

Opsflash

CPC (2009) 118. Use of cardboard sleeves in Yorks - Urgent action required

1. This Opsflash is for the immediate attention of and action where appropriate by, all RM UK Operations and RM shift managers.

It must be handed to the senior manager on duty who will be responsible for ensuring the information is cascaded immediately to all managers on duty as necessary, within processing, distribution and delivery functions.

Cardboard York Inserts are not to be used for Outward Despatches by Mail Centres without prior permission from CPC, this will only be given in exceptional circumstances.

Packets should be despatched bagged or using ALP Sleeves where possible.

Having insufficient ALP sleeves does not constitute an exceptional circumstance, so in this instance, there should be contingency plans in place to bag Packets.

There are NO circumstances where the Shrink-Wrapping of Yorks is acceptable. This practice must not be allowed at any RM site.

Any questions on this Opsflash should be addressed to Central Postal Control on 5785 2999 (0207 016 2999)

Dennis Welton
Head of CPC
Central Postal Control
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