Mail Centres / Hubs / Delivery Offices
ACTION NOW
For immediate cascade:
CPC (2018) 077

Urgent Weekend York Container Repatriation Required

This Action Flash is for the immediate attention of and action where appropriate by all Operational Unit Managers. This communication must be handed to the senior manager on duty who will be responsible for ensuring the information is cascaded immediately to all managers. Any instructions contained in this Action Flash are mandatory and must be completed where appropriate, by all units.

We are now at a critical point in our Christmas operation and it is essential that all office fully utilises their repatriation services back to their parent offices.

With immediate effect all offices should:

1. Delivery office repatriation services must be loaded to maximum capacity on every run.
2. All Mail Centre repatriation services must be loaded to full capacity back to their parent Regional Distribution Centre
3. Empty consumables- maximised in each York container reducing multiple part fills. Please consolidate all trays into same York and all bags into same York

thus reducing multiple part filled yorks with the same content. Mail Centres should consolidate arrivals from the Delivery Offices they service.
4. Nested York's must be prioritised on repatriation services
5. Once all repatriation services have been maximised, surplus York's must be repatriated on the next available empty service **(i.e. not mixed with live mail);** back to their parent office
6. Any surplus containers must urgently made available to the appropriate container team or CPC for onward movement

7. All Yorks containing Door to Door items are to be decked or placed on A frames

It is absolutely imperative that all offices make every single possible York available for the operation.

Thank you for your support

Mark Fletcher
Head of Container Equipment
Date Issued: 30th November 2018
Time issued: 16:00