

Practising Certificate: In Coming Mail Procedure

Collection details for first two weeks: January

Mail from The DX & An Post

Phibsboro Post Office have advised us that the earliest An Post will permit collection is 7.30am

7.30am: DX courier service to collect from Post Office

7.45 am: The DX courier will deliver All DX and An Post mail including that for George's Court to Blackhall Place.

For the first two weeks of January, Esther will begin opening at 7.45 am. She will open the Blackhall bags, both DX post and An Post, and put obvious PC Applications to one side.

These will then be sent along with other Regulation mail to George's Court for complete sorting. (If time allows Esther can sort this post but it's not essential that she do so).

8.15am: Tony Casey to collect PC Applications and post and deliver P.C. Apps directly to Mary Ann McDermott desk and put in designated box by 8.25 am.

Tony Casey will collect all the post for George's Court, putting the PC Applications in the designated box on Mary Ann McDermott's Desk not later than 8.25am.

He will then put general Regulation Post and DX material in the usual location for sorting as normal.

8.45am: This sorting should to be completed and any further PC Applications discovered here will be delivered by Tony Casey direct to aforementioned designated box on Mary Ann McDermott desk.

PC Applications delivered in person or by courier to Blackhall Place

PC Applications delivered in person or by courier during the day will be accepted by the Reception Staff and placed in a plastic pouch. Those delivered in person will be recorded as per the Hand Deliveries Procedure and those delivered by courier will be recorded as per Courier Delivery Procedures ensuring that a record will be kept of all PC Applications accepted.

Tony Casey will check with Reception on a regular basis during each day, to collect any PC Applications that are available for delivery to George's Court, where on each occasion he will deliver the pouch and its contents directly to Mary Ann McDermott or place it in the designated box on her desk.

4:15pm: Esther McCormack will collect any remaining PC Applications from Reception, put them into one of the plastic pouches and leave them in the Regulation box in the Post Room for delivery to George's Court the next morning. This procedure will continue for as long as PC Applications are received at Reception.

Notes

The plastic pouches will be returned to Tony Casey by Mary Ann McDermott and he will deliver these back to Blackhall Place for re use.

Envelopes can be opened slightly to identify that item is a PC App but leave all contents in envelope.