



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 DTRE bundles using Gravity Conveyor (for Inward Parcels)

Step 1

Note: Always wear gloves when handling Strapex



Load bundles

- Pick up mail bundle and read the address
- Unload bundles in layers, rear bundles can then be slid across to the front
- 'Use 'golfers lift' for low bundles. Hold onto the York and raise your leg to keep your spine straight whilst lifting
- Place bundle (**Do Not Throw**) on to the corresponding Conveyor
- Place bundles on the appropriate side of the conveyor closest to the destination York



Step 2

Sort bundles



- Read the address then pick up the bundle
- Place the bundle into the tray on the relevant York
- When placing bundles in lower trays, hold onto the York and raise your leg to keep your spine straight
- Cut and remove Strapex and any bundle labels, place debris in the bin
- You are responsible for removing all tripping hazards and keeping your work area free from debris

IP60.2, Sort DTRE bundles using Gravity Conveyor – Owner Quality & Customer
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