



***Bakers BASCO Limited***

6 Catherine Street,  
London,

WC2B 5JW

## **Third Party Compliance**

**Table of Contents**

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
<b>2</b>	<b>Requirements for Usage .....</b>	<b>3</b>
	2.1 Guidelines.....	3
	2.2 Operational Handling.....	3
<b>3</b>	<b>Products .....</b>	<b>4</b>
	3.1 Approved Products.....	4
<b>4</b>	<b>Equipment Management .....</b>	<b>4</b>
	4.1 Equipment Recovery .....	4
	4.2 Misuse.....	5
<b>5</b>	<b>Licences .....</b>	<b>5</b>
	5.1 Licences.....	5
<b>6</b>	<b>Change Control.....</b>	<b>5</b>
	<b>Compliance Agreement.....</b>	<b>6</b>

## **1 Introduction**

Bakers BASCO Limited has been founded to provide the baking industry with standardised universal equipment, which consists of a uniform bread basket and wheeled carrier (Dolly). This document specifies the necessary requirements Bakers BASCO Limited instruct third party users to undertake.

As an 'Associated party' (Customer, Retailer or Agent) of a Bakers BASCO Limited User you remain responsible for the equipment while it remains in your possession.

Your supplier will specify your collection schedule directly as not all circumstances are the same, however the principles outlined must be adhered to. Failure to comply with the specified requirements will find you in breach of the TORTS (Interference of Goods) Act 1977 and may result in legal action being taken.

## **2 Requirements for Usage**

### ***Guidelines***

- The Equipment (Baskets & Dollies) may only be used for the delivery, display or temporary storage of products the user has provided to you. Where equipment is used for the secondary distribution of Licensed User's produce the User concerned must approve the reporting documentation.
- Where BASCO equipment is used for the merchandising of Users' produce then a periodical stock count must be supplied to Bakers BASCO Limited (Typically four weekly).
- The Equipment may not at anytime be used for carrying, displaying or the temporary storage of any products other than those supplied by the User to you.
- The Equipment remains the sole property of Bakers BASCO Limited, it must not be used as a carrier to customers of any other party.
- The Equipment must be made available to the User for collection at the earliest opportunity. This again will be specified to you directly by the User.
- BASCO should be notified immediately if for any reason you accumulate any equipment, which the User cannot collect.

### ***Operational Handling***

- **The Baskets are designed with specific features which for both health and safety and maximum efficiency should be noted:**
- The Basket has two bale arms, one each side which should be locked inwards to allow the next basket to be stacked safely and securely.

- Baskets containing produce should be stacked ten high onto a dolly (if provided) to complete a stack.
- When not in use the bale arms should be returned to their original outward position and baskets stacked no more than 30 high to each dolly to again complete a stack ready for collection by the User.
- When forming stacks of empty baskets, all must be returned to the open position. Stacks must not incorporate a combination of nested and open baskets.
- When not in use Dollies should be cross-nested as per their footprint to a quantity no greater than 20 high to form a stack.
- Dollies should not be stored or carried within baskets.

### **3 Products**

#### **3.1 Approved Products**

- The below detailed products are defined as the agreed produce users may pack and distribute in BASCO Equipment.
  - **Wrapped Bread**
  - **Wrapped Morning Goods**
  - **Wrapped Hot Plate Products**
  - **Wrapped Bread Rolls**
  - **Wrapped Malt Loaf**
  - **Wrapped Cake Products**
- Should you receive any produce in the Basket, which is not specified above you must notify Bakers BASCO immediately.

### **4 Equipment Management**

#### **4.1 Equipment Recovery**

- Bakers BASCO Limited has a dedicated recovery program for the management and recovery of the new equipment.
- Equipment Recovery Supervisors may visit you from time to time to perform equipment counts and discuss any issues you may have with the equipment in general.
- As a third party user it is in your interest to participate in the identification of any abuse of the BASCO guidelines. The BASCO guidelines have been designed to ensure maximum efficiency is achieved to enable the Users to deliver the products to you. Should you notice any abuse of the

BASCO guidelines please contact BASCO immediately with the relevant details.

- All parties must ensure any damaged equipment is returned to the User.

#### **4.2 Misuse**

- Should any party be found in breach of the guidelines in this document the relevant legal action will be taken.
- BASCO will endeavour to recover sufficient compensation for the recovery (collection, cleaning/ repair and administration) of equipment being used illegally. Where the equipment is lost or damaged beyond repair the according replacement charges will be applied again with any administration/ collection charges.
- As Users no longer own the Baskets in which they provide their produce, subsequently they have no influence on the actions of BASCO relating to any legal action it may take against any party.
- A copy of the misuse policy and charges are available from BASCO or your User upon request.

### **5 Licences**

#### **5.1 Licences**

- BASCO is not limited to the existing Users and other companies may join. Therefore should you have a requirement for the use of baskets or dollies within your business please contact BASCO to discuss your requirements in detail.

Please Detach, Sign & Return to Bakers BASCO Limited.



**Bakers BASCO Limited**

6 Catherine Street,  
London,

WC2B 5JW

## Compliance Agreement

COMPANY NAME:			
ADDRESS:			
CONTACT:		TELEPHONE	
EMAIL		MOBILE	

I hereby agree to comply with the guidelines specified within this document by Bakers BASCO Limited.

Signed: .....

Print: .....

Position: .....

Date: .....