

# METROPORT AUCKLAND – CARRIER ACCESS ARRANGEMENT (CAA)

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## **1. Overview**

METROPORT Auckland is committed to the highest principles and standards of safety, operational excellence, customer focus and continuous improvement.

## **2. Site Safety Requirements**

METROPORT places the utmost importance on site safety for all employees, contractors and visitors who access the terminal. We take a stance of zero tolerance to behaviours that may contribute to work place incidents which have a negative impact to the business. Safety is a fundamental component of operations and it will be incorporated into all business relationships and processes.

All contractors / drivers entering the METROPORT site must complete a site specific safety induction as and when required by the site operator (KiwiRail).

## **3. Personal Protective Equipment (PPE) Requirements**

- Drivers entering the terminal are required to wear steel cap boots
- Drivers entering the terminal are required to wear Hi Visibility Garments with a minimum being a vest to be worn as an outer layer of clothing compliant with current New Zealand standards (currently AS/ANZS AS 4602)
- When entering gate house or site, compliant PPE must be worn at all times

## **4. Traffic Management**

- Truck drivers must adhere to traffic flow and follow all internal traffic signs.
- Pedestrians must give way to trucks except on marked crossings – this is the only exception where trucks must give way to pedestrians.
- Trucks must give way to forklifts/ top lifters/ all equipment operating in the terminal.
- Truck drivers / Visitors are not permitted to walk around the Terminal
- Truck drivers must remain in their Trucks and must not walk behind or around forklifts/ toplifting while being loaded or unloaded.
- Pedestrians authorised to be in the Terminal must use designated walkways at all times.
- Truck drivers must strictly adhere to the speed limits as indicated in specific areas
- Drivers are not permitted to perform maintenance or cleaning activities on any vehicle whilst in the terminal.
- Drivers must be licensed and be appropriately trained by their respective employer to safely operate the truck and its configurations
- All truck and/or trailer accessing the site must be registered, road worthy and maintained to a condition as per NZTA / Manufacturers recommendations. Truck and trailer units as well as drivers must be compliant with all required and relevant registrations, certificates, licenses and log books.
- All container locking pins for all four corners of each container must be present and in working condition.

- Drivers must secure the twist locks on all four corners of the container(s) within the designated location
- Drivers shall not access the top of trucks or containers (point of work) where a fall with the potential to cause injury / harm exists
- Drivers are not to walk or drive under a suspended load.
- Drivers must ensure all container locking pins are in the ready position for container loading or unloading. Damage resulting from failure to correct position container locking pins will be the responsibility of the driver.
- Intoxicants, illegal narcotics and persons under the influence of such substances are not permitted in the terminal. This also extends to prescribed drugs where medical and / or prescription advice is not to operate equipment or operate vehicles on the road whilst under prescription
- Any plant or property damage must be reported immediately to the office.
- Drivers must remain a safe distance from the vehicle in front at all times whilst on this site and ensure that the truck hand brake is on before exiting their vehicle.
- When entering middle road drivers must come to a complete stop before entering and use the transit lane to reach the relevant grids and then again to depart.

## 5. Container Terminal Access

- Terminal Transport Operator (TTO) access to METROPORT is by pre transacted "Notification" through [containerchain.co.nz](http://containerchain.co.nz)
- TTO's will be required to have an active commercial account in [containerchain.co.nz](http://containerchain.co.nz) in order to pre transact "Notifications".

### Delivering an Export Full Container

- All export containers being delivered to MetroPort will be required to have a valid export pre-advice received electronically or completed manually prior to the truck transaction being progressed
- All containers being delivered to METROPORT will require "Container Booking Advice" to be completed by the TTO in [containerchain.co.nz](http://containerchain.co.nz) prior to the truck arriving at the terminal.
- All "Container Booking Advice" units being delivered to METROPORT will require a valid "Notification" to be made by the TTO in [containerchain.co.nz](http://containerchain.co.nz) prior to the truck arriving at the terminal.
- All "Notifications" will require the truck number to be recorded by the TTO prior to the arrival of the truck at the terminal.

