



Welcome Information

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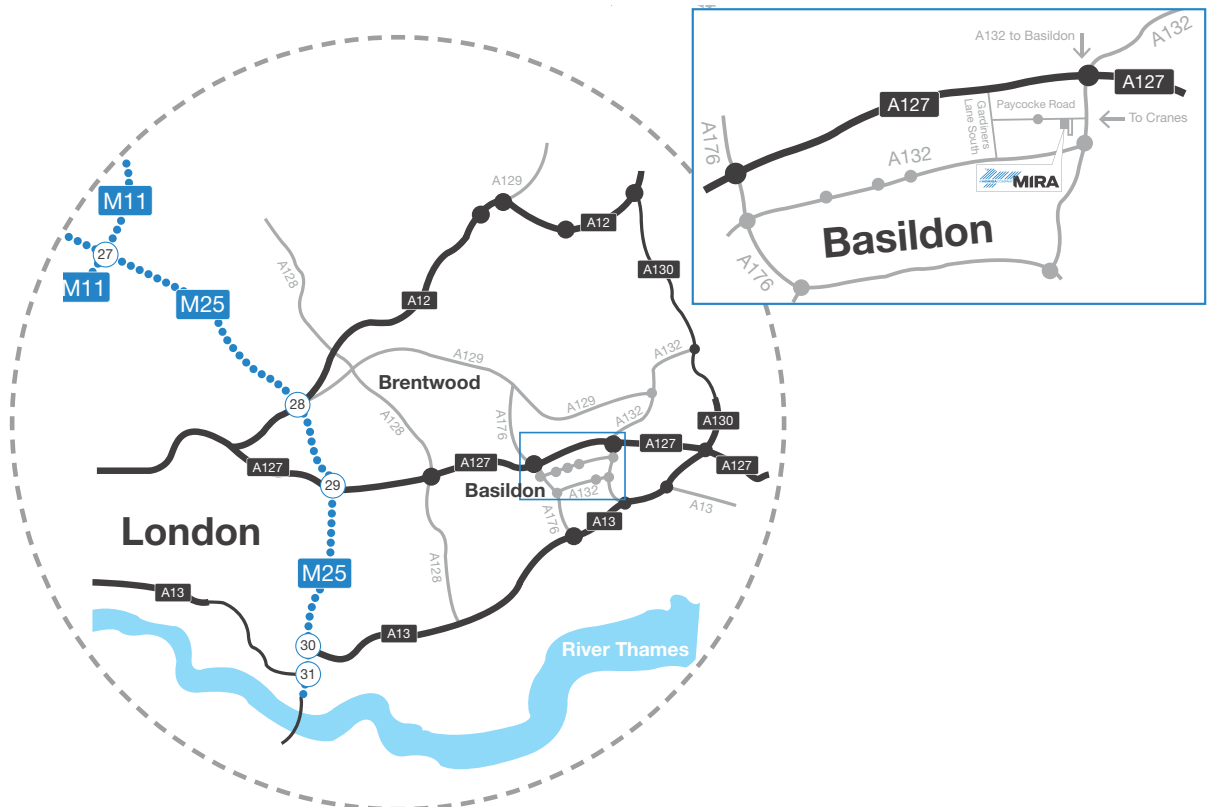


Getting to HORIBA MIRA Quatro Park Unit 1

Sat Nav Postcode: SS14 3GH

From the North & South on the M25

- 1) At Junction 29 of the M25 take the exit towards Southend/Basildon on the A127.
- 2) At the roundabout, take the 1st exit onto the A127 to Southend/Basildon.
- 3) Merge onto the Southend Arterial Road/A127.
- 4) Continue to follow the A127 until the exit for the A132.
- 5) At the roundabout take the 3rd exit onto E Mayne/A132.
- 6) Take the 1st right onto Paycocke Road. HORIBA MIRA Quatro Park will be located on your left after approximately 150m.





Visiting by Car

The postcode for our Quatro Park office is: **SS14 3GH**.

Visiting by Train

The closest train station is Basildon Railway Station, 10 minutes by taxi. Alternatively, Laindon Railway Station is 12 minutes by taxi.

Visit www.c2c-online.co.uk to plan your journey.

Visiting by Bus

There are no bus routes directly to Quatro Park.

