

PLAN
HANDBOOK (DMSB)
PLN-AUS-QYS-002



REVISION	DATE	AMENDMENT SUMMARY	REVIEWER	APPROVER
01	01/10/2024	New template and general review	DMSB Manager	Regional HSSEQ Manager
02				
03				

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SCOPE

This Handbook provides a general guide to operations, the facilities and services provided by the DMSB.

PURPOSE

ASCO Australia operates the Darwin Marine Supply Base (DMSB), located within Darwin's Port (DP) East Arm Wharf (EAW) Terminal. The development of the DMSB has assisted in cementing Darwin's position as a major oil and gas hub, attracting new investment and business opportunities, creating significant employment for the local community. This Handbook provides a general guide to operations, the facilities and services provided by the DMSB. More detailed information can be found at ASCO Australia's website <https://ascoworld.com/locations/darwin>.

DEFINITIONS

REFERENCE	SUMMARY
ABF	Australian Border Force
BAC	Blood Alcohol Concentration
CTO	Cargo Terminal Operator
DP	Darwin Port
DMSB	Darwin Marine Supply Base
EAW	East Arm Wharf
ERP	Emergency Response Plan
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FHW	Fort Hill Wharf
GRT	Gross Registered Tonnage
LOA	Length Overall
MTOFSAR	Maritime Transport and Offshore Facilities Security Act and Regulations
MSIC	Maritime Security Identification Card
PEC	Pilot Exemption Certificate
PPE	Personal Protective Equipment
PTW	Permit to Work
PFD	Personal Flotation Device
UKC	Under Keel Clearance
SMP	Safety Management Plan

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ROLES & RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Marine Supply Base Manager	Safety critical role; has overall responsibility and accountability for overseeing the delivery of safe and efficient operations at the MSB To monitor the activities of Facilities Users to ensure compliance with this plan.
MSB Coordinator & Facilities Coordinator	Ensure competent advice and support is provided to Facility Users in meeting the requirements of this plan. To monitor controls in relation to this plan ensuring all Facility Users are compliant. To promptly report all non-conformances to BU Manager and HSSEQ Department.
Regional HSSEQ Manager	Review HSSEQ trends and analysis and develop risk mitigation strategies. Support Supply Base Manager and Supervisors to conduct work in a safe and efficient manner. Approve TBRA's within level of authority. Ensure compliance with this HSEMP. Provide technical HSSEQ support to DMSB.
Facility Users	All ASCO and sub-contractor personnel must ensure that they understand and strictly adhere to all ASCO regulations, standards and guidelines. All individuals operating under ASCO management are to challenge and STOP any activity or condition, which they believe may have a negative effect on their welfare or that of others. To not undertake work for which they are not trained, competent or inducted.

REFERENCE DOCUMENTS

DOCUMENT TITLE	BUSINESS FUNCTION
Internal References	Emergency Response Plan (DMSB) Hazard Identification and Control Permit to Work PPE Standard Adverse Weather Management - Aust Cyclone Management Plan - Darwin Environmental Plan (DMSB) Safety Management Plan (DMSB) Spill Management Plan (DMSB) Traffic Management Plan (DMSB)
External References	Australian Standards AS4375 - 2002 Planning for Emergencies in Facilities Marine Act Marine Pollution Act Marine and Pollution Regulations

