

Conditions and Access Request (DMSB)



Document Reference:	FRM-PL-AUS-DAR-015.14	Revision Number:	0
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SECTION 1 - APPLICANT DETAILS

SURNAME:	GIVEN NAMES:
DATE OF BIRTH:	

SECTION 2 - APPLICANTS EMPLOYMENT DETAILS (To be completed by Applicant)

POSITION TITLE:	
COMPANY NAME:	
COMPANY POSTAL ADDRESS:	
VEHICLE REGISTRATION (for vehicle access):	
MOBILE NUMBER:	
APPLICANTS SIGNATURE:	
IDENTIFICATION CONFIRMATION:	Darwin Port Corporation Identification Card

SECTION 3 - EMPLOYER APPROVAL (To be completed by Applicant's Supervisor or Manager)

NAME & POSITION TITLE:	
PHONE NUMBER:	EMAIL ADDRESS:
PURPOSE FOR ACCESS:	
ENGAGING COMPANY:	
FREQUENCY OF SITE VISITS:	WEEKLY <input type="checkbox"/> FORTNIGHTLY <input type="checkbox"/> MONTHLY <input type="checkbox"/>
SIGNATURE:	

SECTION 4 - RECEIPT AND DECLARATION

RECEIPT AND DECLARATION (To be completed by applicant receiving access card)

I confirm that I have reviewed the Access Conditions attached. After completion of induction, confirmation of payment and collection of DMSB Induction Pass I will display my Pass while on site at all times.

I understand that lending this card to other individuals to gain access and will result in my pass being immediately terminated.

I confirm adherence to the site procedures and conditions of entry requirements as outlined in <http://www.ascoworld.com/about-us/where-we-operate/australia/darwin/darwin-marine-supply-base-policy-procedure-documents> and any other regulations enforced by Darwin Port.

NAME:	
SIGNATURE:	DATE RECEIVED:

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Access Conditions	
INTRODUCTION	<p>Darwin Marine Supply Base (DMSB) is located within the existing East Arm Port and is a three-berth facility designed specifically to provide port related services to the offshore industry.</p> <p>This document details the conditions under which ASCO, as the Manager of DMSB, will provide access to the facility for all third-party Contractor.</p>
SERVICES	<p>The Contractor is permitted access for their personnel and plant in order to provide their services in accordance with the scope of work outlined in each Work Order and General Conditions.</p>
INDUCTION AND SECURITY	<p>All personnel working on the DMSB must complete an induction. These are provided during the normal working day.</p> <p>Access to the DMSB is via the main entrance. Personnel that have had the induction for the DMSB will have their pass coded to enable automatic entry.</p> <p>The Contractor is responsible for ensuring that only the authorised personnel to which the card was coded to use the card and that DMSB are to be notified if the individual leave their employment.</p> <p>Personnel are required to respond in a responsible manner to requests relating to safety or security. The Contractor will be responsible for dealing with any matters of non-compliance relating to the Contractor's personnel.</p>
PLANT and EQUIPMENT	<p>Under the terms of this Agreement, the Contractor is permitted to utilise equipment at the DMSB for Services outlined in each Work Order.</p> <p>All equipment must be compliant with, maintained, certified and licensed in accordance with provision and use of work equipment regulations, managing health and safety risks, national standard for plant & work health and safety regulations and any further requirements of NT WorkSafe (www.ntworksafe.com.au).</p>
SITE RULES	<p>Contractor and employees must will adhere to the ASCO site rules.</p> <p>Before any operational activities are undertaken the Operator's employees, agents and contractors must complete the DMSB Induction to ensure all site rules are understood and followed. The Contractor must also ensure Darwin Port Induction is complete in order to gain access to East Arm Wharf.</p> <p>Where work is conducted within the Marine Supply Base, ASCO systems for emergency response shall be implemented and followed when necessary by the Contractor.</p> <p>The Contractor would be expected to acknowledge ASCO LiveSafe communications programme within their sphere of responsibilities and activities within the DMSB.</p> <p>The Contractor must give prompt notification to ASCO of all Dangerous Goods Material stored within the DMSB bunded area to ensure compliance and appropriate segregation of products.</p> <p>All dangerous goods stored must have appropriate identification UN number, class of dangerous goods and Material Safety Data Control Sheet as a minimum.</p> <p>The Contractor would be expected to ensure all employees, agents and contractors report all non-conformances and near misses within the DMSB.</p> <p>The Contractor will ensure all specific security requirements when working within the DMSB are followed as directed by Marine Supply Base PFSO and Maritime Security Officers.</p>

