**A1 Wokingham Car Spares**

Weighing Out Bridge Process

Continuously look for pedestrians, forklifts and hazards.

**Ensure**

**all necessary**

**PPE**

**is worn at all times**

Supplier returns to bridge

Supplier should come to office

Enter their registration

ELV (on its own)

ELV (on recovery)

Materials

Check V5 Document & return

Second weight

Check for non-ferrous

Yes

No

Deduct weight from mixed metal if applicable

Enter vehicle details & return

ELV (on recovery)

Check the rate

Check the rate

Check payment method

Ask supplier to sign declaration

Check payment method

Ask supplier to sign declaration

Give supplier ticket/cheque



Done