

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.

Consolidate and despatch manual letters & large letters

Step 1

Cleardown sorting fitting - Manual Letters

- Once a selection on the sorting fitting 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 are to the bottom of the tray and items are all orientated with address in same direction
 - Clear neighbouring fittings until tray is full



- When the mail has been cleared or the tray is full, select the appropriate label for the mail destination
 - Place the selected label into the label holder on the tray



Cleardown sorting fitting - Large Letters

- Once a selection on the sorting fitting 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 are facing up
 - Clear neighbouring fittings until tray is full



- When the mail has been cleared or the tray is full, select the appropriate label for the mail destination
 - Place the selected label into the label holder on the tray



Operations Standards

Step 2



- When you have cleared the mail, place the tray onto the relevant York for onward despatch

➤ The relevant York is identified by York Label



- Make sure that the tray label is facing outwards
- Ensure container/bag capacity & weights are never exceeded:
 - York Containers not to exceed 250kg
 - Trays weights not to exceed 10kg
 - The maximum number of trays stacked on York containers should not be exceeded (24 trays of letters)
- Defective containers must never be used or passed on through the pipeline. Should you encounter a defective container / York, place to one side and inform the person in charge

Step 3



- When the York is full or it is time to despatch the mail, take the York to the relevant storage and apply the brake; Local Distribution or Delivery

➤ Ensure that all the York Load Retention Straps are fastened

➤ Ensure the correct York Label is displayed



- When manoeuvring a full York container, the load must not exceed the Safe Working Load (SWL) of the container (weigh on scales if unsure before proceeding)

- If it is necessary to manoeuvre a full York container and you are unable to see over the container, it will be necessary to proceed with care, moving slowly and checking round the sides of the container as you go



- In busy or congested work areas before proceeding ask for assistance from another person to guide the container by holding the front corner

- In normal use push from brake end using the yellow handles



- Store the York of mail in the relevant location
- Replace the despatched York with an empty one in the manual sorting area



SOP IP76, Consolidate and despatch manual letters & large letters –
Owner Quality & Customer
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