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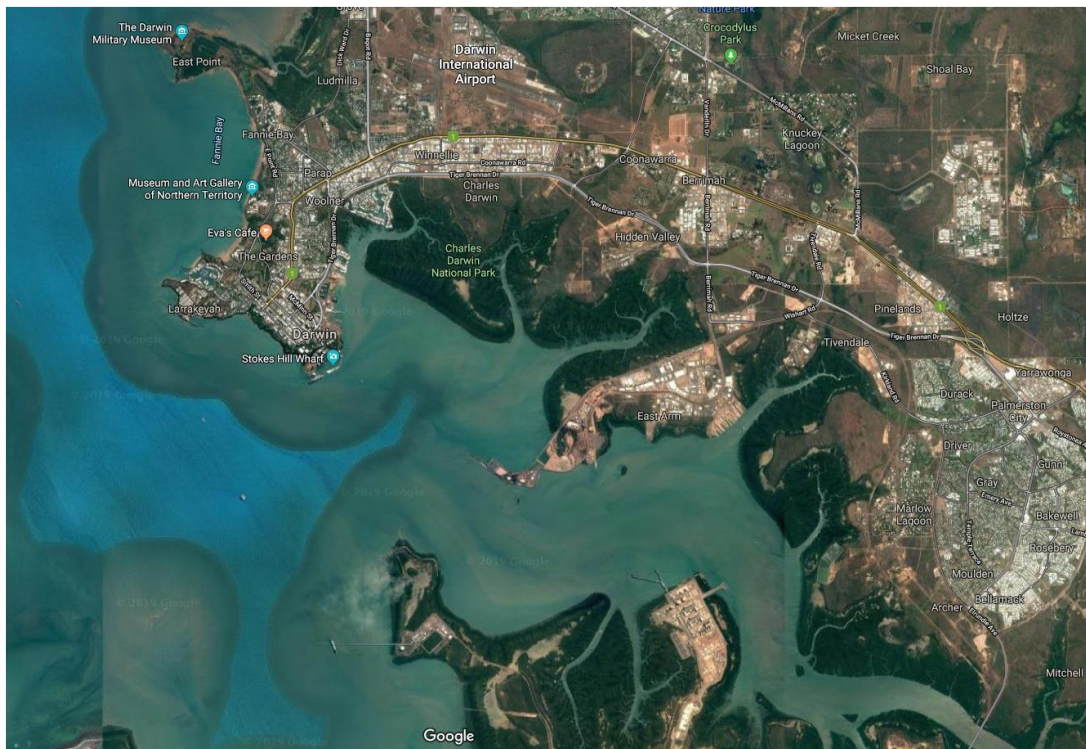
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Northern Territory of Australia - Workplace Health and Safety Act
Northern Territory of Australia - Work Health and Safety Regulations
Northern Territory Building Act and the Fire and Emergency Act
Northern Territory of Australia Disaster Act 2011
Ports Management Act
Ports Management Regulations
Waste Management and Pollution Control Act

REQUIREMENT OF THIS PLAN

It is important to note that vessels entering the DMSB are subject to operational controls as communicated and enforced by Darwin Port. For example, as directed by the Harbour master, pilotage is compulsory for all craft exceeding 35m LOA unless a valid Pilotage Exemption Certificate (PEC) is held by the Master. For further details regarding DP requirements while operating within Darwin Port, please refer to DP's website at <https://www.darwinport.com.au/>



DMSB is located at EAW within the Port of Darwin

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DMSB is located alongside East Arm Wharf, approximately 2.km from East Arm Logistics Precinct

