

## Introduction

Day Aggregates is part of Day Group Limited. The Company has been trading since 1947 and has always been family owned. From 1955 onwards the Head Office has been at its current address in Brentford. The Company's core business involves the handling, production, sale, and delivery of aggregates to the Construction Industry. More than five million tonnes are sold every year, more than one million tonnes of which are sold in bags. More than one million tonnes of recycled materials are produced, a significant percentage of which is incinerator bottom ash aggregate (IBAA). The Company also exports glass bottles to Europe for recycling back into bottles.

Day Aggregates has twenty operational sites across nine counties, eight of which contain a bagging location, ten are connected to the rail network and three are connected to water. More than 2,000 train journeys and dozens of ship movements provide a resilient, cost effective and environmentally responsible means of transporting essential materials. The Company's fleet of more than 200 Heavy Goods Vehicles (HGV) is then used to move these materials to customer sites. Day Aggregates is proud to be FORS accredited, we saw the benefits of the scheme and it was obvious to us the numerous enhancements it would bring to the company. We actively promote FORS and encourage our external hauliers to become members. External haulage contractors are vital to the success and growth of the business. By working together with its hauliers, Day Aggregates can provide excellent levels of service to its customers. Our customers have come to expect a high level of service and consequently the logistics team is constantly looking for ways of better utilizing each vehicle.

## Safety

The safety of employees, customers, contractors, and visitors, as well as members of the public, is of paramount importance. As a haulier or broker, you are asked to commit to the goal of achieving 'Zero Harm'. As part of this commitment, we ask that you familiarise yourself with a handbook that has been published by the Mineral Products Association (MPA) and has been issued to thousands of drivers working in our industry. The purpose of the handbook is to make HGV drivers aware of the risks that they may face during their work. In addition, it deals with emergency situations and gives practical advice on what to do to help you keep safe from avoidable harm. It is available as an App, or you can access a PDF version by following this link:

<https://www.safequarry.com/hotTopics/MPA%20118pg%20A5%20DRIVERS%20Handbook.pdf>

**To ensure the safety and efficiency of operations, we require that all drivers complete the QR driver induction below, prior to their arrival at any of our Depot. This induction is designed to provide essential information and guidelines that will help your drivers navigate our protocols and maintain a safe working environment.**

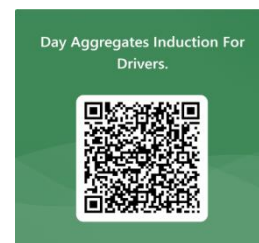
**Please ensure that all your drivers are made aware of this requirement and that they complete the induction before their scheduled visits. This will not only help streamline operations but also enhance safety for everyone involved.**

Once a haulage account has been opened, a hard copy of the Driver's Handbook will be sent to you (subject to availability).

In addition, you may find the following resources useful:

<https://www.safequarry.com>

<http://www.hse.gov.uk/simple-health-safety/keep.htm>



## Testing for Drugs and Alcohol

Day Aggregates has a strict drug and alcohol policy that applies to all employees, contractors and sub-contractors working at or visiting any of our sites. Testing may be carried out by Site Managers randomly, with cause or post-incident. By applying for a haulier account, you agree to abide by the terms of this policy, a copy of which is available upon request. For more information there is a section on drugs and alcohol on page 28 of the MPA Driver's Handbook.

# Haulier Registration Form

Date: .....

| COMPANY                              |  |
|--------------------------------------|--|
| Company Name:                        |  |
| Trading Name <i>(if different)</i> : |  |
| Address:                             |  |
| Telephone Number:                    |  |
| Contact Name:                        |  |
| Contact Telephone Number:            |  |
| Contact Email Address:               |  |
| Operator Licence Number(s):          |  |
| Operating Centre Location(s):        |  |
| CPC Holder's Name(s):                |  |

| INSURANCE                                                                  |  |
|----------------------------------------------------------------------------|--|
| Certificate of Motor Insurance:<br><i>(please attach)</i>                  |  |
| Goods in Transit Insurance:<br><i>(please attach)</i>                      |  |
| Public Liability Insurance:<br><i>Minimum: £10 million (please attach)</i> |  |

| ACCREDITATIONS AND POLICIES                                       |  |
|-------------------------------------------------------------------|--|
| Signed Health & Safety Policy Statement<br><i>(please attach)</i> |  |
| Signed Environmental Policy Statement<br><i>(please attach)</i>   |  |
| FORS Accreditation Number:<br>Bronze, Silver or Gold?             |  |
| ISO Certification:<br><i>(please attach)</i>                      |  |
| Waste Carriers Licence:<br><i>(please attach)</i>                 |  |

| EMPLOYED DRIVERS                                                                    |  |
|-------------------------------------------------------------------------------------|--|
| Total number of drivers?                                                            |  |
| How many drivers do you employ directly?                                            |  |
| Do you routinely check driving licences and take copies for record keeping?         |  |
| All Tipper drivers should have MPQC Driver Skills Cards.<br>(please state how many) |  |

| CASUAL, AGENCY, SELF-EMPLOYED & SUB-CONTRACTOR DRIVERS                                            |  |
|---------------------------------------------------------------------------------------------------|--|
| Does your company use any casual, agency, self-employed or sub-contractor drivers?<br>(Yes or No) |  |
| If yes, do these drivers adopt the drivers code of conduct?<br>(Yes or No)                        |  |
| Do you routinely check driving licences and take copies for record keeping?<br>(Yes or No)        |  |
| Do all of these drivers hold a MPQC Driver Skills Card?<br>(Yes or No)                            |  |

You, your drivers, and any drivers working on your behalf, must adopt the Code of Conduct, as stated on pages six and seven of the MPA's Handbook. You are encouraged to cascade this information to each driver and obtain a signature in the space provided on page seven, which you should retain.

