Hutchison Ports Australia

2013

HSEQ Management System

Truck Driver Handbook

Version 01

| **Document Reference:** | HSEQ-.4 | **Document Title:** | Truck Driver Handbook | **Version:** | 01 |
| **Document Owner:** | HPA | **Approved Date:** | 10 Octoberl 2013 | | Page **2** of **24** |

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Introduction

The objectives of the Truck Driver Handbook is to achieve a working environment in which no person is injured and no plant and equipment is damaged. The handbook provides information to achieve these objectives.

- Understanding of the Gate Process

- Understanding of Driver responsibilities

- Understanding on the Auto Stacking Crane

- Safe system of work

This handbook contains important information for Truck Drivers on the processes involved to enter, exit the site and the container exchange process.

Please take the time to read through the information contained in this handbook.

Truck Driver Handbook

The handbook is NOT intended to encompass all aspects of the Auto Gate and Auto Stacking Crane process it is designed to provide truck drivers with the general information on the processes involved in entering and exiting the site.

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Overview

The handbook will provide information on the following:

- Before Truck Arrival

- Traffic Flow in the Terminal

- Pre-Gate

- Driver Amenities Building (DAB)

- Call Up Board & Yard Entry Point (YEP)

- Container Exchange in the Manual Areas-OOG, F/racks, B/bulk

- Container Exchange in the ASC Areas

- Weigh in Motion (WIM) (SICTL Only)

- Exit Gate

Auto Gate Process

Information on the Auto Gate process includes:

- Truck Manifest – Every Truck Visit Must be Manifested correctly

- Automatic Gate Process – Arrive at the Terminal:

- Within the Allocated Time zone,

- With Valid driver MSIC

- With Manifest PIN

- Gate Kiosks – Follow Simple Screen Instructions

- Driver Amenity Building (DAB) – Only Limited, Simple changes allowed

- MSIC Scan at every Process Point – The MSIC Scan will identify the Driver, the Truck, and Location in Terminal

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Booking and Preparation

Before arrival at the Terminal Truck Drivers should ensure the following has been completed:

Before Truck Arrival: Carrier Action

Book Appointment → Confirm Appointment → Create Truck Manifest → Receive Manifest PIN
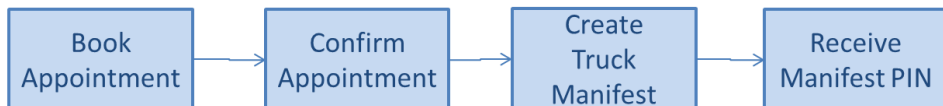
- The Carrier will complete the above steps using TAS

- The Driver must have Unique Manifest PIN for the Visit

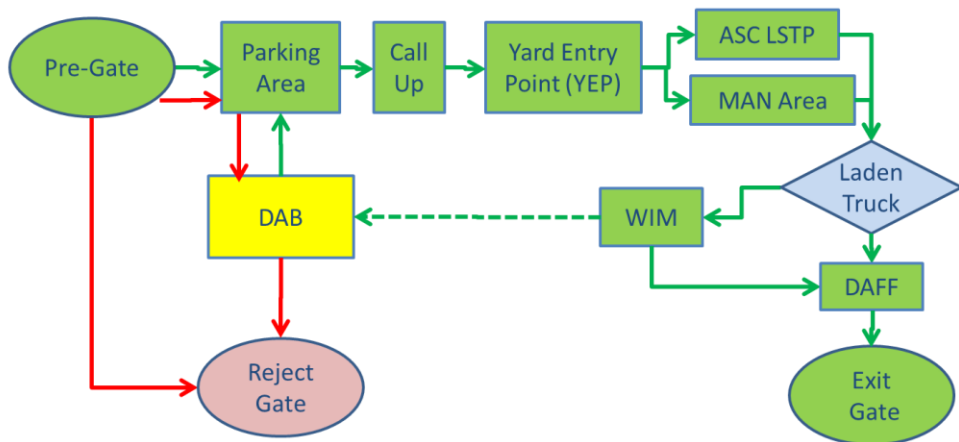- The Truck must Arrive within the allocated Time Zone

To ensure that the Truck Visit is Efficient – Carriers must Check the following before Time Zone Starts or Truck Arrival:

- Containers – Ready for Exchange (Holds, Container in Yard, Payment)

