Datascope Important Logistics Information

Date: 22nd March 2016

Revision: 6

This document is intended for people that have attended a ‘UCL Logistics Workshop Briefing’ and should be read in conjunction with the ‘Contractor's Information Pack’. It provides important logistics information about construction traffic at UCL.

The points below summarise key procedural actions that must take place in order to comply with the Delivery Management System (Datascope);

Using Datascope

Please make sure you;

1. Provide accurate information at all times – particularly in regards to the vehicle size, you may experience problems if a larger vehicle arrives and in some cases the vehicle maybe turned away, if it is unsuitable to enter central campus centre.
2. Comply with the notice deadlines for bookings – whilst Wilson James will try to assist you wherever possible, there is a risk that this may not be possible on every occasion. Please also note that non-compliance is monitored.
3. Select the correct PSO or PSM number, if cannot identify number contact Wilson James in the first instance.
4. Book each delivery in separately. Even if the same vehicle is delivering material to different parts of the Campus on the same day. Each delivery will require its own booking reference and will be required to return to the Logistics Zone between each.
5. Include the name of the Supplier in the ‘Delivery Company’ box when booking deliveries in, this provides a useful sense check for Logistics Operatives when vehicles arrive.
6. Provide the booking reference to the driver, they will be asked for it when they arrive at the Logistics Zone and this is our only means of tracking the booking.
7. Contact security for any deliveries during out of hours works.
8. Use the ‘Small Tools and Parcels’ service correctly. Small tools and parcels are categorised as: up to 5 items, each measuring less that 600m x 600m x 600m and weighing no more than 20kgs each. We must be able to off load them by hand. Small tools and parcels do not include: pallets, cable drums, stillages or multiple items (over 5No). Failure to comply with this will result in the vehicle being turned away.
9. Linked with point 8 above, if you have booked a ‘Small Tools and Parcels for Collection’, you must ensure that the material is collected by 6pm the same day. Likewise, if you have booked a ‘Small Tools and Parcels for Delivery by Wilson James’, you must ensure that you are available to receive the equipment the same day. Please note that Wilson James is not responsible for any equipment left at the Logistics Zone after 6pm (on the day it arrives).
Construction Traffic

1. All construction traffic must be booked in on Datascope.
2. All construction traffic must follow the correct route to the Logistics Zone, via Euston Road, Upper Woburn Place Road (Tavistock Square), into Endsleigh Place/Gordon Square.
3. All construction traffic must report to the Logistics Zone before going to site.
4. Construction traffic may have to wait at the Logistics Zone holding area, until the delivery can proceed to site.
5. Vehicles that arrive directly at a gate on Campus bypassing the Logistics Zone will be refused access, and will be diverted to the Logistics Zone by Security.
6. Whilst at the Logistics Zone, Drivers are to switch off their engine and remain in their vehicle. If they need to leave the cab of the vehicle at any point, they must consult with a Wilson James Logistics Operative first.
7. Drivers PPE must be worn at all times in the Logistics Zone. This includes; a hard hat, hi vis and safety boots as a minimum.
8. Drivers will proceed directly to the site from the Logistics Zone as instructed by the Wilson James Logistics Operative (A map is available on request).
9. Please be mindful that the Traffic Management Plan restricts the number of vehicles in different parts of the Campus, larger vehicles reduce this figure as they are counted as two.
10. No vehicles are allowed to move within the main Campus between 10 to and 10 past the hour, after 0900hrs and 1800hrs.
11. In addition to the above point, no vehicles will be provided access to Malet Palce between 1150 hours and 1410 hours.
12. Contractors must be able to be contacted and to meet the vehicle that they have booked, (within 15 mins) otherwise the vehicle will be turned away from the Logistics Zone.
13. Contractors must ensure that their vehicles are off loaded promptly (within 15 – 30 minutes) to ensure that we can process as many vehicles as possible during the working day, no parking is permitted on site.
14. Once off loaded, any material or equipment must be taken to the site immediately. You are not permitted to leave / store material in shared areas.

Emergency Procedures

If emergency services require access to the Campus, please notify UCL Security in the first instance, you must comply with standard UCL procedures. Please also notify Wilson James so that gate access can be kept clear.

Operating Hours

UCL Construction Traffic: 7am to 6pm Monday to Friday.

London Construction Consolidation Centre: 8am to 5pm Monday to Thursday and 8am to 4pm on a Friday. Closed at weekends.
Site Contacts

Wilson James Deliveries Administrator – Edgar Garen: 07889 538 383
Wilson James Logistics Supervisor – Maz Nathaniel: 07810 323 457
Wilson James Logistics Manager – Malcolm Woolley: 07912 598 875
Wilson James Operations Manager – Stephen Robbins: 07525 732 874

LCCC (Consolidation Centre): 020 74747412
UCL Emergency: 222 / or 020 7679 2222
UCL Security: 020 7679 2108

Logistics Zone Address:

Wilson James Logistics Zone,
Gordon Square,
London,
WC1H 0PY

LCCC (Consolidation Centre) Address:

LCCC,
Thames Road,
Silvertown,
E16 2EZ
Route from UCL LZ to LCCC
Maps from the Logistics Zone to the Six Main Campus Gate

Logistics Zone to Gordon Street Ramp

Logistics Zone to Main Quadrant