**It is your responsibility to ensure high visibility workwear and items of personal protective equipment (PPE) are provided to all your drivers and any drivers working on your behalf. This clothing and these items must be worn and maintained in line with page 38 of the MPA's Handbook, customer site rules or Day Aggregates' site rules, whichever is the strictest or most prescriptive.**

| VEHICLES                                                                                                                                 |  |
|------------------------------------------------------------------------------------------------------------------------------------------|--|
| How many vehicles do you own and operate in total?                                                                                       |  |
| Are all your vehicles Euro 6 compliant?                                                                                                  |  |
| How many "Chapter Eight" compliant 8 x 4 tippers do you own and operate?                                                                 |  |
| How many tippers do you own and operate that are not "Chapter Eight" compliant?                                                          |  |
| How many articulated vehicles with tipping trailers do you own and operate?                                                              |  |
| How many articulated vehicles with flatbed trailers do you own and operate? Please state whether these are curtain or cage sided or not. |  |
| Others e.g. crane or lorry loader:<br>(please specify)                                                                                   |  |
| Is your maintenance schedule in-house or external?<br>If external, please give details of provider:                                      |  |

| PAYMENT INFORMATION       |  |
|---------------------------|--|
| Bank Name:                |  |
| Sort Code:                |  |
| Account Number:           |  |
| Cheque or BACS preferred? |  |

Day Group has an Integrated Management System (IMS) based on the requirements of ISO9001 for quality, ISO14001 for environmental risk and ISO39001 for managing road traffic safety. This IMS has three corresponding Policies set by the Company's Managing Director. Defined business objectives, and assessment of environmental aspects and impacts, are an integral part of this management system. These may interact with the supply chain or sub-contractors. The relevant objectives, aspects and impacts, and company policies are made available to interested parties where required. Supply chain and sub-contractors make a significant contribution to Day Group's overall business performance and reputation. A consistent and high level of service is expected to satisfy the needs and expectations of relevant interested parties and to strive for continual improvement. Failure to conform with the requirements of Day Group's Integrated Management System may result in loss of trade.

To help us to keep our records current, please complete this form each year when your public liability insurance policy expires, and a new one is issued. Updated copies of all your certificates will be required at this time.

By signing this form, you are declaring that you, your drivers, and any drivers working on your behalf, must adopt the Code of Conduct, as stated on pages six and seven of the MPA's Handbook.

By signing this form, you are declaring that you will abide by Day Group's Terms of Business, which are available to download from: [www.daygroup.co.uk](http://www.daygroup.co.uk)

Signed: ..... Print Name: .....

Position in Company: .....

Date: .....

Please return this form to: [hauliers@daygroup.co.uk](mailto:hauliers@daygroup.co.uk), or post:

**Logistics Department**  
**Transport Avenue**  
**Brentford**  
**Middlesex**  
**TW8 9HF**



## Self-Billing Agreement

This is an agreement to a self-billing procedure between:

|                      |                                            |                   |                                          |
|----------------------|--------------------------------------------|-------------------|------------------------------------------|
| <b>Customer name</b> | <input type="text" value="Day Group Ltd"/> | <b>Vat Number</b> | <input type="text" value="222 6659 65"/> |
| <b>Supplier name</b> | <input type="text"/>                       | <b>Vat Number</b> | <input type="text"/>                     |
| <b>Email address</b> | <input type="text"/>                       |                   |                                          |

**(for remittance advice)**

The self-biller (the customer) agrees:

1. To issue self-billed invoices for all supplies made to them by the self-billee (the supplier) until \_\_\_/\_\_\_/\_\_\_ (insert either an end date for the agreement or the date your contract ends).
2. To complete self-billed invoices showing the supplier's name, address and VAT registration number, together with all the other details which constitute a full VAT invoice.
3. To make a new self-billing agreement if their VAT registration number changes.
4. To inform the supplier if the issue of self-billed invoices will be outsourced to a third party.

The self-billee agrees:

1. To accept invoices raised by the self-biller on their behalf until \_\_\_/\_\_\_/\_\_\_ (insert either an end date for the agreement or the date your contract ends).
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify the customer immediately if they:
  - change their VAT registration number
  - cease to be VAT registered, or
  - sell their business or part of their business

Signed by ..... Signed by .....

On behalf of ..... On behalf of: **Day Group Ltd**

Date ..... Date .....