

Site Induction and Access Request (DMSB)



Document Reference:	FRM-PL-AUS-DAR-015.14	Revision Number:	4
Creation Date:	31/07/2019	Revision Date:	11/09/2023

SECTION 1 - APPLICANT DETAILS

SURNAME:	GIVEN NAMES:
PHONE NUMBER:	NEW APPLICATION <input type="checkbox"/> RENEWAL <input type="checkbox"/>
EMAIL ADDRESS:	

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

ENGAGING COMPANY NAME:	
POSITION TITLE:	
COMPANY ADDRESS:	

Please Note - A photo will be taken and Photographic ID e.g Drivers licence/MSIC/Passport be required to be shown to finalise induction process.

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

NAME :	
POSITION TITLE:	
PHONE NUMBER:	
EMAIL ADDRESS:	
PURPOSE FOR ACCESS:	
SIGNATURE:	

SECTION 4 - PAYMENT

Darwin Marine Supply Base Access Fee (2 years)	\$82.50 per applicant (incl. GST)
Tax Invoice to be emailed to:	
PAYMENT TYPE <input type="checkbox"/> CREDIT CARD (Authorisation form next page)	
<input type="checkbox"/> Account (Account holders only)	
Name of Account :	

OFFICE USE ONLY :

INVOICE PROCESSED / SENT DATE :

FRM-PL-AUS-DAR-015.14	Rev 4	11/09/2023	Page 1 of 6
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Credit Card Authority Form (DMSB)

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

Applicant Name	Company Name	Phone Number

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:/.....

Signed:
Authorised signature

Date:.....

No credit card details are retained by Asco - all details are securely disposed of once payment has been recorded.

Notes

1. EFTPOS facilities are available on site or payment can be made over the phone by contacting the Asco Office during business hours - T: +61 8 8985 9509
2. Failure to complete payment will result in DMSB entry pass not being issued and access to DMSB being denied.
3. By signing the above you are authorising Darwin DMSB to charge the credit card on your behalf for the applicants listed above.

FRM-PL-AUS-DAR-015.14	Rev 4	11/09/2023	Page 2 of 6
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SITE INDUCTION QUESTIONS - APPLICANT DETAILS

SURNAME:	FIRST NAME:
COMPANY NAME:	DATE:
PHONE:	

INDUCTION QUESTIONS

<p>What is the speed limit within the Darwin Marine Supply Base?</p> <p><input type="checkbox"/> 10 Kph</p> <p><input type="checkbox"/> 20 Kph</p> <p><input type="checkbox"/> 40 Kph</p> <p><input type="checkbox"/> 60 Kph</p>	<p>What must you do when arriving at the Darwin Marine Supply Base as a visitor:</p> <p><input type="checkbox"/> Start work immediately</p> <p><input type="checkbox"/> Report to security guardhouse</p> <p><input type="checkbox"/> Look around the facility</p> <p><input type="checkbox"/> Wait in the car park</p>
<p>What is the minimum PPE within the Darwin Marine Supply Base?</p> <p><input type="checkbox"/> Protective helmets</p> <p><input type="checkbox"/> Protective footwear</p> <p><input type="checkbox"/> High vis clothing with reflective strips</p> <p><input type="checkbox"/> Eye protection</p> <p><input type="checkbox"/> Hand protection carried at all times</p> <p><input type="checkbox"/> All of the above</p>	<p>Which of the following is not a safe working procedure?</p> <p><input type="checkbox"/> Wearing appropriate safety equipment</p> <p><input type="checkbox"/> Smoking outside designated areas</p> <p><input type="checkbox"/> Reading an SDS</p> <p><input type="checkbox"/> Following safe work procedures</p>
<p>Which of the following documents must all individuals entering the DMSB site comply with?</p> <p><input type="checkbox"/> Procedures in the DMSB Induction Pack</p> <p><input type="checkbox"/> DMSB Handbook</p> <p><input type="checkbox"/> DMSB Safety Management Plan</p> <p><input type="checkbox"/> DMSB Traffic Management Plan</p> <p><input type="checkbox"/> All off the above as outlined and available in www.ascoworld.com</p>	<p>When is a Permit to Work required? (Please tick the four correct answers)</p> <p><input type="checkbox"/> Confined Space</p> <p><input type="checkbox"/> Work at Heights</p> <p><input type="checkbox"/> SIMOPS</p> <p><input type="checkbox"/> Normal Cargo operations</p> <p><input type="checkbox"/> Electrical Works</p>
<p>Managing fitness for work includes.</p> <p><input type="checkbox"/> Fatigue and heat illness</p> <p><input type="checkbox"/> Alcohol and/or other drug use</p> <p><input type="checkbox"/> Medical fitness</p> <p><input type="checkbox"/> Mental health and wellbeing</p> <p><input type="checkbox"/> All of the above</p>	<p>Can you remove load lashings from your vehicle at the entrance to DMSB, prior to reaching unloading bay?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>Where can a driver be while being loaded /unloaded by a forklift</p> <p><input type="checkbox"/> In the cab</p> <p><input type="checkbox"/> Red Zone</p> <p><input type="checkbox"/> Green Zone</p> <p><input type="checkbox"/> Yellow Zone (With extra care)</p>