Visiting by Taxi

Our reception staff can assist with the organisation of taxis following your visit to HORIBA MIRA Quatro Park.

Visiting by Air

The nearest airport is Southend Airport which is located approx. 25 minutes away (10 miles).

London City Airport is located approx. 45 minutes away (28 miles).

The nearest international airport is Stansted, located approx. 45 minutes away (37 miles).

Gatwick Airport (also known as London Gatwick) is located approx. 1 hour and 6 minutes away (55 miles).

Heathrow Airport (also known as London Heathrow) is located approx. 1 hour and 14 minutes away (67 miles).

Confidentiality Agreement

All visitors need to sign our confidentiality agreement on arrival.

No Photography Policy

HORIBA MIRA Quatro Park has a no photography policy due to the sensitivity of projects taking place, therefore camera equipment should not be brought to site. Mobile phones and other imaging devices (laptops/tablets etc.) should be declared at Reception upon arrival so a sticker can be placed over the camera lens. Should you need to bring camera equipment on site, please advise your host as you will need to complete a permission form 24 hours before arrival.

Smoking

Smoking at HORIBA MIRA Quatro Park is only permitted in designated outdoor areas. Please contact your host for the nearest designated area.

Wi-Fi

To connect to Wi-Fi search for the 'Guest account'. No password is required to connect.



Important Information

To ensure that your visit to HORIBA MIRA is as efficient, enjoyable and informative as possible we would like to help you to prepare by providing the information below. To ensure you have a successful and safe visit, please be aware that we have some site specific controls in place that we ask you to respect.



We encourage all our visitors only to attend site if they are feeling well. We operate general infection control guidelines, which may include the use of face coverings in certain areas where a Safe System of Work (SSoW) is in place and good hygiene and cleaning controls to keep everyone safe.



On arrival at site please report to reception. You will be given a visitors badge, which should be worn so it's clearly visible.

Visitors shall respect the confidentiality of others using the site facilities and whilst on the premises shall not approach or inspect any vehicle with which they are not specifically concerned.



Information obtained regarding any matter other than that connected with the purpose of the visit shall be treated as totally confidential.



No Photography

Photography is not allowed on our site unless by specific prearrangement. All portable devices (mobile phones, laptops, tablets etc.) with cameras will have a temporary tamper evident sticker placed over the lens.



Some facilities on site require visitors and staff to wear PPE at all times e.g. high-vis, safety shoes. Please contact your host before your arrival to ensure that you have the appropriate PPE to allow you to access such facilities.



Contractors will only be admitted to site on production of a valid Contractor's Agreement in respect of the area to which access is requested, or if a current permit authorising work by a contractor in the requested area is held on file by Security.



Visitors to HORIBA MIRA should ensure that any lifting tackle, portable electronic equipment/tools, compressed gas equipment/tools or equipment/tools otherwise powered brought onto and used on the premises are regularly tested and certified to show compliance with the Health and Safety at Work Act 1974.



In the event of a fire alarm or any other emergency, all visitors must comply with the directions of HORIBA MIRA staff or Security. When the fire alarm is heard, visitors should assemble at the nearest FIRE ASSEMBLY POINT.



Animals are not permitted on site (other than registered guide dogs of permitted visitors). No children under 16 are allowed on site unless they are part of a scheduled visit.



Admission to certain facilities requires proof of the satisfactory medical condition to the user.



It is your responsibility to comply with the Wireless Telegraphy Act 2006. Please ensure you have declared all radio transmitting equipment on arrival and can demonstrate its compliance.



Customer Support

Refreshments

Tea and coffee are available within our customer area.

There is a Subway and a Sandwich Shop within walking distance. There are also places to eat at the Mayflower Shopping Park which is approx. 1 mile away.

Useful Contact Numbers

Reception 01268 290100

Meeting Rooms

We have 1 meeting room and this can be booked through your host.

Refreshments can be booked in advance of your meeting. Please contact your host who will be happy to discuss requirements and costs.

Equipment available:

- Overhead projector
- Conference phone
- Whiteboard

Hot Desk

We also have a Hot Desk for customers to use and this can be booked through your host (subject to availability).

Hotel Bookings

Please email travel@horiba-mira.com who will be happy to provide you with details of hotels.