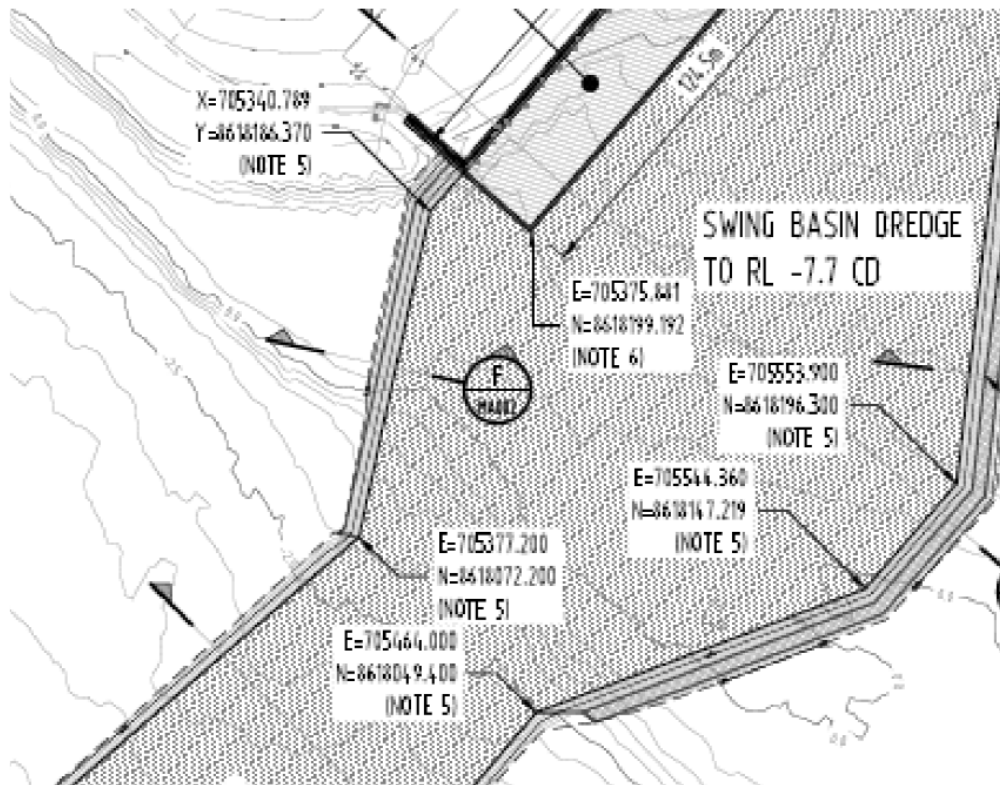


DMSB within the EAW precinct

DARWIN MARINE SUPPLY BASE INFRASTRUCTURE

The Darwin Marine Supply Base (DMSB) is the Port of Darwin’s primary facility supporting the offshore oil and gas industry. This multi-user berth facility opened in 2014 in response to increasing demand for support services required by the offshore oil and gas industry.

- The DMSB facility includes:
 - 265m of working berth space; the channel, turning basin and Berths 1 - 3
 - Refer to Notice to Mariners for latest Declared Depths - <https://nt.gov.au/marine/marine-safety/guides-and-notice-to-mariners/port-of-darwin-local-notice>
 - 4000m2 of laydown adjacent each berth to stage and facilitate efficient cargo transfer
 - All three berths are capable of bunkering fuel and water
 - Berth 1 heavy lift berth capable of operating with 500 tonne cranes
 - Berth 2 and 3 available for drilling & chemical bulk loading/unloading direct to vessel
 - External storage
 - Office space and facilities for external workers
 - State-of-the-art security system
 - Dangerous goods and waste containment bunds
 - Emergency power to continue providing essential services.



Excerpt of As Constructed Dredged Channel Drawing

Complete drawing can be provided upon request. Please note this is provided for illustrative purposes only and should not be relied upon for navigational purposes.



DMSB BERTH BOOKINGS

Prior to commencing an approach towards the DMSB, the client or nominated agent must ensure that the vessel has ASCO's approval to receive services at the DMSB. ASCO will send through the vessel berth metre marks and wharf position via email the day prior to arrival.

Scheduling of Berths

ASCO will endeavour to schedule vessel visits at the DMSB to best service industry requirements. Where demand for berths exceeds available supply on a given day and time, all efforts will be made to negotiate with all parties concerned to achieve an agreeable outcome to best service conflicting requirements. Where requests clash and an outcome cannot be agreed with all relevant clients, ASCO will revert to the agreed berth booking process.

Allocation Process

1. Emergency or safety related berth requirement
2. DMSB will not allocate berths based on client's schedule/forecast
 - a. Client's schedule will be used for planning purposes only
 - b. Berths will be booked in accordance with the vessel NOA/Vessel Operations
 - c. i.e., Cargo/Bulk/Chemical/Fuel/Stevedore & Crane Availability
 - d. Crew Change has no priority over operations
 - e. Vessel maintenance has no priority over operations
 - f. MSB Coordinator will check with Darwin Port before allocating any EAW Referrals

Booking Deconfliction Principles

1. Vessel Operations have priority over non activity periods greater than
2. 2 hours or more – Subject to tidal window open/close times
3. Vessel Operations have priority over Vessel Maintenance
4. Potential vessels visit extension / day
3. Must be managed by MSB Coordinator to facilitate extension however not guaranteed
5. If negotiation not successful than berth vessel will need to depart

With the DMSB facility designed to facilitate 12-hour vessel turnarounds, within reason, clients are required to plan their vessel visits to achieve their service requirements within this timeframe. Key performance indicators have been imposed upon stevedores to facilitate the achievement of this target i.e., continuous unloading/discharging periods of no more than 8 hours where reasonably appropriate. Where vessel visits extend beyond the agreed berthing period, all efforts will be made by ASCO to negotiate with impacted parties to obtain agreement to extend the agreed berthing period. Should parties that expect to be impacted by such an extension, not be agreeable to the change, ASCO will request the berth to be vacated as scheduled.

All best endeavours will be made by the DMSB management team to satisfy client operational requirements and adhere to the above guidance notes. The client acknowledges and agrees that ASCO may, acting as a reasonable and prudent operator, refuse to berth the vessel or may change berth allocations as required in the best interest of the safety and security of the DMSB facility.

