



Follow these 10 steps to avoid a civil penalty

Before you start your journey

- 1 Obtain written instructions on vehicle security, and a checklist, from your employer.
- 2 Watch the vehicle being loaded to ensure no unauthorised individuals enter the vehicle.
- 3 Check the fabric of the vehicle (bodywork, canvas) and note any damage on the checklist.



Immediately after loading

- 4
 - **For hard-sided vehicles:**
Lock the integral doors and secure with a padlock.
 - **For soft-sided vehicles:**
Lock the integral doors and secure with a padlock.
Apply a good quality tilt cord, secured with a robust padlock or a unique seal. Note the seal number on the checklist.
- 5 Check the panniers and secure with locks where possible. Also check the wind deflector and axles.



After every stop during your journey

- 6 **Check the fabric, roof and security of the vehicle:**
 - Physically pull the security devices to check they are intact.
 - Check the panniers, wind deflector and axles.
 - Check – is there any damage?
 - Check – have the security devices been tampered with?
- 7 If there is evidence of damage, tampering or unauthorised access, check the load and load-space, and re-apply security devices.



Before you enter the United Kingdom control zone

- 8 Repeat steps 6-7.
- 9 If it was not possible to secure your vehicle, conduct a thorough manual check of the load and load space.
- 10 Record the checks made on your checklist – at loading, after every stop and before entering the United Kingdom control zone.

FOR MORE INFORMATION ON SECURING YOUR VEHICLE VISIT
www.gov.uk/secure-your-vehicle-to-help-stop-illegal-immigration

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Always:

- Be careful.
- Be alert.
- Carry spare security devices and checklists.
- Keep written instructions and checklists in the cab.
- Record checks made on a checklist.
- Alert the local authorities, Border Force or the police if you suspect that someone has entered your vehicle without your permission.

Further information – including the Home Office Code of Practice on the Prevention of Clandestine Entry, and a checklist template – can be downloaded from our website:

<https://www.gov.uk/secure-your-vehicle-to-help-stop-illegal-immigration>
You can contact us at civilpenaltyunit@homeoffice.gsi.gov.uk or:

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For more information and to join the Civil Penalty Accreditation scheme visit <https://www.gov.uk/government/publications/civil-penalty-accreditation-scheme>