- Truck Manifest – Must be Correct and Accurate (Manifest PIN), please ensure manifest is made prior to start of time-slot (note 15 min rule)

- MSIC – Driver MSIC is valid, including SICTL Site induction

- MSIC to be registered and linked to Hutchinson Ports

- Site inductions to be completed online 48hrs prior to arrival

- Truck – Must be suitable for the Manifested Exchanges (COR Requirements)

- Manifest PIN – Driver must have Unique PIN for each Visit

- Arrival Time - Within the allocated Time-zone

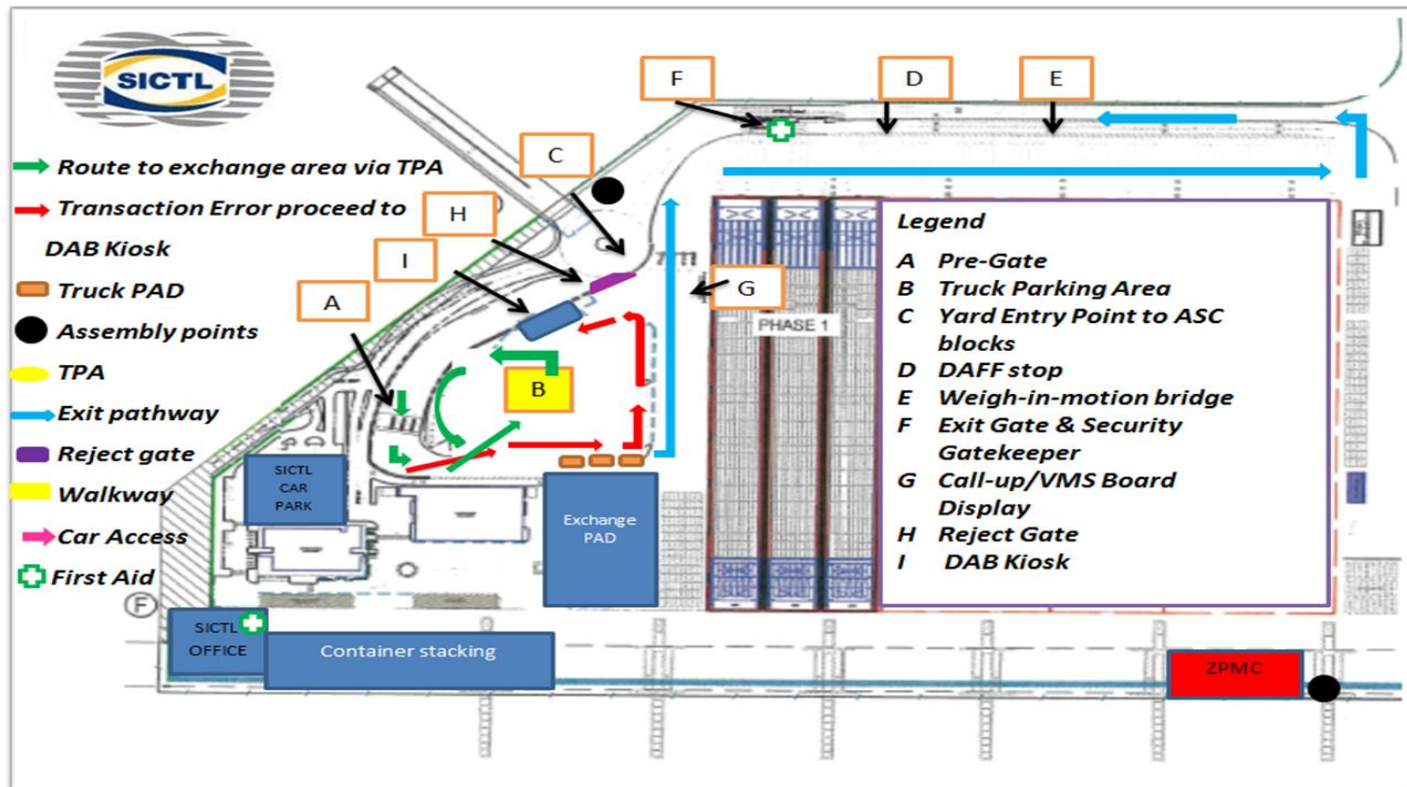| Document Reference: | HSEQ-.4 | Document Title: | Truck Driver Handbook | Version: | 01 |
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Terminal Truck Flow

