier by:_____ Signature:_____

Date:_____