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Where are the Muster Points?	Who has authority to Stop the Job?
What additional PPE do you need to adhere to when working within the red line at the wharf face (Concrete capping beam)?	Who should you report security/ safety incidents or near misses to?
In the occurrence of a spill what are the action requirements ? <input type="checkbox"/> Walk away and ignore it <input type="checkbox"/> Control, Contain, Clean Up and Report <input type="checkbox"/> Let the person know who made the spill and leave them to clean it up	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
Can you use a mobile phone while driving onsite? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is a seatbelt required while driving in/out or at MSB? <input type="checkbox"/> YES <input type="checkbox"/> NO
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%

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

I confirm that I have reviewed and understood the Access Conditions attached and have completed the induction questions myself.

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 <https://ascoworld.com/locations/darwin> and any other regulations enforced by Darwin Port.

NAME:			
SIGNATURE:		DATE:	

ASCO to complete: Reviewed by

ASCO NAME:	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent
ASCO SIGNATURE:	DATE:

Access Conditions

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<p>INTRODUCTION</p>	<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>
<p>Policies and Procedure Documents</p>	<p>Contractor shall comply with access arrangements and security measures as outlined in https://ascoworld.com/locations/darwin</p> <ul style="list-style-type: none"> • Darwin Marine Supply Base - Induction Pack • Darwin Marine Supply Base - Handbook • Darwin Marine Supply Base - Environmental Management Plan • Darwin Marine Supply Base - Safety Management Plan • Darwin Marine Supply Base - Dangerous Goods Management Plan • Darwin Marine Supply Base - Emergency Response Plan • Darwin Marine Supply Base - Adverse Weather Management Plan • Darwin Marine Supply Base - Terms & Conditions • Darwin Marine Supply Base - Tariffs • Darwin Marine Supply Base - Water Management Plan
<p>INDUCTION SECURITY SITE RULES</p>	<p>All Contractors and employees must adhere to the ASCO site rules and all directions given by Territory and Federal Government agencies i.e Australian Border Force, Biosecurity, Dept of Home Affairs.</p> <p>All personnel working on the DMSB must complete an induction</p> <p>Access to the DMSB is via the main entrance so a Darwin Port pass is required, this is separate induction to Asco DMSB Induction. Personnel that have completed the induction for DMSB will have their Darwin Port 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> <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> <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 would be expected to ensure all employees, agents and contractors report all non-conformances and near misses 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>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>ASCO and the Contractor shall monitor ongoing safety performance of activities within the DMSB.</p>

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CONTRACTORS	<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> <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 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> <p>The Contractor shall implement a system for Task Based Risk Assessment for services and activities within the DMSB. This system should meet or exceed 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 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>
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>
CONTRACTOR REQUIREMENTS PRIOR TO WORK COMMENCEMENT	<p>Control of Work Procedures for work that you will be undertaking</p> <p>3rd Party liability Insurance certificates</p> <p>Risk Assessment documentation for potential hazards relevant to the work being undertaken</p> <p>Trade or licence qualification for intended workers</p> <p>Maintenance records for all equipment intended to use</p> <p>PPE for each worker</p> <p>Certification for any equipment you will be bringing</p> <p>All valid calibration certificates(s)</p> <p>Certificate of Conformity for all hazardous area electrical equipment</p> <p>Safety Data Sheet (SDS) for all Hazardous Substances / Dangerous Goods used</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>