Post

1. The post landscape

- 1.1 Introduction
- 1.2 Who's who
- 1.3 How letters and parcels travel
- 1.4 Collecting stamps

2. Post law and regulation

- 2.1 Post law
- 2.2 Ofcom regulatory conditions
- 2.3 The universal service
- 2.4 Consumer protection law
- 2.5 Advertising
- 2A Flowchart spotting discrimination
- 2B Flowchart sources of help with discrimination

3. Postcode Address File

- 3.1 Introducing the Postcode Address File and code of practice
- 3.2 Addresses and postcodes
- 3.3 Postcode Address File change consultation process
- 3.4 Maintaining the Postcode Address File

4. Sending post

- 4.1 Checklist for sending an item
- 4.2 Surcharges
- 4.3 Delivery services linked to online marketplaces
- 4.4 Returns
- 4.5 Security of post
- 4.6 Customs declaration form
- 4.7 British Forces Post Office
- 4.8 Articles for the Blind
- 4.9 Collection exemptions
- 4.10 Post box removals/out of use

5. Receiving post

- 5.1 Delivery points
- 5.2 Delivery exceptions
- 5.3 Charges before items get delivered
- 5.4 Proof of delivery
- 5.5 Mail not getting delivered
- 5.6 Misposted and re-posted items
- 5.7 Undeliverable mail
- 5.8 Unwanted mail
- 5.9 Lost mail
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6. Compensation

- 6.1 Items sent within the UK, Channel Islands and Isle of Man
- 6.2 Items sent from the UK to abroad
- 6.3 Items sent to the UK from abroad
- 6.4 Items sent using BFPO
- 6.5 Items sent with other

7. Scams and post crime

- 7.1 Types of scams involving post
- 7.2 Key organisations and initiatives to help scam victims
- 7.3 Royal Mail scam mail and stamp fraud
- 7.4 Crimes against Royal Mail

8. Post Office

- 8.1 Post office branches
- 8.2 Principles of Community Engagement Code of Practice
- 8.3 Post office products and services
- 8.4 Complaints about post offices

9. Making a post complaint

- 9.1 Consumer protection condition 3: complaints and redress handling
- 9.2 Making a complaint
- 9.3 Help for Royal Mail complainants
- 9.4 ADR for dissatisfied complainants

10. Post complaints and case recording

- 10.1 Complaint trends
- 10.2 Case recording
- 10.3 Post data
- 10.4 Common complaints
- 10A Appendix post scope grid

Glossary

Slide deck - examples of mail items

Helpful resources

- <u>Our services</u> guide to Royal Mail services
- <u>Journey of a letter</u> video from the Postal Museum shows how a letter travels with Royal Mail
- Journey of a parcel videos:
 - Royal Mail
 - <u>Hermes</u>
 - <u>Yodel</u>
- Journey of a complaint Advertising Standards Authority
- List of Royal Mail products and services eligible for POSTRS

- <u>https://www.poweredbypaf.com/</u> a video explaining the postcode address file (PAF) that's aimed at businesses but might be a useful training resource to explain PAF
- <u>Royal Mail compensation for loss, damage and delay</u> updated public website content