



Carrier Access Arrangement

LAST UPDATED SEPTEMBER 2017

1. Overview

Sea Containers WA is committed to the highest principles and standards of safety, operational excellence, customer focus and continuous improvement.

2. Site Safety Requirements

Sea Containers WA places the utmost importance on site safety for all employees, contractors and visitors who access the park. We take a stance of zero tolerance to behaviours that contribute to workplace 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.

3. Personal Protective Equipment (PPE) Requirements

- Drivers entering the park are required to wear steel cap boots
- Drivers entering the park are required to wear Hi Visibility Garments with a minimum being a vest to be worn as an outer layer of clothing (Compliant to Australian Standard AS 4602)

4. Traffic Management

- Truck drivers must adhere to traffic flow and follow any internal traffic signs.
- Trucks must give way to pedestrians.
- Trucks must give way to forklifts operating in the depot.
- Truck drivers / Visitors must not wonder around the depot.
- Truck drivers must not walk behind or around forklifts while being loaded or unloaded.
- Pedestrians must use designated walkways at all times.
- Maximum speed limit in the park is 5 km/hr.
- Truck driver is to remain in their vehicle whist being loaded or unloaded.

- Drivers are not permitted to perform maintenance or cleaning activities on any vehicle whilst in the park.
- Drivers must be licensed to operate the truck and its configurations.
- The truck must be registered, road worthy and maintained to a condition as per WA Roads / Manufacturers recommendations.
- Drivers must secure the twistlocks on all four corners of the container(s) prior to departing the park.
- Drivers shall not access the top of trucks or containers (point of work) where a fall with the potential of which is = or > than two meters exists.
- Drivers are not to walk under or drive under a suspended load.
- Container locating pins are to be painted in either fluorescent yellow or white.
- 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
- All container locking pin for all four corners of each container must be present and in working condition.
- Side loader trailers must have contrasting hi visibility markings on the trailer arms.
- All skeletal trailers must be fitted with safety chains.
- Intoxicants, illegal narcotics and persons under the influence of are not permitted in the depot.
- Any plant or property damage must be reported immediately to the office.

5. Container Park Access

- Container Transport Operator (CTO) access to Sea Containers WA is by pre transacted "Notification" through containerchain.com
- CTO's will be required to have an active commercial account in containerchain.com in order to pre transact "Notifications".

Returning an Empty Container

- All containers being returned to Sea Containers WA will require a "Container Return Advice" transaction to be completed by the CTO in containerchain.com prior to the truck arriving at the park.
- All "Container Return Advice" containers being returned to Sea Containers WA will require a "Notification" to be made by the CTO in containerchain.com prior to the truck arriving at the park.
- All "Notifications" will require the truck registration number to be recorded by the CTO prior to the arrival of the truck at the park.

Picking Up an Empty Container

- All containers being collected from Sea Containers WA will require a “Container Pick Up Advice” transaction to be completed by the CTO in containerchain.com prior to the truck arriving at the park.
- All “Container Pick Up Advice” transactions will require a “Notification” to be made by the CTO in containerchain.com prior to the truck arriving at the park.
- All “Notifications” will require the truck registration number to be recorded by the CTO prior to the truck arriving at the park

6. Notification Times information

- Notification times will be in 30 minute windows.
- Notifications will be made available 48 hours prior.

7. Container Fees

- A Container Fee is applicable for each “Notification”
- The Container Fee applicable for Sea Containers WA is \$8.00 Per container
- The Container fee will be reviewed annually and subject to CPI and business cost increases whichever is greater.