Truck Flow in the Terminal

Note: WIM is only at the SICTL Terminal

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SICTL Truck Routes

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BCT Truck Routes

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Pre-Gate Process

Truck Arrives at the Pre-Gate Lane Kiosk

1. Driver Scans MSIC → **MSIC Good?** — Yes → **2. Confirms Truck Rego** → **3. Input Manifest PIN** → **Confirm Manifest** — Confirm → **Truck goes to Parking Area**

MSIC Good? — No → **Truck goes to Reject Gate**

Reject → **Driver required to DAB**
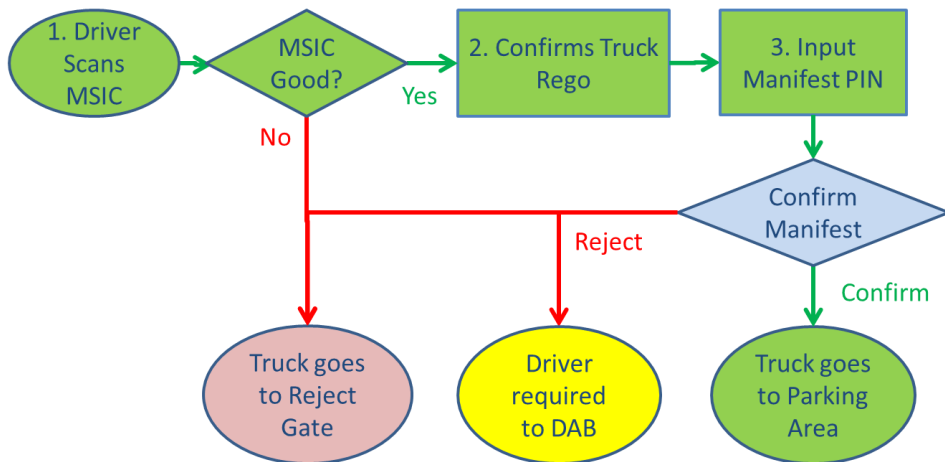
Truck Drivers to complete the following steps:

- Truck Stops at Pre-Gate Kiosk:

- Scan MSIC

- Confirm/ Enter Truck Rego

- Enter Manifest PIN (Driver is allowed 3 Tries to get it right)

  o Confirm/ Reject Truck Manifest Details on Screen

  o Confirm -> Go to Parking Area

  o Reject -> Go to DAB

- The Driver will be rejected and sent to the Reject Gate if:

  o Arriving Early/ Late

  o No Manifest found or No Container Exchange

  o No Valid MSIC / Site Induction completed

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Pre-Gate Kiosk

Truck Kiosk

Touch Screen

Card Reader

Intercom to Security

Pre-Gate Truck Lane

Traffic Light

Boom Gate

LPR (Rego) Camera

Driver Kiosk

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Pre-Gate – Driver Kiosk

Pre-Gate – Driver Kiosk Screens

The following screens will be displayed on the Pre Gate Kiosk Screen

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Sydney International
Container Terminals

MSIC: HPA0000008
Is this Rego correct?
TAS222

YES   NO

Sydney International
Container Terminals

Please input your Manifest PIN.

82852

1	2	3	CORR
4	5	6	
7	8	9	ENTER
	0		

Sydney International
Container Terminals

Container	IC Mode	Length	Pos	Doors	Hold
EXPU4441234	GR	20	1	Aft	N

ACCEPT   REJECT

Sydney International
Container Terminals

MSIC: HPA0000015
Go to
the Parking Area.

Sydney International
Container Terminals

MSIC: HPA0000008
Driver report to
DAB

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Driver Amenity Building (DAB)

If directed to go to the DAB at the Pre Gate Kiosk, the driver is to report to the DAB and use the kiosk to correct the problems.