Any client being granted access to the DMSB will always be subject to availability (as determined by ASCO in its absolute discretion). ASCO does not guarantee that any client will obtain access to DMSB and the DMSB Services at the times or for the period requested by that client and ASCO will not be liable for any costs that may arise because of a berth allocation refusal or change. Any new vessel that has not berthed at the DMSB before will be sent an information pack prior to their arrival, it is the master's responsibility to read the document and ask ASCO DMSB Management if there are any enquiries.



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Vessel Referrals

Vessel referrals to EAW or FHW may be approved by DMSB management on a case-by-case basis. DMSB are to be contacted to arrange referral and approval.

Scheduling Communications

ASCO facilitate a weekly communication update to clients, focused on providing clear and transparent communications with respect to the scheduling of vessels and accompanying services at the DMSB. An open invitation stands for all clients and service providers, for more information, please contact the ASCO DMSB team. ASCO also circulate the DMSB Schedule and Traffic Management Plan daily Monday – Friday.

Compliance

All users must comply with a request made by ASCO in accordance with these DMSB Handbook terms.

Client Forecast Meetings

ASCO facilitate a client forecast meetings, focused on future vessel port call volumes and client activities including Exploration, Development, Construction, Production and Decommissioning. The DMSB Manager will provide the client facility and port related updates that may impact on operations at the DMSB. This meeting is to assist ASCO with the forecast reporting to Darwin Port that consists with the vessel port call numbers arriving at the DMSB per month, per client.

ARRIVAL REQUIREMENTS

Darwin Port Notification Requirements

Users are required to notify DP of their intended arrival into Darwin Port through the lodgement of a Notice of Arrival on the DP's Klein Port system, accessible at <https://www.darwinport.com.au>. Vessels are also required to provide notification if they are carrying or loading packaged or bulk dangerous goods, with the relevant form available at <https://www.darwinport.com.au/policies-procedures-plans-and-forms>. DMSB is required to be copied in on this correspondence to ensure awareness of packaged or bulk dangerous goods to be discharged or loaded through the DMSB.

DMSB Notification Requirements

Following the allocation of a berth, ASCO requires regular updates of a vessel's estimated time of arrival, and service requirements while alongside.

Formal notification is required 24 hours prior to arrival and is to include the following details:

- Confirmation of estimated time of arrival and expected departure
- Confirmation of pilot arrangements or confirmation of pilot exempt status
- Advice of any notable vessel deficiencies and any maintenance activities that will/could disable vessel and impact upon schedule
- Vessel security status and current crew lists, including crew changes if applicable
- Advice of any visitors, third party service providers or delivery vehicles requiring DMSB access to prevent delay in entry
- Confirmation of services required while alongside, e.g., cargo, stores, fuel, water, bulks etc.
- Declaration of dangerous goods (DG), with applicable DG forms completed and forwarded to MSB.security@ascoworld.com
- Confirmation of required permit to works (e.g., hot, working at heights, electrical, confined space, diving) while alongside
- Vessel inbound and outbound manifest
- Once vessel has departed, the final manifest is to be sent through for charging purposes.



Notification thereafter on variances that have the potential to impact upon the DMSB schedule are required as soon as possible, including any changes that may impact on the timeliness of services provided to the vessel while alongside. The client must also separately provide any notifications required to be provided to the DP and/or other regulatory bodies.

Vessel Transit and Berthing Requirements

Vessel Masters must ensure vessels do not commence approaching the DMSB until their berthing arrangements have been approved and confirmed by ASCO. It is the vessel master's responsibility to ensure there is a clear berth for their arrival; they are aware of the current declared depths within the Channel and DMSB Berths; and the DMSB Masters are responsible for ensuring adequate under keel clearance (UKC). The masters are to consider tidal movements, adhere to Notices to Mariners, DP port procedures and Harbourmasters Directions, always. Agents can refer to the DMSB Passage Plan that is available on the Darwin Port website: <https://www.darwinport.com.au/facilities-services/compliance-regulations/port-notices>.

The DMSB is subject to tidal restrictions. DP has issued a Tidal Window Calculator that enables ASCO, Clients and Agents to arrange berthage in the approved tidal windows. It is the vessel master's responsibility to ensure that they arrive and depart within the 'open green' tidal window times. This should be discussed at scheduling meetings or communications between parties 24 hours prior to arrival and departures. Please refer to Darwin Port Notice: Tidal Windows at Darwin Marine Supply Base <https://www.darwinport.com.au/facilities-services/compliance-regulations/port-notices>.