### Delivering an Export MT Container

- All MT equipment delivered to MetroPort for repatriation will require prior approval by Tauranga Container Terminal to the shipping line.
- All MT export containers being delivered to METROPORT will require an “MT Container Booking Advice” transaction to be completed by the TTO in [containerchain.co.nz](http://containerchain.co.nz) advising of the approved release / booking number prior to the truck arriving at the terminal.
- All MT Container Booking Advice units being delivered to METROPORT will require a valid “Notification” to be made by the TTO in [containerchain.co.nz](http://containerchain.co.nz) prior to the truck arriving at the terminal.

### Collecting an Import Container

- All containers being collected from METROPORT will require an “Import container collection Advice” transaction to be completed by the TTO in [containerchain.co.nz](http://containerchain.co.nz) prior to the truck arriving at the terminal.
- All “Import Container Collection Advice” transactions will require a valid “Notification” to be made by the TTO in [www.containerchain.co.nz](http://www.containerchain.co.nz) prior to the truck arriving at the terminal.
- All “Notifications” will require the truck number to be recorded by the TTO prior to the arrival of the truck at the terminal.
- Truck drivers must check the container or consignment number they are collecting matches that represented on the gate out docket prior to exiting the Terminal facility.

## **6. Notification Times information**

Notification times will be in 30 minute windows, discretion either side of this booking time slot to make up a “Notification Window” are as per the time limits indicated within the rates table

Notifications will be made available 48 hours prior.

## **7. Container Fees**

- A Container Fee is applicable for each “Notification”.
- The base Container Fee applicable at METROPORT for a Return and Pick Up “Notification” at the commencement of the Vehicle / Container booking system is **\$6.50** +GST Per container.
- A comprehensive list of fees will be available on both POTL’s and ContainerChain web site. Such fees will be reviewed periodically

## **8. Truck Arrival Procedure**

- Based on Safety and operational considerations, METROPORT have an expectation for trucks to arrive during the nominated “Notification Window”.
- On arrival at the MetroPort facility, Truck drivers must ensure they do not cause unnecessary queuing as a result of their arrival.

- When a truck driver arrives at METROPORT’s container control office, the driver will be required to quote either the “Notification Number” or the relevant “truck ID number” to the Container Controller. This information is used to identify and activate the transaction in the site operating system. Upon verification of a valid Notification, the truck driver will then be directed where to proceed.
- If a truck arrives at METROPORT earlier than the nominated “Notification Window”, based on safety and operational considerations, METROPORT may be required to request the driver to exit METROPORT and return during the nominated “Notification Window”, however, discretion as per that indicated in the rates table will be applied.
- Early arriving trucks are not permitted to wait unnecessarily in the METROPORT approach road or truck lanes. Although early transactions are at METROPORT discretion, drivers must proceed with the early transaction should they be requested to do so by METROPORT. An early arrival transaction fee may be applicable
- If a trucks’ gate transaction is completed before the commencement of the nominated “Notification Window”, the Containerchain system will indicate the performance of the TTO in respect of that “Notification” as being “early”.
- If a truck arrives at METROPORT later than the nominated “Notification Window”, based on safety and operational considerations, METROPORT may be required to request the driver to exit METROPORT and re notify for a subsequent “Notification Window”. In this case further Notification fees will apply, however, discretion as per that indicated in the rates table will be applied
- If a trucks’ gate transaction is during the nominated “Notification Window”, the Containerchain system will indicate the performance of the TTO in respect of that “Notification” as being “On Time”.
- If a trucks’ gate transaction is after the expiration of the nominated “Notification Window”, the Containerchain system will indicate the performance of the TTO in respect of that “Notification” as being “late” Penalties may apply as per that indicated in the rates table will be applied

