



# ***Courier Vetting Procedures***

TVS Supply Chain Solutions IFM

**Published:** 1<sup>st</sup> May 2022



**We require that the national network of couriers to whom we supply jobs have passed a rigorous vetting procedure and are subject to regular testing throughout their engagement with us.**

## **Overview**

We engage with and provide the services of PAYEE, subcontracted and self-employed couriers who are required to satisfy our vetting procedure and sign their agreement to follow a set of operational procedures and behavioral requirements.

Our vetting procedure is in line with the HMG Baseline Personnel Security Standard (BPSS) and our recruitment governance is guided and influenced by the latest HMG BPSS recommendations.

The BPSS is the vetting requirement that all Government departments ensure individuals employed to work in their offices or on their systems comply with. It is a recognised standard that aims to provide assurance as to the trustworthiness, integrity and probable reliability of prospective employees.

**Our Courier Services vetting applies to both couriers and staff, providing further assurance to our clients that their consignments will be safe whilst in our custody.**

### **BPSS comprises verification of four main elements:**

- Identity confirmation checks
- Nationality and Immigration Status (including an entitlement to undertake the work in question)
- Relevant employment history (past 3 years)
- Criminal record (including a Disclosure and Barring Service (DBS) check)

## **Detailed Requirements**

- New supplier sheet - the individuals' full details.
- Finance fit for purpose - we will conduct a PES check to check to see if they have CCJ's or have been declared bankrupt.
- HM Revenue compliance declaration - This must be filled out in either the sole trader name or the LTD company, this form states they are liable for the self-bills such as tax etc.).
- DBS Check - the supplier will submit a completed disclosure Scotland DSB form.
- Supplier payment form - the individual or company bank details, the name on this must match both the HM compliance form and the self-bill.
- Self-billing agreement - details the self-bill process between the supplier and the customer.
- Terms of supplier engagement - a guideline detailing how Rico expects the supplier to conduct themselves whilst undertaking work on behalf of the customers.

## Supporting Documentation

All suppliers must submit a series of supporting documents, no exceptions will be made on these forms and an individual/s will not be issued a driver number and be able to receive bookings from our dispatch system without this information.

- A valid proof of address dated in the past 3 months - we only accept bank statements, a utility bill, such as gas or electric, and council tax statements
- A full valid driving license
- Proof of eligibility to work in the UK
- National insurance proof such as a P60, National insurance card or a P45
- Valid motor insurance
- Valid MOT

## Fleet Management System

- All courier verification and training records are held on our internal fleet management system. The system holds expiration dates of relevant training, accreditations and licenses and automatically alerts Service Centre teams when refresher training is due.
- Critically, the system will prevent the allocation of work to couriers without the correct training or valid license thereby ensuring that only couriers that have completed prerequisite training will be able to work on the client's account.



***BELIEVE IN THE POWER OF US***