

	Theft and Unauthorised Access Policy	TPL04 Issue: 001 Date: 11/03/2021
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Policy brief and purpose

This policy outlines and instructs the procedure for the security and safety of vehicles and equipment.

Scope

This policy applies to all employees who have or have access to an allocated company vehicle or machinery and equipment. The main objective is to limit the risk of unlawful access to vehicles and equipment.

Policy Elements

- Under no circumstances leave keys or equipment in the vehicle when unattended.
- Never leave vehicle or equipment running when outside of it unless the vehicle needs the engine to be running while stationary to operate equipment.
- Always store keys away safely
- HGV Keys to be locked in a key safe cabinet and kept in the workshop when vehicles are not in use.
- Always make sure access points to vehicles / equipment are sealed or secured before leaving them.



Signed:Managing Director
Date: March 2021