

# Instructions for securing a vehicle when travelling to the United Kingdom



---

## Before you start your journey

1. Obtain checklist from your employer, if they are unable to provide you with a checklist you can find one in your preferred language here: [Vehicle security checklist: road transport companies and drivers - GOV.UK](#)
2. Watch the vehicle being loaded to ensure no unauthorised individuals enter the load. If you are unable to watch loading, check the vehicle at your earliest opportunity.
3. Check the fabric of the vehicle (bodywork, canvas) and note any damage on the checklist. Ensure security devices are available for the journey.

---

## 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/pallet lockers and secure where possible. Check the wind break and axles.

---

## After every stop during your journey

6. Check the fabric, roof and security of the vehicle:
  - Break the seal or lock to complete an interior check.
  - Physically pull any security devices to check they are intact.
  - Check the panniers, wind break and axles.
  - Check – is there any damage?
  - Check – have security devices been tampered with?
7. If there is evidence of damage, tampering or unauthorised access, check the load and loadspace and report to local authorities.

---

## Before you enter the United Kingdom control zone

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

---

For more information on the Clandestine Entrant Civil Penalty Scheme visit:  
[Clandestine entrant civil penalty scheme - GOV.UK](#)

Join the Civil Penalty Accreditation Scheme:  
[Application to join civil penalty accreditation scheme - GOV.UK](#)

### **Always:**

- Be careful.
- Be alert.
- Carry spare security devices and checklists.
- 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 can be found at:** [Clandestine entrant civil penalty scheme - GOV.UK](#)

**Information regarding how the Clandestine Entrant Civil Penalty Team issue penalties can be found here:** [Level of penalty: code of practice - GOV.UK](#)

**You can contact the team at** [BF.CECPT@homeoffice.gov.uk](mailto:BF.CECPT@homeoffice.gov.uk) **or:**

**Clandestine Entrant Civil Penalty Team**

**Border Force South East**

**Martello House, Second Floor**

**Shearway Park, Shearway Road**

**Folkestone**

**Kent**

**CT19 4RH**

**United Kingdom**

**Tel: 03000 710 104**

**Lines are open 24/7 excluding Christmas Day, Boxing Day and New Years Day**

**For further information about how to join the Clandestine Entrant Civil Penalty Accreditation Scheme, please visit:** [Application to join civil penalty accreditation scheme - GOV.UK](#)

**For more information on the Clandestine Entrant Civil Penalty Scheme visit:**  
[Clandestine entrant civil penalty scheme - GOV.UK](#)

Join the Civil Penalty Accreditation Scheme:  
[Application to join civil penalty accreditation scheme - GOV.UK](#)

