



Before starting: Your Line Manager is responsible for ensuring that you have completed the appropriate training before carrying out this procedure. Ensure you are familiar with the appropriate Risk Assessments, Safe Systems of Work or Safe Working Instructions for this operation. All Royal Mail Employees have a responsibility to protect and secure mails, whilst in the pipeline. Ensure RM Photo ID is worn at all times when on Royal Mail premises.

Sort Large Parcels using Gravity Conveyor (for Inward Parcels)

Step 1



Load Parcels

- Pick up a parcel and orientate it so that the address is visible
- The address is read from the bottom up and the parcel is directed to the selection. At this stage, also look out for any mis-streamed items, e.g. Special Delivery and RM Tracked items and take to the appropriate area
- Look at the address and **PLACE** (Do Not Throw) on to the corresponding Conveyor



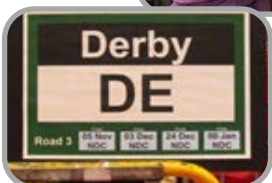
- Sorting aid will be available to provide information on where a parcel must be sorted

Step 2



Sort Parcels

- Position self at end of Conveyor
- Scan barcoded Parcels
 - Scan barcoded parcels (see SOP IP55.2 Inward Primary Scanning)
 - Scan RM Tracked parcels (see SOP IP57.2 Inward Scanning RM Tracked)
- Pick up a parcel and orientate it so that the address is visible
- Read Postcode or Address and then Sort to the corresponding selection
- Sorting aids will be available to provide information on where a parcel must be sorted



IP60.1, Sort Large Parcels using Gravity Conveyor
– Owner Quality & Customer
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