



GENERAL TERMINAL ACCESS INFORMATION

Prior to Arrival

In order to access the terminal drivers need to produce the following documentation:

1. MSIC Card (Maritime Security Identification Card)
2. Driver ID Terminal Access Card (Bar-coded)
3. Quote a VBS Number
4. Please ensure your Transport Company Terminal Access Card is valid for the Transport Company you are driving for

Once Entered

1. Once you have entered the terminal, take direction from Security to the appropriate lane depending on whether they are early, late or on time
2. Trucks are then directed by lights through to the surge area
3. Beyond the lights, trucks are to maintain order prior to filtering into staging area
4. Ensure the container on your truck matches your paperwork and you have your swipe card on you
5. Please ensure your hard hat is worn at all times in the Terminal
6. Proceed to the R&D area ensuring you follow the yellow walkway lines

R&D Clerks

1. For all export containers please ensure ISO Codes are completed on Export Container ISO Forms
2. The details of your transaction (ie. one in, two out)
3. Inform the lane your truck is in
4. Position of the boxes (ie. front or rear) if bringing in more than one
5. Release number is correct if picking up empty container
6. Bring in any paperwork that might be relevant to your transaction

Delivered Containers

1. All containers will be delivered with doors facing the rear, unless otherwise requested to the clerk at the time of processing
2. Ensure that twistlocks are in the correct position and you stand next to your cabin to give clear signals to the straddle driver

Departing the Terminal

1. Follow the out arrow
2. All loaded trucks must exit via AQIS station
3. Stop at Security Gate on the way out to swipe your card