

Checklist at introduction

Using phone/handset

- Show login/logout (where, when, how)
- Phones must only be used during work. (Not for private use)
- All important numbers are to be found in the phone.
- Always read messages before starting, show how.
- What to do when you can't finish the route on time/how to report extra-time
- Follow company guidelines- always leave the phone on charge, put keys back etc.
- Bike and walking districts - always protect the phone by putting it in phone case.



Electronic Delivery Guide

- Go through important functions
- Explain Show all Delivery point + Show all directives
- Show how to report deviations (e.g can not find postbox, no paper to deliver)
- Show and tell how to properly sign for packages
- Show and tell how to do with packages that could not be delivered.

Checking and loading of products

- Show and inform what a district bundle is, what a standard bundle is, why there is a cover sheet, and also a final check that products are in the electronic list.
- Show and tell the importance of counting the bundles. To make sure everything is there before taking off.
- Show how to count the titles, make sure all is there.
- Show how to prepare the packages by sorting after the sequence number.
- Show how to report missing products.

Cover sheet - ÖA and all messages must be read at the bundle place before leaving to deliver.

Waste handling

- Explain the importance of cleaning and maintenance routines. Show what to throw where.

Delivery of products - Quality and service

- Always put the papers in mailbox completely, and close the lid (prevent wet papers)
- PLP (post-box-sized-packages) - put in a plastic bag, if it doesn't fit into the mailbox. Always deliver intact, clean and dry products.

Handling keys and codes

- Keys (to car and district) must always go along with the carrier during the route. When shift is finished, they must be returned to cabinet. (There are only a few places where we do not have bundle places).
- Keys must not be moved from they given place on the fob. (Only the key manager gives permission to that)
- Always report non functional keys and tags to Distribution Manager/Nightchief

Personal security

- Explain that one must never put oneself in danger or at risk. To be extra careful in extreme weather conditions.
- If exposed of theft - do not act or try to prevent it. When you have put yourself in a safe place - contact the Nightchief.

Vehicles

- Inform about and show the information sheet, that is to be found in every car.
- Inform what to do at a wildlife accident. And that the place must be marked out.

Other

- All distributors have access to their own page at the company's website. www.hallmedialogistik.se/bud. inlogg; budhallmedia. Here you can find application forms for leave, latest news, guidelines and manuals etc.
- Explain the difference between social information, advertising and free sheets.
- Explain what Drops are.
- Report sickness must always be done by phoning the Head Office at 036-291 84 19. To report that you are coming back to work, call the same number. At latest 12.00 the same day.

Date _____ Bundle place/City _____

Supervisor _____

Trainee _____

