

## LICENCE AND DOCUMENTS POLICY

When attending assignments, assessments and training given to you by Backline, you must ensure you have all of the following documents on your person when arriving at site:

- Driving licence **N.B.** Not applicable if licence has been sent to DVLA for change of address or similar. In this instance, you must notify Backline in advance and present your licence before sending it off in order for us to take a copy. You must then bring in your new licence as soon as possible for copying after receiving it back from the DVLA.
- Digi Card – if applicable
- DQC/CPC Card – if applicable
- Certificates/licence for any equipment/machinery, specialised or site-specific work you will be required to operate/undertake (e.g. FLT, ADR, CSCS etc.)

Failure to produce the required documents when requested may result in you being turned away from site.

You will only be entitled to be paid for hours worked. Therefore, if you are sent away as a result of not being able to produce the required paperwork, and it's through no fault of Backline you haven't worked, payment may not be made.

The above also applies to any assessment / training requirements by the client.

*\*Note you may also be turned away if you have not come pre-paired with the correct PPE*