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**Port of Tilbury**

**Contractor APF & Induction Procedure**

On contract award, you will receive confirmation of our PO (purchase order). Within the PO you will be allocated a PDRF (project delivery request form) reference number that is associated to the scope of works.

Prior to any works commencing, your site representative will arrange to complete on site a Port induction with you and this is valid for 3 years. The Port Site induction must be completed by all Contractors staff (and any sub-contractors).

Before you attend site, you must request an Access Permission Form (APF) and quote the PDRF reference number. This form can be obtained from the facilities management department or via email at [FM@potll.com](mailto:FM@potll.com).

An APF will not be granted unless your health and safety documentation, for example risk assessments and method statements have been submitted and adequately developed in advance of the start date.

Once you have received your APF, you will be able to travel to site, sign in, complete any local briefing or specific inductions and start works whilst expected to comply with on-site safety rules (please refer to the safety guidelines for contractors document). Further information relating to our policies and procedures can be found at: <https://procurement.forthports.co.uk/resources/>

On completion of the works, the APF must be closed by notifying [FM@potll.com](mailto:FM@potll.com). Please also ensure you read and understand our life saving rules, below.

[Forth Ports Lifesaving Rules](https://procurement.forthports.co.uk/wp-content/uploads/2023/12/QR-Code-Lifesaving-Rules-and-Safety-Observations-v1-23.pdf.)

**Failure to adhere to these rules will result in removal from site**.