**PRIVATE & CONFIDENTIAL**

A1 Group Employee

Wednesday, February 14, 2018

Dear colleague,

**Re: Risk Assessment and Safe Working Procedure Car Transporter Operations – A1 Group Limited**

Following a recent incident involving one of our operatives we are introducing a number of revised documents which you need to read thoroughly. We have created a comprehensive Risk Assessment for the safe operation of the Car Transporter and a Safe Working Practice (SWP) document to accompany this.

Please would you ensure you read and understand both of the attached documents and familiarise yourself with the safe operation of using the Car Transporter whilst working for the A1 Group. If you require any assistance or clarity regarding any part of the documents please feel free to contact me.

Please would you sign and date one copy if this letter and return to myself.

Your cooperation in this matter is appreciated

Yours sincerely

Alan MacGregor

**Transport Manager**

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| **Confirmation** |

I acknowledge the contents of this Risk Assessment and Safe Working Procedures for the operation of the Car Transporter and agree to adhere it contents at all times whilst working for the A1 Group

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| Signature: |  | Date: |