Using the DAB Kiosk:

- Scan MSIC

- Enter Manifest PIN

- System will display the Manifested Container Details – Change Options:

  - Remove Container

  - Change Container Position

  - Change Export Reefer Door Direction

  - Add Transit Container/ Change Grounding Container to Transit

- Confirm/ Reject the Changed Details

  - Confirm -> Go to Parking Area

  - Reject -> Go to Reject Gate (No Container Exchange)

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DAB – Driver Kiosk Screens

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Sydney International Container Terminals

Container	IC Mode	Length	Pos	Doors	Hold	Remove	Change
6661234	GR	20	1		N	❌	🔄
TRAN4567111	TR	20	2		N	❌	🔄

ACCEPT **ADD TRANSIT** **REJECT**

Sydney International Container Terminals

MSIC: HPA0000015
Go to
the Parking Area.

Sydney International Container Terminals

MSIC: HPA0000008
Please contact the tower
or proceed to the reject gate.

Parking Area - Call Up – YEP Gate

After entering the site park your truck in the parking area and wait for call up.

Wait in the Parking Area - Look for your Truck Rego on the Call Up Board

Call Up Board Display – Truck Rego and ASC Block ID or MAN (Manual Area)

YEP Gate Process - When you Truck Rego is called up:

- Go to the YEP Gate Kiosk

- Scan your MSIC

- Follow Kiosk Screen Instructions and Traffic Light

- Proceed into the allocated ASC Block /MAN (Manual Area)

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Call Up Board will Display:

The Call Up Board will provide the following information:

- Truck Rego, ASC Block ID or MAN (for Manual Area)

Yard Entry Point (YEP) Process

YEP Gate Lanes and Kiosks

When directed via the Call Up Board proceed to the Yard Entry Point Gate

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YEP – Driver Kiosk Screens

The YEP Kiosk screen will provide the details of the Auto Stacking Crane block.

Proceed to the indicated block, you can reverse into any available lane within the dedicated block.

ASC LSTP Block and Truck Lanes

ASC LSTP - Safety Instructions

1. Awareness of other truck movements/ pedestrians

2. Speed limit 20km on site, additional care required when reversing

3. Stay within chosen lane (do not walk about)

4. Ensure PPE compliance: high viz clothing or vest, safety footwear

5. Follow all screen instructions

6. Exit LSTP via the designated route

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ASC LSTP Driver Instructions

Ensure you follow the instructions below, if the steps are not completed you may not be serviced by the ASC.

- Back the truck into an available lane, ensure your front twist locks of the trailer are inline with the marked position (see picture below)

- Set the twist locks on trailer

- Go into the Driver Booth

- Scan the MSIC

- Confirm that twist locks are okay

- Stay on the Pressure Mat until the ASC has completed the operation and is clear of the truck lanes

- Only leave the Driver Booth if you need to reset the twist locks and only when the ASC is not in the LSTP truck lane area

- The Screen instruction will tell you go to Exit Gate when all exchanges are completed

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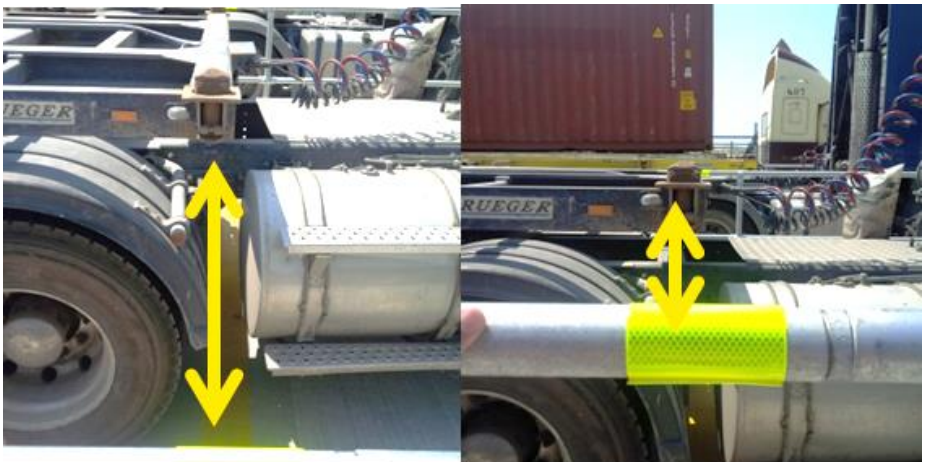
ASC LSTP Driver Booth Kiosk

ASC LSTP Driver Booth   Driver to Stay on the Pressure Mat!

If a driver moves off the mat this will stop the ASC and effect the entire operation and all Truck turnaround times.