## **9. Failure to arrive for a Notification**

- If a truck fails to arrive after four hours from completion of the “Notification Window”, for reporting purposes, the performance of the TTO in respect of that “Notification” will be considered “Unutilised” or “Expired”.
- Unutilised or Expired Notifications will be charged according to the rates table posted on POTL’s web site will be applied

## **10. Arrival without a Notification**

- Trucks arriving without a notification will not be processed.
- Trucks arriving with no registered account and no valid booking will not be processed

## 11. Cancelled Notifications

- A “Notification” can be cancelled by a TTO up to the time indicated in the rates table prior to the commencement of a “Notification Window” and the “Container Fee” will not be charged.
- If a “Notification” is cancelled by a TTO after this time the “Container Fee” will still be charged.
- METROPORT may also be required to cancel a “Notification” on behalf of a TTO due to internal operational issues. If this occurs the TTO will be advised by email and the corresponding “Container Fee” will not be charged.

## 12. Invoicing

- Container Fees will be invoiced to TTO’s by [containerchain.co.nz](http://containerchain.co.nz) on behalf of METROPORT.
- Invoices are raised monthly and represent all activity for the preceding month.
- Invoice payment terms are strictly twenty days from date of invoice.
- Outstanding invoices will result in a TTOs Containerchain account being suspended.

## 13. Dispute Resolution

- If the intended container return or pick up from a “Notification” does not occur due to a contributing factor from METROPORT. The TTO is required to log the issue with [containerchain.co.nz](http://containerchain.co.nz) Help Desk as soon as possible after the truck departs METROPORT, in any event this should be no later than 24 hours after the truck departure. This is to enable any potential invoice dispute regarding the “Notification” to be addressed.
- Disputes directly related to invoicing can be taken up with ContainerChain Help Desk.

## 14. Liability and Indemnity

The carrier must indemnify and keep indemnified METROPORT in respect of any loss or damage to METROPORT property or death or injury to any person as a consequence of:

- a) Any breach of this arrangement by the carrier, its drivers, agents or contractors; or
- b) any negligent act or omission or wilful misconduct of the carrier, its drivers, agents or contractors; and

except to the extent that such loss or damage or death or injury is caused by a breach of this arrangement or an act or omission constituting negligence or wilful misconduct by METROPORT.

METROPORT must indemnify and keep indemnified the carrier in respect of and loss or damage to the carrier’s property or death or injury to any person as a consequence of:

- a) any breach of this arrangement by METROPORT; or
- b) any negligent act or omission or wilful misconduct of METROPORT.

except to the extent that such loss or damage or death or injury is caused by a breach of this arrangement or any act or omission constituting negligence or wilful misconduct by the carrier, its drivers, agents or contractors.

Damage to truck or container equipment incurred within the MetroPort facility must be reported to the MetroPort R&D office prior to the driver leaving the facility. Liability will not be accepted for any damages reported after the truck or container equipment has left the MetroPort facility.

### **15. Fatigue Management**

- Carriers are required by law to ensure drivers do not exceed their maximum regulated hours for driving and working. METROPORT will assist in every way to notify carriers of current and possible delays. These notifications will be sent via our “Message Alert System” which sends emails to registered users and / or MetroPorts own messaging functionality.
- All carriers are responsible for managing their drivers hours and carriers must change over drivers who have worked their maximum number of hours. If the carrier is unable to change drivers then the carrier must withdraw and move the truck away from METROPORT.

### **16. Terminal Opening Hours**

- Are generally 24 hour a day, 7 days a week (except Christmas day). Amendments to METROPORT opening hours will be as per that posted on POTL and / or KiwiRail website

### **17. Alterations to these Carrier Access Arrangements**

- In order to meet operational requirements, CAA arrangements may be amended from time to time by MetroPort. Significant changes inclusive of all rate amendments will be communicated to the TTO's within reasonable time frames and will be posted on the ContainerChain website.