The DP Harbour Control manages all vessel movements with only one vessel allowed to traverse the channel at any point in time. There is a 30minute window between a vessel's arrival and departure at the DMSB. If there are any conflicting vessel movements, the DMSB scheduler will contact the agent or client to discuss changing the vessels arrival or departure to suite the tidal window.

Large LNG Tankers also transit the channel through the Darwin Port. ASCO discusses any foresee conflicting vessel movements with Inpex and DP and will discuss with the client/agent if the arrival or departure time require changing. Due to the tidal window requirements DMSB has priority to the channel if the window is only open less the 1.5hours.

DP is responsible for the efficient operations and control of vessel traffic entering, transiting and departing the Port of Darwin. Darwin Harbour Control provides continuous traffic monitoring of vessel movements within the port and DMSB to facilitate the safe and efficient passage of ships and to protect the environment and infrastructure of the port. Darwin Harbour Control maintains a continuous listening watch on Channel 16 (Distress, Safety and Calling) and Channel 10 (primary port operations working channel). For all vessel operations within the DMSB, ASCO and DMSB Security monitors all communication on Channel 74.

DP will consider whether a vessel is suitable to berth at the DMSB, taking into consideration the vessel draft, beam maximum breadth of 30m, GRT, maximum length is 100m, vessel manoeuvrability, tidal streams, and weather impacts. Also refer to Harbour Masters Direction outlaying weather and tug criteria if applicable. On assessment, the DP may impose access restrictions, assessed and advised on a case-by-case basis.

Pilotage

Pilotage is compulsory for all craft exceeding 35m LOA unless a valid Pilotage Exemption Certificate is held by the Master. Notice of estimated time of arrival and request for a pilot must be made to the DP Shipping Scheduler not less than 24 hours before ETA at Channel Rock Buoy (No.6) Please refer to the DP website <https://www.darwinport.com.au/> for further and up to date information.

Mooring Gangs

For all vessels arrivals and departures mooring gangs must comprise of the number of personnel as directed by Darwin Port in the Port Notice 021 <https://darwinport.com.au/facilities-services/compliance-regulations/port-notice>. The mooring gang numbers are the minimum number considered necessary for safe mooring operations. Rig Tender departures are reduced on the basis that these vessels only handle moorings at the bow and stern alternatively and the two mooring gang members can therefore work together providing a buddy system. All mooring gang stevedores are to ensure that personnel are trained for the task and have necessary equipment to conduct the task safely.

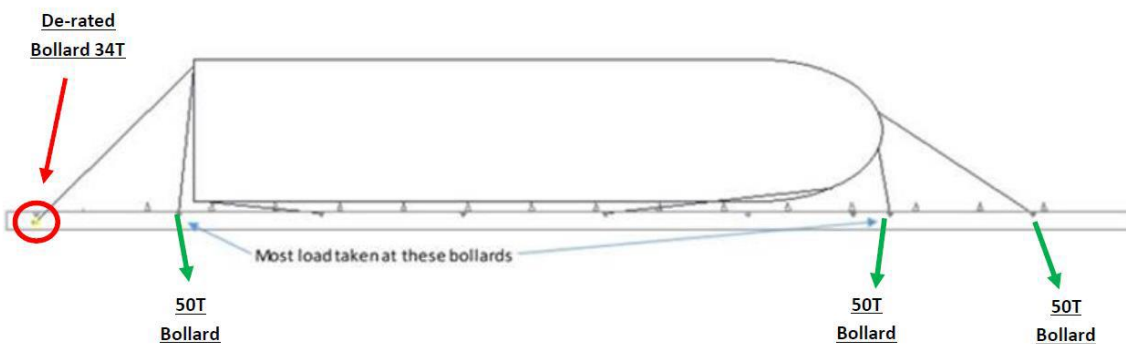
Vessel Berth 1 Overhang

DMSB may request for vessels to berth past the 0m mark in Berth 1 and overhang the wharf. A risk assessment with Darwin Port and ASCO has been completed for this mooring. The vessel will be berthed no further than the -12m mark. If Masters have any concerns or enquiries regarding the overhang, they are to contact DMSB Management prior to the vessel's arrival.