8. Truck Arrival Procedure

- Based on Safety and operational considerations, Sea Containers WA have an expectation for trucks to arrive during the nominated “Notification Window”.
- When a truck driver arrives at Sea Containers WA’s container control office, the driver will be required to quote either the “**Notification Number**” or their truck “**registration number**” to the Container Controller, as well as provide a delivery docket. 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 Sea Containers WA earlier than the nominated “Notification Window”, based on safety and operational considerations, Sea Containers WA may be required to request the driver to exit Sea Containers WA and return during the nominated “Notification Window”.
- If a truck arrives at Sea Containers WA later than the nominated “Notification Window”, based on safety and operational considerations, Sea Containers WA may be required to request the driver to exit Sea Containers WA and re notify for a subsequent “Notification Window”. In this case further Container Fees will apply.

- If a truck is serviced during the nominated “Notification Window”, the Containerchain system will indicate the performance of the CTO in respect of that “Notification” as being “On Time”.
- If a truck is serviced before the commencement of the nominated “Notification Window”, the Containerchain system will indicate the performance of the CTO in respect of that “Notification” as being “early”.
- If a truck is serviced after the expiration of the nominated “Notification Window”, the Containerchain system will indicate the performance of the CTO in respect of that “Notification” as being “late”

9. Failure to Arrive for a Notification

- If a truck fails to arrive on the day of the “Notification”, for reporting purposes, the performance of the CTO in respect of that “Notification” will be considered “Unutilised”.
- “Unutilised Notifications” will be charged the “Container Fee”

10. Arrival Without a Notification

- If a truck arrives at Sea Containers WA without a “Notification” Sea Containers WA will not be able to service the truck.

11. Cancelled Notifications

- A “Notification” can be cancelled by a CTO up to 60 minutes prior to the commencement of a “Notification Window” and the “Container Fee” will not be charged.
- If a “Notification” is cancelled by a CTO after this time the “Container Fee” will still be charged.
- Sea Containers WA may also be required to cancel a “Notification” on behalf of a CTO due to internal operational issues. If this occurs the CTO will be advised by email and the corresponding “Container Fee” will not be charged.

12. Invoicing

- Container Fees will be invoiced to CTO's by containerchain.com
- Invoices are raised monthly and represent all activity for the preceding month.
- Invoice payment terms are fourteen days from invoice
- Outstanding invoices will result in a CTO's Containerchain account being suspended
- Reconnection of a suspended account will attract a reconnection fee of \$100.00 + GST

13. Dispute Resolution

- If the intended container return or pick up from a "Notification" does not occur due to a contributing factor from Sea Containers WA. The CTO is required to log the issue with containerchain.com Help Desk within 60 minutes of the truck departing Sea Containers WA. This is to enable any potential invoice dispute regarding the "Notification" to be addressed.
- Disputed invoices can be taken up with containerchain Help Desk.

14. Liability and Indemnity

The carrier must indemnify and keep indemnified Sea Containers WA in respect of any loss or damage 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;
- (b) any negligent act or omission or wilful misconduct of the carrier, its drivers, agents or contractors; and
- (c) any damage to Sea Containers WA property where such damage is the fault of the carrier, its drivers, agents or contractors,

Except to the extent that such loss or damage is caused by a breach of this arrangement or an act or omission constituting negligence or wilful misconduct by Sea Containers WA, Sea Containers WA must indemnify and keep indemnified the carrier in respect of and loss or damage or death or injury to any person as a consequence of:

- (a) any breach of this arrangement by Sea Containers WA;
- (b) any negligent act or omission or wilful misconduct of Sea Containers WA; and
- (c) any damage to the carrier's property where such damage is the fault of Sea Containers WA.

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

15. Fatigue Management

- Carriers are required by law to ensure drivers do not exceed their maximum regulated hours for driving and working. Sea Containers WA 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 and SMS messages to registered users.
- 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 Sea Containers WA.

16. Depot Opening Hours

Day to Day Operations-Monday to Friday 7.30am to 4.30pm
(Saturday by prior arrangement only, and between 7.30am to 11.30am)

17. Alterations to these Carrier Access Arrangements

- Sea Containers WA reserves the right to alter these Carrier Access Arrangements.
- CTO’s will be advised of alterations to this arrangement by email and all alterations will be posted on the Containerchain website.