



CP-09 Appendix 1
Illegal Immigrant Instructions
Revision: 15/02/2024

1 PREAMBLE

P&O Ferrymasters also referred as “The Company” – means P&O Ferrymasters Limited and/or Unifeeder Shortsea – a business unit of Unifeeder A/S in the form of an agreement based joint venture between P&O Ferrymasters Limited and Unifeeder A/S and/or any other company or entity within the P&O Ferrymasters Holdings Limited Group, including any direct or indirect affiliate, subsidiary, joint venture and any agreement based joint ventures of any such company or entity.

This document applies to P&O Ferrymasters. The document should be consistently applied across the company unless it contradicts with country specific legislation.

2 DEFINITIONS

The term "clandestine entrant" is person who hides in or on a vehicle to avoid passing through UK border control.

3 PURPOSE

The Immigration and Asylum Act 1999 in the UK states that anyone found bringing a clandestine entrant into the UK is liable for a penalty of up to £10000 per clandestine entrant. The Law states that you must perform certain checks. Carriers' Liability Regulations 2002 and Carriers Liability (Amendment) Regulations 2023 contain additional specific requirements. You therefore need to ensure that you take all precautions and comply with the following minimum requirements, to reduce your liability.

4 SCOPE

Instructions regarding Clandestine Entrants for hauliers encompasses a range of measures aimed at ensuring compliance with immigration laws, preventing illegal immigration and smuggling activities, and enhancing border security. By implementing effective procedures, training, and collaboration with authorities, hauliers can play a vital role in maintaining the integrity of international borders and protecting national security.

5 PROCEDURE

5.1 GUIDANCE ON PREVENTING CLANDESTINE ENTRANTS

- SECURE – Drivers must secure a vehicle when it's first loaded
- CHECK – Drivers must check a vehicle when it's first loaded for any signs of unauthorised access
- RECORD – Drivers must enter on a checklist all checks throughout the journey

5.2 BEFORE & DURING LOADING

- Ensure the canopy/curtain is not torn. (Rips exceeding 25cm in length must be repaired)
- Be present during loading, whenever possible, to ensure no unauthorised personnel access the trailer.
- Immediately after loading secure and seal the trailer and record the seal number on the consignment/CMR paperwork.
- Sealing cords must be undamaged and pass through all fastening points.
- Seal numbers must be recorded on the documentation/paperwork (CMR)
- If travelling directly from collection to delivery point with the load, then apply padlocks at the point of loading
- Keep a record of all checks undertaken on a Vehicle Security Check Form. Your Traffic Office to retain this document for a minimum of 3 months. (see Appendix 2)

5.3 DURING TRANSIT

- This applies to both loaded and empty trailers and containers
- Check the vehicle regularly enroute and definitely after rest or refuelling stops. Check for damage and check the seal. Check the seal number continues to match the seal number on the paperwork
- Keep a record of the checks carried out together with names of any witnesses if possible.
- Plan to avoid rest breaks, or overnight stops within 150km radius of port of embarkation.

If any check suggests the security of the trailer has been compromised contact the local Police, or the Customs Control Authorities at the Port of Embarkation.

5.4 PRIOR TO BOARDING FERRY

- This applies to both loaded and empty trailers and containers
- Inspect trailer for signs of tampering, damage, or other signs of potential illegal entry (curtains, doors and roof).
- Check seals, sealing cords are intact and numbers are correct. If for whatever reason the seal has been changed then record the new number on the Security Checklist and state reason for change, e.g. seal broken at Port to check for immigrants.
- Check all other potential hiding places including under the trailer, external storage compartments, toolboxes and wind deflectors.
- Listen for any sounds that may indicate the presence of an unauthorised person.
- Avail yourself of any independent system of checking at the Port of Embarkation, e.g. CO2 check.
- Record all checks made on a check list:
<https://www.gov.uk/government/publications/vehicle-security-checklist>
or on the template as suggested on this site.
- More information is available from:
<https://www.gov.uk/guidance/secure-your-vehicle-to-help-stop-illegal-immigration>

[The Carriers' Liability \(Amendment\) Regulations 2023 \(legislation.gov.uk\)](https://www.gov.uk/guidance/the-carriers-liability-amendment-regulations-2023)

DO NOT ALLOW YOUR VEHICLE TO BE LOADED ON TO FERRY/SHUTTLE IF YOU SUSPECT PRESENCE OF ILLEGALS.

5.5 COLLECTING UNACCOMPANIED TRAILERS

- Inspect trailer for signs of tampering, damages or other indications of illegal entry.
- Check seals are intact and number corresponds with that recorded on paperwork.
- Check padlocks and seals/sealing cords are unbroken, or for signs of repair.
- If seal number is different to that recorded on your paperwork inform your Traffic Office of the new number and that seal has been changed and await instructions.
- You should carry these instructions on preventing illegal immigration and the Vehicle Security Checklist to present to an Immigration Officer, if requested.

IF YOU SUSPECT PRESENCE OF UNAUTHORISED PASSENGER, DO NOT REMOVE TRAILER, BUT CALL UK BORDER AGENCY AT THE PORT.

DOCUMENT INFORMATION CARD

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DOCUMENT HISTORY

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