Mooring Lines and Equipment

Vessel Masters are responsible for ensuring vessel mooring lines are in good condition and suitable for securing the vessel in potential high winds, weather and tidal streams. Vessels are required to have 2 sterns with 1 spring line and 2 bows with 1 spring line. Mooring lines should be adjusted appropriately and when necessary to accommodate changes in the tide and other port conditions ensuring rubbing on fender piles is kept to a minimum. A mooring watch must be maintained while the vessel is alongside. Where applicable, winches must be fully operational and in good condition.

In Berth 3 the mooring bollard is position behind the red line and is rated to 34T. As per the diagram below the limit would be due to the 50T bollard not the de-rated bollard. The load to the de-rated bollard would be in the order of 6T for a 40-knot wind. Most of the load will be taken by the 50T adjacent bollard due to the line geometry. Please see below the minimum required line set up for the mooring lines where a vessel is alongside Berth 3 at the 260m mark. Two Stern with one spring line and two Bow with one spring line keeping in mind that the secondary stern line is to be placed on a separate bollard to the de-rated 34T bollard.



Mooring Bollard positions on DMSB Wharf



Derated Bollard, Single Mooring Line Berth 3

DMSB SERVICES

ASCO is to be advised of service requirements upon applying for a berth, with confirmation provided 24 hours prior to arrival, enabling ASCO to accurately schedule and manage the interactions and simultaneous operations occurring across the DMSB. The day's Traffic Management Plan is posted at the entrance to the DMSB and is updated throughout the day as required. The DMSB Traffic Management Plan will be sent out with the DMSB Schedule, and vessel metre marks each weekday.

Gangway Movements

Gangway movements are required to be organised with the stevedore provider prior to the vessel's arrival. It is the master's responsibility to check the gangway and ensure it is not sitting on the wharf. If the gangway is to be moved the master will need to contact their agent to organise. Any damage occurred to the wharf from the gangway will be required to be repaired at the agent's cost.

Potable Water

Potable water is available on all berths. All potable water requests should be advised when requesting a berth, with final confirmation of quantity required 24hrs before arrival. Once alongside, vessels are required to consult with DMSB Security to gain the required access. The DMSB provides a standpipe with a 3" male or 4" female camlock. Vessels provide the hose and assistance to connect the standpipe.

Shore Leave and Crew Changes

Vessel crew disembarking and embarking vessels, for crew change are to be facilitated by the vessel agent and a crew change IN/OUT list is to be emailed to DMSB Security prior to the vessel's arrival. All vessel crew are to organise transfers through their agent or crew change bus. No taxis are allowed on site.

Crew disembarking for shore leave can arrange to meet a taxi at DMSB Security office, however they must walk from the vessel to security office wearing full PPE as significant hazards within the port environment need to be considered. All crew at the turnstile are required to provide their name to DMSB security and will be checked of the crew list when returning to site. All vessel crew arriving at the DMSB will be checked off against the crew list provided.

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THIRD PARTY SERVICES

Stevedoring

LINX, Qube Ports and Aurizon Port Services currently provide stevedoring services within the Port of Darwin. Clients and agents are required to book all services through their stevedoring provider directly.

Bunkers

Fuel services are available on all berths with fuel supply to be arranged by a client or nominated representative directly with a fuel supplier. The ASCO DMSB scheduler is required to be notified [24] hours prior to the vessels arrival to ensure the permit to work is prepared for the bunkering service provider. Bunkering services are provided by Intertek.

Chemical and Drilling Bulks

Chemical and Drilling bulks services are available in Berths 2 & 3 with supply to be arranged by a client or agent directly with Baker Hughes. The ASCO DMSB scheduler is to be notified of any chemical or bulk requirements at the time of the vessel berth booking. ASCO will supply a permit to work for the loading of any chemical and drilling bulks, this permit is to be collected from MSB Security and sign onto prior to operations starting. Bulk loading via truck and tankers can be completed with prior approval from ASCO.

Vessel Maintenance and Repairs

Vessels tied up alongside the facility wishing to carry out repairs and maintenance must do so under their own controls however must first obtain the DMSB Permit to Work (PTW) for any high-risk operations and/or simultaneous operations. Notice must be given no later than [48] hours before the vessel's arrival alongside. All contractors must complete an DMSB induction, have their SWMS/JHA, plant register and licences through the DMSB management for approval prior to the PTW getting issued. All general maintenance requirements will be conducted under the DMSB PTW system; however, all hot work operations must comply with Darwin Port PTW procedure, and the vessel will need to notify DP of the hot works and complete their PTW.

