

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.

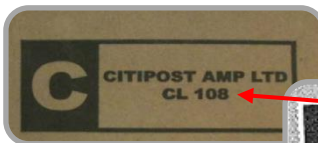
Sort residue large letters (for Inward manual)

Step 1



- Collect Large letters from the storage area
- Empty the tray of large letters onto the workspace in front of the large letter sorting fitting with the stamp uppermost and facing your right
- Having emptied tray of mail onto sorting frame and before placing in a York for re-use, remove any old destination labels

Step 2

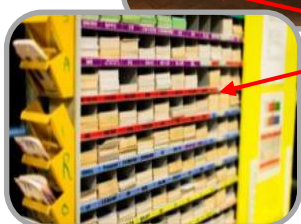
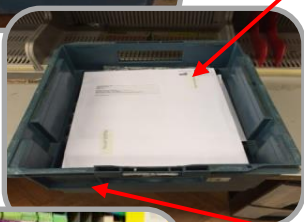
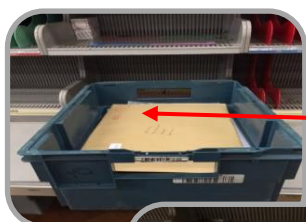


- Pick up a small handful of large letters. Look at the address and sort to the corresponding selection on the letter sorting fitting
- The large letters should be placed into the selection with the address readable
 - Portrait - then the item should be sorted with the stamp uppermost facing into the fitting
 - Landscape - Then the item should be placed with the stamp uppermost facing out of the fitting
- If you're not sure or the correct selection refer to the sorting aid; this will give information on where the address must be sorted
- Any un-cancelled or poorly cancelled stamps coming to hand must be clearly and visibly cancelled with a stamp cancelling hand stamp or with a pen before placing into the appropriate slot on the sorting fitting. Doing so will help prevent stamps being fraudulently re-used
- Ensure careful handling of items bearing the words "Do not bend" and or "fragile-handle with care". Any damaged items should be immediately brought to the attention of your manager and placed in the appropriate storage area for damaged items of mail
- Underpaid, re-used stamps, other licensed operators mail, marked CL (Code Letter) or items bearing security stamps with the eyelets missing, must be put aside for collection by Revenue Protection
 - Underpaid stamped greetings/celebration cards (e.g. Christmas cards, Birthday cards, Mother's Day cards and Wedding Invitations) where a stamp is affixed but without the correct level of postage; should be processed as normal without delaying the item
 - Unpaid greetings/celebration cards where no stamp is affixed must be extracted for collection by Revenue Protection
- Any forwarded or intercepted 'Do not redirect (DNR) items which have been rejected from the mech (as they are RTS, Redirected or forwarded items) must be set aside and sent to Revenue Protection



Operations Standards

Step 3



- Once a selection becomes full or is due for despatch, empty the selection
- Clear the items from the selection and place them into a tray
 - Items must be orientated so that the stamp/indicia is facing up
- Clear neighbouring fittings until tray is full
- Apply destination label to tray and place the tray on to the appropriate York container

IP65, Sort residue large letters – Owner Quality & Customer
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