



Revised operating procedure at Mawsons Quarries

Coronavirus response:

31st March 2020

To reduce physical personal contact and extend Social Distancing parameters as of midnight on Tuesday March 31st Mawsons, until further notice, will no longer be issuing hard copy delivery dockets to Truck Drivers and Customers. Instead the procedure outlined below will be followed. For customers requiring copies of delivery dockets, they will be scanned daily at each quarry and emailed to the Customer's nominated email address. Upon request this process can be done via post if the Customer prefers.

Delivery Procedure:

1. Customer order received **via radio, email or phone** at Mawsons' office or Weighbridge (as normal). Weighbridge Clerk to ask if customer wants to receive copies of delivery dockets once the day's deliveries are completed. If so record Customer's email address (preferred) or postal address.
2. Weighbridge Clerk passes customer order to Truck Driver **via radio**
3. Truck Driver collects load in accordance with Weighbridge Clerk's instructions
4. Truck Driver proceeds to Weighbridge and stays in truck (**maximising Social Distancing**).
5. Weighbridge Clerk prints docket as normal and retains it
6. Weighbridge Clerk advises Truck Driver **via radio** of customer, docket number, product type eg 14/10 blend, mass of their load and delivery address.
7. Truck Driver records the information from point six on their Daily Work Diary Sheet.
8. Truck Driver arrives on site and checks in with site Foreman (if required) **via radio or mobile phone**
9. Truck Driver gets out of truck to complete normal delivery area safety inspection (**maximising Social Distancing**).
10. Truck Driver completes delivery as required (**maximising social distancing**)
11. Truck Driver posts copies of each Daily Work Diary Sheet to Quarry Transport Manager
12. If customer requested copies of dockets, then Weighbridge Clerk scans dockets once deliveries are completed and emails scan to themselves. Weighbridge Clerk then forwards this email to customer from Quarry Weighbridge Email address. If postal requested - post copy of dockets.
13. Send second hard copy of dockets to HQ as per normal procedure.
14. Delivery summaries and invoices will be sent via email or post to Customers as per normal procedure.

Customers please note that acceptance of each load as per the procedure outlined above (without an authorised customer signature) shall be regarded as a legal acceptance of the goods as supplied by E. B Mawson and Sons Pty Ltd in accordance with our standard Terms and Conditions as presented at mawsons.com.au

Truck Drivers please note that this procedure is complimentary to all other Mawsons' Policies and Procedures which remain unchanged and must still be followed.

In the event of a Vicroads or RMS inspector requesting load details truck drivers are asked to refer the Inspector to their despatching site where details of their current load will be provided.

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