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	<p>The Contractor shall implement a system for Task Based Risk Assessment for services and activities within the DMSB. This system should meet or exceeds the ASCO standards.</p> <p>Where conflicting operations are being conducted within the DMSB that require co-ordination between the Contractor's operations and ASCO's activities, ASCO work permit process and task analysis procedures shall be implemented.</p> <p>The minimum PPE for the Contractor's employees, agents and contractors within the DMSB will be in accordance with ASCO's PPE Marine Supply Base Plan.</p> <p>The Contractor will acknowledge the right of each employee, agent and contractor and other personnel to challenge and STOP THE JOB if any activity or condition, which they believe may have a negative effect on their welfare or that of others.</p>
PERSONNEL	<p>Under the Access Agreement the Contractor is permitted to bring its own personnel to the DMSB for the purpose of performing services outlined in the Work Order and other associated services.</p> <p>Personnel must undertake site induction as detailed above and comply with all site rules. The management and all aspects of personnel management, including industrial relations, is the responsibility of the Contractor.</p> <p>Each team of personnel must have a nominated responsible person on site for overseeing any operations and to act as a focal point with the ASCO DMSB management team.</p>
LICENCES	<p>All Personnel must hold where appropriate licences in accordance with NT WorkSafe licensing requirements (www.ntworksafe.com.au) and evidence provided to DMSB security team prior to facility access.</p>
TRAINING and COMPETENCE	<p>The Contractor will provide competent personnel to perform all works under their jurisdiction within the DMSB and implementing their systems for personnel selection and competence assessment.</p>
COMMUNICATIONS	<p>All formal and routine communications will follow the ASCO Marine Supply Base Communications Plan.</p> <p>The Communication Management Plan defines the processes required to ensure timely and appropriate generation, collection, distribution, and retention of DMSB information to ASCO personnel, stakeholders, and marine supply base third party contractors.</p> <p>ASCO and the Contractor shall monitor ongoing safety performance of activities within the DMSB.</p>
POLICIES and PROCEDURE DOCUMENTS	<p>Contractor shall comply with access arrangements and security measures as outlined in www.ascoworld.com, with attention drawn to adherence of:</p> <ul style="list-style-type: none"> - Darwin Marine Supply Base Induction Pack - Darwin Marine Supply Base Handbook - Marine Supply Base - Dangerous Goods Plan - Darwin Marine Supply Base Spill Response Management Plan - Darwin Marine Supply Base Adverse Weather Management Plan - Darwin Marine Supply Base Emergency Response Plan - Darwin Marine Supply Base Safety Management Plan - Traffic Management Plan - Darwin Marine Supply Base Environmental Management Plan (copy available on arrival or request)

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Applicant Name	Company Name	Phone Number	Email Address

Description	Unit Price incl. GST	Total * Applicants
Darwin Marine Supply Base Access Fee (2 years only)	\$82.50	
	Total Due	

I hereby accept the charges to be placed on the following payment method:

Payment method:

Credit Card

Card Holders Name: _____

Please Tick: Visa Master card

Card Number:

Expiry Date:/.....

Please retain a copy of this invoice for your records

Notes

1. EFTPOS facilities are available
2. Failure to complete this form will result in port entry pass not being issued and access to port being denied.
3. By signing below, you are authorising Darwin MSB to charge the credit card on your behalf for the applicants listed above.

Signed:

Date.....
Authorised signature

Third Party Contractor Call Out (DMSB)



Document Reference:	FRM-PL-AUS-DAR-015.02	Revision Number:	0
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Section 1: Instructions for Use

1. Third Party Contractor Call Out outlines ASCO DMSB requirements, standards and allows the contractor to advise what support they require.
2. This form is required for all DMSB organised contractors to visit site. If the contractor will be bringing their own major equipment, then a Third-Party Equipment Checklist is to accompany this form.
3. Contractors exclude Stevedores and/or approved Access Lease holders of the DMSB.
4. Wherever possible, this form is to be sent to the Contractor no later than 7 days prior to their anticipated start date.
5. The Marine Supply Base Manager DMSB must receive this completed Checklist and approve it no later than 24 hours PRIOR to mobilising approved Contractor to site.
6. Sections 1 through 4 to be completed by ASCO
7. Sections 5 and 6 to be completed by Contractor
8. Email completed form to MSBsecurity@ascoworld.com

Section 2: Contractor Details

Company Name		Contact Person	
Company Address			
Telephone No. (Day)		After hours	Email

Brief description of work to be undertaken

Section 3: Requirements for Site

- On arrival at the Darwin Marine Supply Base you will be met by a DMSB Representative.
- You will be required to undertake a site induction. In this induction you will be made aware of DMSB onsite requirements, traffic management and emergency response.
- ASCO and our client have a ZERO tolerance to the possession and/or consumption of alcohol or drugs. Breach of this policy will result in you being removed from site.
- The area you will be working is considered a maritime restricted area and you will need an MSIC card. If your workers cannot apply for one before your visit you will need to be accompanied at all times by an MSIC holder.
- DMSB normal day time work hours are between 8am - 5pm. Out of hours work will need to be arranged with the Supply Base Manager.
- PPE Requirements must be adhered to at site, including High Vis clothing long sleeves/ pants, safety boots, glasses, helmet and gloves
- Any work done within 2 metre of the wharfs edge require the person(s) to be wearing an Automatic Portable Floatation Device. ASCO can supply if you do not have any.

Third Party Contractor Call Out (DMSB)



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Section 4: Contractor Requirements prior to commencement (can be electronic).

