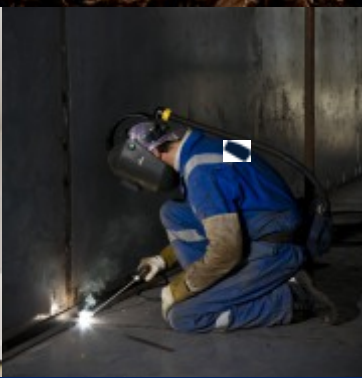




Suppliers Brochure

Delivering to the
Dounreay Site



Delivery Information for Suppliers

- 1 An advice note quoting the Purchase Order number and internal delivery details must accompany each consignment.
- 2 Deliveries will only be accepted **Monday to Friday 0815 - 1200 and 1300 - 1530**. Delivery out with these times will be by special arrangement.
- 3 The supplier is responsible for ensuring goods are unloaded safely. Packages that weigh more than 3KG are clearly marked with the actual weight and the centre of gravity. Failure to comply may result in rejection of the delivery at the Suppliers expense.
- 4 All packaging material shall be considered non-returnable.
- 5 The supplier will be required to meet all the costs incurred to recover incorrectly delivered or wrongly addressed consignments.
- 6 All drivers and personnel entering the Dounreay site to make deliveries will be required to produce photographic identification.

Drivers not in possession of a personally held site pass will be directed to reception.

They will be required to provide photographic proof of identity, as well as the delivery note for the goods being delivered to the site, prior to being allowed entry.

Examples of suitable forms of photographic identification are:

- driving licence
- passport

All vehicles and drivers bags will be subject to search procedures. Please refer to following page for list of prohibited items on site.

Drivers and personnel unable to produce acceptable evidence of identity, or who refuse a vehicle search, will be denied entry. DSRL will not be liable for any costs incurred in such circumstances.

All delivery drivers entering the site must as a minimum wear a high visibility jacket when delivering to the Stores building D8525. Deliveries to other Dounreay buildings may require the driver (and anyone else involved in off-loading) to wear further basic personal protective equipment, identified with the delivery point.

- 7 **Unless otherwise stated DSRL's standard terms and conditions of business are:**
CC4 Standard Purchase Order Conditions
- 8 **Refer to the standards for further information:**
 - STD2005 Safe Use of Dounreay site roads
 - STD2006 Goods Receipt, Unloading and Loading

Items prohibited from being brought onto site

- Firearms and Ammunition
- Explosives, including fireworks and flares
- Illegal weapons
- Illegal drugs
- Alcoholic liquor
- Pets of any kind
- Radioactive materials
- Chemicals that pose a risk to the health of personnel on site, such as:
 - corrosives or bleaching substances including mercury and chlorine
 - disabling or incapacitating sprays including mace, pepper spray, tear gas
 - poisons and toxic substances, including rat poison
 - material capable of spontaneous ignition or combustion
- Cameras and other image recording equipment, except for cameras associated with Mobile Telephones (which must not be used on the Dounreay site)
- Computer hardware equipment, except in support of work activities allowed under controlled conditions
- Children under the age of fourteen years
- All substances/processes listed in Schedule 2 of the Control of Substances Hazardous to Health Regulations 2002
- All substances listed in the Environmental Protection (Controls on Ozone-depleting Substances) Regulations 2002
- Any substance containing Respiratory Sensitisers – eg free isocyanates – involved in a process which results in the substance being aspirated – eg spraying, unless with permission from the Senior Hazardous Substances Advisor
- Asbestos (any form)

Site Map

Please note armed officers patrol in the vicinity of the Dounreay site.

