



DAILY BRIEF – STANDING AGENDA

The Convoy Manager shall brief Drivers / Co Drivers (Vehicle Commanders) each day prior to leaving the campsite / RON Stop and before starting the days drive. Not all bullet points will need to be covered each day; circumstances will drive the content of the daily brief but for example the brief might include but not be limited to the following:

- Time check
- Weather forecast, time of sunset and sunrise
- Time of departure
- Planned route and alternate routes / bypass routes provided and programmed into navigation systems. Ensure the UK Coordinator has details of the intended route.
- Intelligence, traffic volumes, police checks, road conditions etc
- Safe Havens - how far is the next safe location?
- Current endurance. Refuelling, water and food resupply points. Other planned rest stops / visits and activities.
- Security measures during halts
- Is there a means to pay for fuel and any tolls?
- What is the breakdown plan?
- What is the plan for road blocks, criminal, extremist or military action?
- What is the customs procedure at the border?
- What medical support is available along the routes?
- What actions will be taken if vehicles / people get separated?
- Rules of the road, traffic laws and speed limits understood
- The 'Order of March'. That is the order of vehicles on the road taking into consideration cargo, size, use, terrain, road conditions and expected threats.
- Setting the time and distance between vehicles and elements.
- Refresh relevant convoy drills
- Documentation required
- Planned RON Stop if known
- Ensure daily vehicle and trailer checks have been completed and any defects or limitations reported and addressed
 - Are vehicles mechanically sound, insured and licensed for use on the highway?
 - Are relevant drivers/operators available? Do they hold relevant licenses?
 - Are vehicles and trailers mechanically sound and reliable?
 - What safety standards do they have?
- In the case of utilizing transport hubs (trains, coaches, etc) is the hub secure?
- Grab bags.
- Radio Checks at engine start.