



Vetting New Employees

Marine Risk Bulletin

In order to assist logistics service providers [LSP's], this best practice risk-control bulletin provides information and support in the area of staff vetting, primarily aimed at drivers in the logistics sector.

This guide makes reference to guidance and best practice published within the United Kingdom.

At the pre-interview stage:

The applicant shall complete an appropriate Application Form, to cover:

- at least two years' worth of employment references, along with a medical history and authorisation to approach the applicant's doctor if necessary.
- advise for the applicant that a thorough check of their career history will be completed if they are successful and authorisation for the LSP to contact referee's etc.

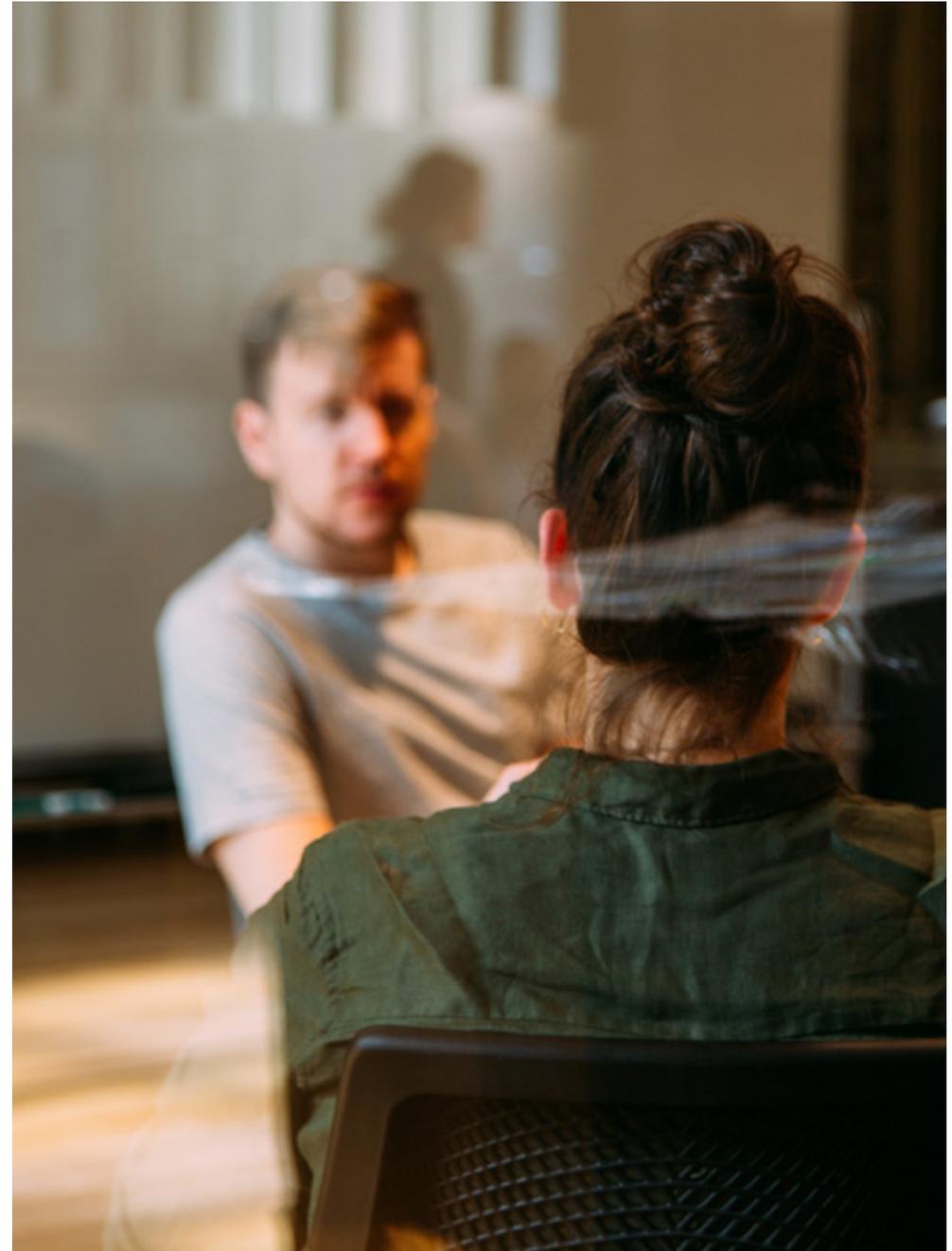
Documentation to bring to interviews:

- For British nationals, a valid British passport, or a document showing their National Insurance number and name e.g. P45, P60 or NI Card, along with two utility bills as proof of address.
- For foreign nationals, documents that prove their entitlement to work in the UK. The LSP should view the following website for full information on employing foreign nationals: <https://www.gov.uk/uk-visa-sponsorship-employers>
- For all applicants proof of relevant licences and/or vocational qualifications and/or training.

Note: insist that the applicant brings the originals of all the above documents to the interview and not photocopies.

