CONTROL OF MANUAL TICKETS PROCEDURE

Denotes change - Replaces SFI 304 Issue 1

1. Receipt and Issue of Manual Ticket Books

On receipt of manual ticket books, from the supplier;

- ✓ Record details of **all** the ticket book numbers on the manual ticket register (FFI310)
- ✓ Retain a copy of the delivery note
- ✓ Store the ticket books in a secure location to prevent unauthorised use

The register must detail **all** books issued out.

On request for a new book, ensure that the individual taking the book signs the register.

Note;

- ✓ for vehicle operations, the register must state the driver's name the book has been issued to.
- ✓ for weighbridge operations, only one ticket book for cash and one for account should be in use at a time

Site management must ensure that weighbridge operators and drivers:

- ✓ Only use tickets for official Shanks' business transactions.
- ✓ Keep at least one copy of all tickets in the ticket book.
- ✓ Keep **all** copies of any cancelled or void tickets in the ticket book.

2. Return of Manual Ticket Books

On return of ticket books, date and sign the register against the appropriate book received back.

Run the Business Objects "***man ticket check report***" (WB or Veh as appropriate) and check for any tickets that do not appear on the report.

Investigate the reason for missing tickets and record the reason on the Business Objects report.

Immediately enter into TIM any missing tickets that have not been processed.

File the manual ticket book and Business Objects report together in a secure location for a minimum period of 6 years.

Ticket books must be retrieved from individuals (including temporary workers) if they leave the company. If the book is given to someone else this must be recorded on the register.

Prepared by:	----------	NAME REDACTED	Head of OPBI
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CONTROL OF MANUAL TICKETS (BSA304 PRO Issue 1) – INDUCTION TABLE

- ✓ **This table is deemed to be an official training record and must be kept indefinitely.**
- ✓ **Please ensure that all relevant employees are made aware of the contents of the document within 6 weeks from receipt and sign the table.**

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	COPY ISSUED (√)