

# Standard Operating Procedure Pulpwood and Biomass Deliveries to UPM Caledonian



## TRAVELLING TO SITE

1. All vehicles delivering chipped fuel for the boiler shall be sheeted in order to prevent the discharge of loose materials, dust and debris onto the highway. Timber lorries must be strapped as per Road Haulage of Round Timber – Code of Practice. On arrival, park in the designated areas and wait for your turn.
2. If delivering for the first time a driver's induction is mandatory. Drivers are inducted online ([www.eezesafety.com](http://www.eezesafety.com)) or at the Gatehouse. Access cards can only be collected at the Gatehouse. Inductions are valid for 2 years.

## WEIGHING IN

3. Entry to site, for:
  - a. Pulpwood is only permitted from **06.00-19.00 Mon-Fri.**
  - b. Biomass is only permitted from **06.00-19.00 Mon-Fri.**
4. Follow instructions on screen at weighbridge office.
5. When green light shows drive on to weighbridge.
6. Scan your access card. Keep the card with you the whole visit.
7. Enter registration.
8. Scan barcode on ticket and select wood product.

**EMERGENCY NUMBER  
01294 314 222**

## UNLOADING

9. **HI VIZ JACKET, SAFETY BOOTS, HARD HAT & SAFETY GLASSES** are to be worn on site **at all times.**
10. Drive to wood yard. **SPEED LIMIT 15 MPH.**
11. Proceed to the allocated parking area and report to UPM Staff and present delivery ticket.
12. Follow the safety guidelines of the induction and the instructions of the UPM Staff when discharging. Safety operation procedures must be followed at all times. Keep away from risk zones and vehicle movements.
13. If discharging Biomass or Recycled Wood follow the traffic plan to the pit area where you will be instructed by the Caledonian staff, ensure that there is **at least 5 metres** clearance behind the rear of the trailer and the front of the pit when opening doors.
14. Do not unsheet unless absolutely necessary. Climbing on the top of a walking floor vehicle is **STRICTLY PROHIBITED.**
15. If discharging Pulpwood on a timber lorry:
  - (1) For a Flat Bed vehicle only unstrap in the safe zone before discharge begins, then move to the designated safe area to guide the machine operator upon discharge.
  - (2) For a Timber Crane vehicle proceed to allocated parking area and await instructions as to which row to self discharge onto, all loads should be unloaded and stacked in a safe manor.
  - (3) Both of above vehicle types must follow the traffic plan when leaving the wood yard.

## WEIGHING OUT

16. Drive onto the Left Hand Side weighbridge when green light shows.
17. Follow instructions on screen.
18. Enter registration number and confirm weight.
19. Collect and verify weighbridge ticket.
20. Scan your access card.

**UPM Caledonian is a no Smoking site.  
CCTV in operation, 24hr recording in progress.**



*continued*

# Standard Operating Procedure Pulpwood and Biomass Deliveries to UPM Caledonian

## SITE PLAN AND TRAFFIC ROUTES