On entering the Driver Booth:

- Swipe your MSIC

- Follow on screen instructions

LSTP – Driver Booth Screens

The following screens will appear and require you to confirm the actions have been completed

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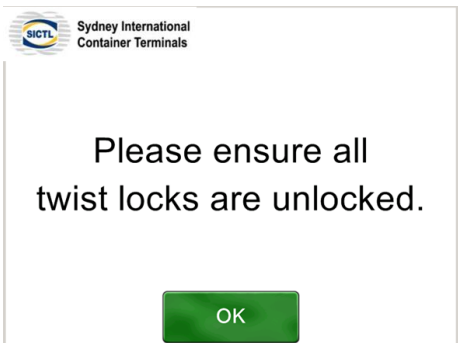
Truck Driver Booth Layout

Large Red Emergency Stop button - e.g. if truck is being lifted.

Blue light - ASC is approaching need to be standing on mat

Orange light - when illuminated remain on mat or ASC will stop

Red light - fault button press intercom when illuminated

When ASC is approaching it will make a buzzing sound Stay on the Pressure Mat in the booth

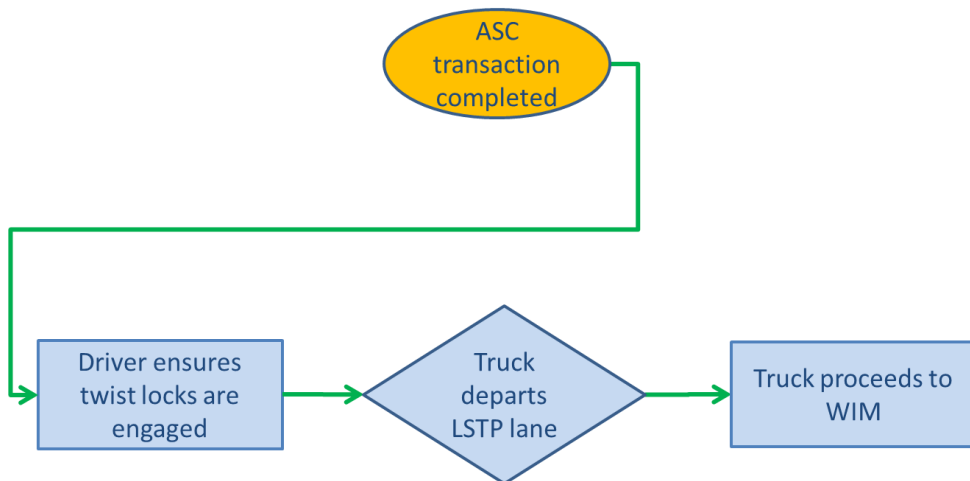Remain on mat until light turns off, keep an eye on the screen

Then engage twist locks and leave site safely following the designated exit route

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Exit LSTP Process

ASC transaction completed

Driver ensures twist locks are engaged

Truck departs LSTP lane

Truck proceeds to WIM

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SICTL Weigh in Motion (WIM) -

All cargo exiting the SICTL Terminal is subject to Weigh in Motion (W.I.M).This will provide a weight of the vehicle as well as a height reading to comply with the appropriate regulations.

The Gate Operating System (GOS) will control the truck progress in the WIM lane using traffic light and boom gate at the lane entry.

1. The GOS will allow the truck to proceed into the WIM lane when it is available.

2. The weighbridge will weigh the truck and send the calculated results to the GOS.

3. The truck will approach the pedestal at the lane exit where the driver will scan the MSIC. The GOS will record the WIM results and the Truck exchange details.

> a. Message to the driver via the WIM lane exit Kiosk screen

> b. Traffic/ indicator lights will inform the driver of WIM results and required actions by colour. Green / Orange / Red

> c. WIM printer will print a receipt confirming the recorded results.

> d. Boom gate will open and allow the truck to exit the WIM lane.