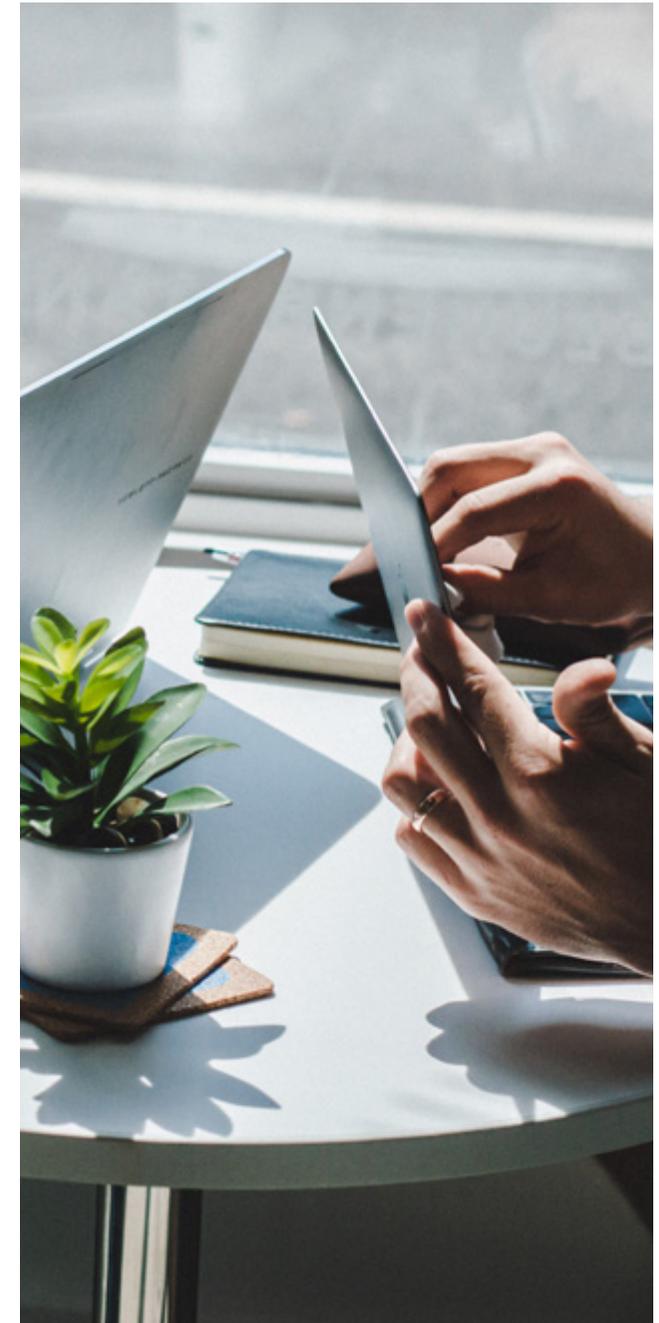
At the interview stage:

- Ensure that an appropriate and experienced staff member takes the interview. Ideally a second employee should also be present, or there should be a second interview with a different interviewer.
- The interviewer(s) should use suitable question-set to ascertain if the individual is competent to do the job.
- Ensure that an accurate job description is provided and is discussed i.e. the applicant is aware that shift work or nights away may be involved.
- Check that all documents produced e.g. passport, HGV Licence, Driver CPC Card etc. have not passed expiry dates or are still valid, that photographs and dates of birth are consistent with the applicant's appearance and that, for foreign nationals, the documents issued allows them to undertake the job that they are interviewing for.
- Check the applicant's driving licence shows the correct driving categories for the job.
- Query and satisfactorily resolve any discrepancies or inconsistencies on the application form or supporting documentation provided.
- Question any gaps in the applicant's employment history and ensure satisfactory explanations are provided for such gaps.
- Keep accurate, dated notes of the interview and attach to the Application Form.
- Consider keeping a database of applicants' names and contact details in order to identify repeat applicants. However, records for individuals who do not opt in to keeping their data on file every 12 months should be removed from the system / database.



At the post interview stage:

- Inform successful applicants in writing that they are being formally offered the position advertised, subject to the immediate receipt of two years' worth of satisfactory references, a criminal record check and under taking necessary health checks.
- Insist that the successful applicant urgently supplies a criminal record check. For British nationals this should be in the form of a Basic Disclosure certificate. If a basic disclosure is needed for a job in England or Wales or the applicant lives in England and Wales, apply to the **Disclosure and Barring Service**, or apply to **Disclosure Scotland** in Scotland.
- For guidance on obtaining similar checks for foreign nationals refer to the following GOV UK website: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- Check the authenticity of all referees and employers i.e. send requests for references or confirmation of previous employment to the registered address of the companies.
- If no response is received to written requests, follow up by phone. Check the authenticity of the telephone numbers provided. If a direct line number is provided, consider contacting the main switchboard number of the business and asking for the person by name.
- Note: do not release higher value cargo to new employees until criminal record and reference/employer checks are satisfactorily completed.
- Check licences with the DVLA as applicants can obtain a duplicate, clean licence before the current licence is endorsed with points or disqualification. <https://www.gov.uk/check-driving-information>
- Scan / photocopy all relevant documents e.g. passport, driving licence, Driver CPC card, or work permit and ensure they are marked to confirm certification of the original. Attach these to the Application Form and interview notes.
- Ask the successful applicant to provide two passport-sized photographs, or digital images and keep them on their personal file.
- Advise the successful applicant of your Company Policies (including disciplinary procedures) and supply them with a driver handbook and other relevant induction material.



Ongoing:

Six monthly appraisals are recommended, where employees provide their original, up-to-date driving license (if applicable) and a declaration updating:

- Driving record
- Accidents, offences, goods in transit losses & convictions (if applicable)
- Medical history

Additional controls may be necessary if employing personnel involved with high-value cargo or specialist cargo such as chemicals. In such circumstances we recommend that the LSP refer to their insurance advisor for further guidance. Ensure that such cargoes are not entrusted to any employees until the relevant checks and controls have been implemented.

The LSP may wish to consider employing a specialist vetting company to undertake employee screening. Such companies offer simple driving licence checks through to full 10 year screening, which include checks on areas such as previous references, character referees, financial records (CCJ's, insolvency etc), education background and employment gap verification.

For further advice please speak with your normal insurance advisor.

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