Item	Required Items	Yes	No	Remarks
4A	Control of Work Procedures for work that you will be undertaking			
4B	Risk Assessment documentation for potential hazards relevant to the work being undertaken			
4C	PPE for each worker.			
4D	Any certification for any equipment you will be bringing			
4E	All valid calibration certificates(s)			
4F	Certificate of Conformity for all hazardous area electrical equipment			
4G	Safety Data Sheet (SDS) for all Hazardous Substances / Dangerous Goods used			
4H	3 rd Party liability Insurance certificates			
4I	Trade or licence qualification for intended workers			
4J	Maintenance records for all equipment intended to use			

Section 5: Information required by ASCO DMSB before arrival

Item	Required Items	Yes	No	Remarks
5A	Date/ time arriving on site?			
5B	Number of workers will be arriving?			
5C	Any equipment being transported in advance of you arriving? If yes, please provide tracking details			
5D	Any hazardous or dangerous goods? Please provide details			
5E	Any specific safety equipment required?			

Section 6: Onsite services required (To be completed by contractor)

Service	Required		Requirements					
	Yes	No						
Electrical			Voltage Required		Total Load Requirement		Cable Size	
			Cable Length		Connection Method		Frequency	
Air			Pressure Required		Hose Size		Hose Length	
			Connection Method					
Water			Potable Water		Flow Rate		Hose Size	
			Hose Length		Connection Method			

DMSB - Site Induction Questions



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APPLICANT DETAILS

SURNAME:	FIRST NAME:
COMPANY NAME:	DATE:
APPLICANTS SIGNATURE:	

INDUCTION QUESTIONS

<p>What is the speed limit within the Darwin Marine Supply Base?</p> <input type="checkbox"/> 10 Kph <input type="checkbox"/> 20 Kph <input type="checkbox"/> 40 Kph <input type="checkbox"/> 60 Kph	<p>What must you do when arriving at the Darwin Marine Supply Base as a visitor:</p> <input type="checkbox"/> Start work immediately <input type="checkbox"/> Report to security guardhouse <input type="checkbox"/> Look around the facility <input type="checkbox"/> Wait in the car park
<p>What is the minimum PPE within the Darwin Marine Supply Base?</p> <input type="checkbox"/> Protective helmets <input type="checkbox"/> Protective footwear <input type="checkbox"/> High vis clothing with reflective strips <input type="checkbox"/> Eye protection <input type="checkbox"/> Hand protection carried at all times <input type="checkbox"/> All of the above	<p>Which of the following is not a safe working procedure?</p> <input type="checkbox"/> Wearing appropriate safety equipment <input type="checkbox"/> Smoking outside designated areas <input type="checkbox"/> Reading an SDS <input type="checkbox"/> Following safe work procedures
<p>Which of the following documents must all individuals entering the DMSB site comply with?</p> <input type="checkbox"/> Procedures in the DMSB Induction Pack <input type="checkbox"/> DMSB Handbook <input type="checkbox"/> DMSB Safety Management Plan <input type="checkbox"/> DMSB Traffic Management Plan <input type="checkbox"/> All off the above as outlined and available in www.ascoworld.com	<p>When is a Permit to Work required (four correct)?</p> <input type="checkbox"/> Ad hoc or Contractor work <input type="checkbox"/> Work at Heights <input type="checkbox"/> SIMOPS for vessel loading/ unloading <input type="checkbox"/> Loading and Unloading Trailers <input type="checkbox"/> Electrical Works
<p>Managing fitness for work includes;</p> <input type="checkbox"/> Fatigue and heat illness <input type="checkbox"/> Alcohol and/or other drug use <input type="checkbox"/> Medical fitness <input type="checkbox"/> Mental health and wellbeing <input type="checkbox"/> All of the above	<p>LiveSafe Intervention Cards are used to;</p> <input type="checkbox"/> Record unsafe conditions in the workplace <input type="checkbox"/> Record unsafe acts in the workplace <input type="checkbox"/> Recognise and commend positive work behaviours <input type="checkbox"/> All of the above
<p>Where are the Muster Points?</p>	<p>Who has authority to Stop the Job?</p>

DMSB - Site Induction Questions



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What additional PPE do you need to adhere to when working within the red line at the wharf face (Concrete capping beam)?	Prior to undertaking operations, the following requirements are to be met: <input type="checkbox"/> Licence check for high risk work <input type="checkbox"/> Toolbox meeting <input type="checkbox"/> Risk assessment <input type="checkbox"/> All of the above
When working within the Landside Restricted Zone (LRZ), what card is required?	Who should you report security/ safety incidents or near misses to?
Can you use a mobile phone while driving onsite?	Can you remove load lashings from your vehicle at the entrance to DMSB, prior to reaching unloading bay?
When is the Emergency Alarm Tested onsite? <input type="checkbox"/> Never <input type="checkbox"/> Once a month <input type="checkbox"/> Weekly, Thursday 10.30am <input type="checkbox"/> Whenever announced	What Blood Alcohol Concentration (tested by breathalyzer) level is required prior to entry on site? <input type="checkbox"/> 0.02% <input type="checkbox"/> 0.05% <input type="checkbox"/> 0.00%
REVIEWED BY	
NAME:	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent
SIGNATURE:	DATE: