

**Effective system + proper operation = no penalty**

Follow these 10 steps to avoid a 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. 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 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.

## **During your journey, after every 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.
  - 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 Zones or embark for the United Kingdom**

1. Repeat steps 6-7.
2. If it was not possible to secure your vehicle, conduct a thorough manual check of the load and load space.
3. 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 checklist.
- Alert the local authorities, Border Force or the police if you suspect that someone has entered your vehicle without your permission.

## Information

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](mailto:civilpenaltyunit@homeoffice.gsi.gov.uk) or:

**Clandestine entrant civil penalty team**  
**Border Force**  
**Border Force South/South East and Europe**  
**Amadeus Building**  
**The Quadrant**  
**Mondial Way**  
**Harlington**  
**Middlesex**  
**UB3 5AR**

**Tel: 0044 (0)20 3014 8180**  
**Fax: 0044 (0)20 3014 8006**

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.



**Border Force**