

## How to avoid a penalty

Follow these 10 steps to avoid a civil penalty



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## Follow these 10 steps to avoid a civil penalty:

### Before you start your journey:

1. Obtain written instructions on vehicle security, and a checklist, from your employer.
2. Watch the vehicle being loaded to ensure no unauthorised individuals enter the vehicle.
3. Check the fabric of the vehicle (bodywork, canvas) and note any damage on the checklist.

### Immediately after loading:

4.
  - For hard-sided vehicles: Lock the integral doors and secure with a padlock.
  - For soft-sided vehicles: Lock the integral doors and secure with a padlock. Apply a good quality tilt cord, secured with a robust padlock or a unique seal. Note the seal number on the checklist.
5. Check the panniers and secure with locks where possible. Also check the wind deflector and axles.

### After every stop during your journey:

6. Check the fabric, roof and security of the vehicle:
  - Physically pull the security devices to check they are intact.
  - Check the panniers, wind deflector and axles.
  - Check – is there any damage?
  - Check – have the security devices been tampered with?
7. If there is evidence of damage, tampering or unauthorised access, check the load and load-space, and re-apply security devices.

### Before you enter the United Kingdom control zone:

8. Repeat steps 6-7.
9. If it was not possible to secure your vehicle, conduct a thorough manual check of the load and load space.
10. Record the checks made on your checklist – at loading, after every stop and before entering the United Kingdom control zone.

### Always:

- Be careful.
- Be alert.
- Carry spare security devices and checklists.



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- Keep written instructions and checklists in the cab.
- Record checks made on a checklist.
- Alert the local authorities, Border Force or the police if you suspect that someone has entered your vehicle without your permission.

**Further information** – including the Home Office Code of Practice on the Prevention of Clandestine Entry, and a checklist template – can be downloaded from our website:

<https://www.gov.uk/secure-your-vehicle-to-help-stop-illegal-immigration>

**You can contact us at:**

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**For more information** and to join the Civil Penalty Accreditation scheme visit <https://www.gov.uk/government/publications/civil-penalty-accreditation-scheme>



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