4. The GOS will store the WIM process timestamps and events as part of the truck visit log

Note: If a breach of the regulations occurs per the following classifications

Minor (Green light) and Substantial (Orange light) breaches must report to a CFS in the port precinct

Severe (Red light) is not permitted to leave the Terminal

Sydney International Container Terminals

Truck Weight Ticket
June 1, 2013   13:28

MSIC 1234567
Driver John Smith
Truck Registration ABC123
Container 1 – ANNU2221234
Gross Weight 18000 kgs
Container 2 – MSCU6664567
Gross Weight 17000 kgs
Container 3 – MAEU9994321
Gross Weight 17000 kgs

GVM 62000 kgs
Overload 5000 kgs
Axle Group Weights
1 – Weight 15000 kgs
Overload 1000 kgs
2 - Weight 12000 kgs
Overload 5000 kgs
3 - Weight 18000 kgs
Overload 2000 kgs

Weight Status
RED – Return to Terminal

It is the Truck Driver's responsibility to check the Weight Ticket and ensure that the truck loading is in compliance with the relevant regulations. SICTL will unload containers upon request from the Truck driver and subject to SICTL's Truck Servicing Terms and Conditions.

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Exit Gate Process

Drivers are to follow the following process to exit the Terminal.

Import cargo exiting the Terminal is subject to inspection for external contamination by DAFF Officers. Contaminated cargoes could be restricted from exiting the port precinct and directed to a DAFF treatment facility outside of the Terminal.
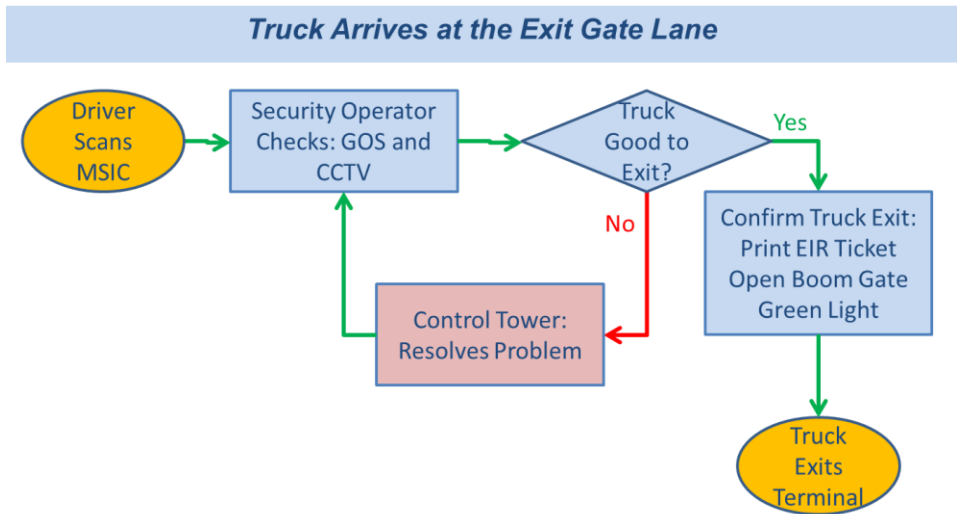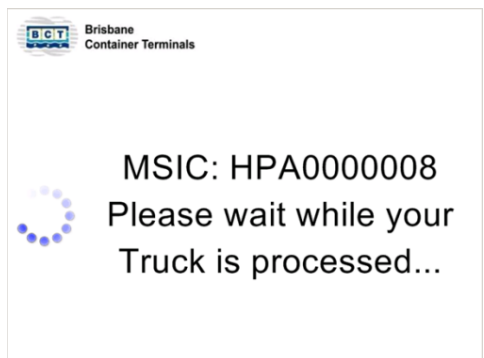

Go to the Exit Gate Lane Kiosk:

- Scan MSIC

- Wait for Screen Instructions

The Security will do the necessary checks before authorising the truck exit

Exit Terminal when the green light comes on, and the boom gate opens

Brisbane Container Terminals

MSIC: HPA0000008
Please wait while your Truck is processed...

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Truck Driver Checks

Simple Checks to Ensure your Truck Visit to SICTL is Safe and Efficient:

- Container Readiness – Containers ready for Exchange

- Truck Manifest Ready – Manifest Correct and Accurate

- Truck – Suitable for the Truck Visit – Chain of Responsibility Requirements

- Driver – MSIC Valid, SICTL Site Induction Valid, Driver has Manifest PIN

- Truck Arrival – Within Allocated Time zone

- Follow Kiosk Screen Instructions – Kiosk Intercom for exceptions

- Modify Manifest at DAB – Container position, Export Reefer Door direction, Transit Container

- Follow Instructions from Terminal Security, Ground and Control Staff

Safety First

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