

All road hauliers (including drivers) travelling to the United Kingdom must operate an “effective system” to prevent the carriage of clandestine entrants.

If you do not have an effective system, or do not operate the system properly, then you will receive a penalty of up to £2,000 per clandestine entrant carried.

EFFECTIVE SYSTEM + PROPER OPERATION = NO PENALTY

Follow the 10 steps below to avoid penalties.

Before you start your journey:

- 1** Obtain written instructions on vehicle security and a checklist from your employer.
- 2** If possible, watch the vehicle being loaded to ensure that no unauthorised persons enter the vehicle.
- 3** Check the fabric of the vehicle (bodywork/canvas) and note any damage on the check list.

Immediately after loading:

- 4** Secure the vehicle.

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, and
- apply a good quality tilt cord, secured with a robust padlock or a unique seal. Note the seal number on the checklist or CMR.

- 5** Check the panniers, secure with locks where possible. Check the wind deflector and axles.

During your journey after each stop:

- 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.
 - Is there any damage?
 - Have the security devices been tampered with?
- 7** If there is evidence of damage or tampering or unauthorised access check the load and load space and re-apply security devices.

Before you enter the United Kingdom Control Zones or embark for the United Kingdom:

- 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 the checklist, at loading, after every stop and before entering the United Kingdom Control Zone or embarking for the United Kingdom.

Always:

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

Information:

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

www.bia.homeoffice.gov.uk/lawandpolicy/civilpenalty/

- You can contact us at:

civilpenaltyunit@homeoffice.gsi.gov.uk

or:

Border and Immigration Agency
Civil Penalty Central Administration Unit
Status Four
3 Nobel Drive
Harlington
Middlesex UB3 5EY
United Kingdom

Tel: 0044 (0)20 8745 6006

Fax: 0044 (0)20 8745 5922

- The relevant legislation is the Immigration and Asylum Act 1999, sections 32, 33 and 34 as amended by the Nationality, Immigration and Asylum Act 2002.

EFFECTIVE SYSTEM + PROPER OPERATION = NO PENALTY

Written instructions and checklist

Watch loading

Check the vehicle fabric

Secure the vehicle

Check the panniers, wind deflector and axles

If there is evidence of damage/tampering/
unauthorised access check the load and
load space and re-apply security devices

If your load is unsecured, prior to entering
the United Kingdom Control Zones or
embarking for the United Kingdom, check
the load and load space, panniers, wind
deflector and axles thoroughly

Always record checks made on a checklist



Home Office

**Border &
Immigration Agency**

**HOW TO
AVOID
A PENALTY**

**10 STEPS TO AN
EFFECTIVE SYSTEM FOR DRIVERS
TO PREVENT CLANDESTINE ENTRY**