

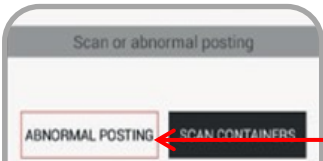
Before starting: Your Line Manager is responsible for ensuring that you have completed the appropriate training before carrying out this procedure. Ensure you are familiar with the appropriate Risk Assessments, Safe Systems of Work or Safe Working Instructions for this operation. All Royal Mail Employees 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.

Traffic Recorder – Abnormal posting (for Outward MC staff)

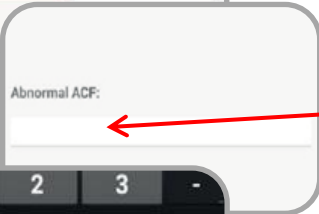
Step 1

The procedures within this SOP should be used and capture abnormal postings. The Abnormal Posting feature should not be used to capture bulk traffic.

- Having selected the WORK AREA and derived the stream (See SOP OP1.1)



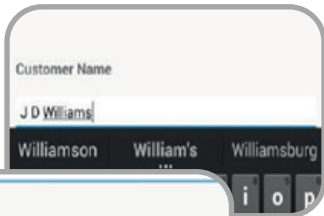
- Tap ABNORMAL POSTING



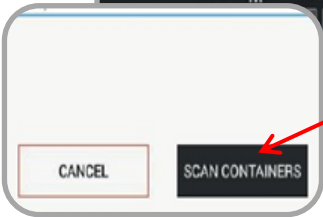
- You need to enter the details for the abnormal posting.
- Tap the Abnormal ACF field to enter the ACF you wish to use



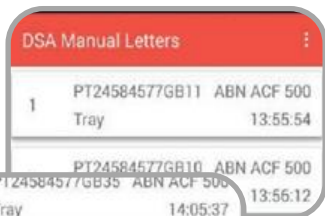
- Enter in the ACF using the numerical key pad
- Tap Next at the bottom right of the key pad



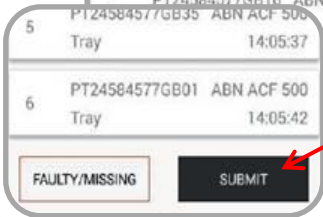
- Enter the Customer Name using the keypad



- Tap FINISHED on the key pad
- Select SCAN CONTAINERS at the bottom of the page to start capturing traffic with the defined ACF
- Or select CANCEL to return to the capture attributes page



- This includes the stream name, barcode of container scanned, container type, ABN ACF and the time of the scan
- Continue scanning until all relevant containers have been scanned



- Once completed, tap the SUBMIT button. You will now return to the capture attributes page

OP1.3, Traffic Recorder – Abnormal posting
 Owner Quality & Customer
 Version 1.0 Feb 2020