Vessel Stores

The coordination of vessel stores and supplies are the responsibility of the client / agent. Clients must ensure adequate notice is provided to ASCO to ensure access and safe carriage to the vessel. All efforts need to be expended to ensure the delivery of vessel stores are accurately accounted for in the vessel port call schedule to avoid any delays.

MANIFESTS, CREW & VISITORS LISTS, DANGEROUS GOODS

A manifest and dangerous goods documentation is required prior to discharge and loading. The client warrants that the manifest is true, accurate and complete at the time it is provided, with updates to be provided immediately should changes occur. Copies of manifests are held at Security in case of emergency, so they are readily available to handover to responding authorities. All final manifests are to be sent through to DMSB management within [48] hours of vessels departure from Darwin for charging purposes. Crew and visitors list are also required for security purposes prior to the vessel's arrival alongside.

As noted above, vessels entering the Port of Darwin are required to declare the carriage of packaged or bulk dangerous goods, providing notification to the DP and DMSB using the relevant forms <https://www.darwinport.com.au/policies-procedures-plans-and-forms>.



SAFETY MANAGEMENT

ASCO is built on strong foundations of Our Values and Behaviours. They are the core values and beliefs that underpin everything we do, defining who we are, what we stand for and what we offer our customers. Aligned with our first value, work safe and live safe, ASCO is committed to embedding an uncompromising approach to our safety management systems, extending to the management of safety at the DMSB.

Safety Management Plan (SMP) available at <https://ascoworld.com/locations/darwin> aims to meet and exceed the requirements of relevant safety legislation, regulation and codes of practice, adopting a consultative approach to engage all parties to achieve our goal – work safe and live safe.

In working towards this goal, site inductions are mandatory for all personnel that undertake work at the DMSB. Visitors will be required to complete a visitor induction. This will ensure all personnel understand and comply with site requirements. The below further outlines some of the key controls and processes. All personnel on site should be familiar with ASCO's Safety Management Plan and Key Values.



ASCO's Values and Behaviours



Bypassing Safety Controls



Confined Space



Driving



Energy Isolation



Hot Work



Line of Fire



Safe Mechanical Lifting



Work Authorisation



Working at Height

ASCO's Life Saving Rules

Personal Protective Equipment

ASCO minimum requirements for the DMSB are as follows:

- High visibility safety shirt (long sleeve) and long pants
- Steel cap boots
- Safety glasses
- Hard hats
- Gloves

Further task specific PPE requirements must also be available for additional vessel activities, or where indicated by safety signage:

- Ear protection when required as per legislation
- Safety harness for working at heights
- PFD is required beyond the red line on the quay surface or when working a vessel without adequate edge protection.

Blood Alcohol Concentration (BAC Testing)

All personnel, visitors and contractors will be made aware of BAC testing requirements during the induction process. Random BAC testing may be required to be undertaken by any personnel prior to entering an operational area. Mandatory BAC testing for all ASCO personnel and DMSB security guards prior to entering an operational area and at the start of their shift.

DMSB reserves the right to conduct 'For-Cause' testing (refer to DMSB Induction and Fitness for Work) on personnel where it is believed that a person may be under the influence of alcohol this includes vessel crew. Any vessel crew returning from shore leave and present to the security office with signs of intoxication; the guard on duty is to request crew member to undertake a breath test. If there is any incident that has occurred at the DMSB, ASCO has the right to request the person to undertake a BAC test. Where a person refuses to undertake an Initial and/or Second Test this will be presumed to be, and treated as if, a positive test result was provided. All test results will be recorded on the Breath Analysis Recording Sheet or electronically through AlcoConnect. All BAC test results must remain in the strictest of confidence.



In the event a non-negative test result is registered (>0.000), the testee will be required to submit to a secondary test not less than 20 minutes after the initial test. During this 20-minute period the person is to be fully supervised by either the Approved Tester conducting the test or an ASCO employee. Under no circumstances are personnel to be left alone. The person is not to consume any food or drink during the 20-minute period. Secondary testing is to be conducted in the presence of a witness. The witness must be an ASCO employee or DMSB Security Guard who is trained in the use of the device. If the second test provides a result of 0.000 they are deemed to be 'Fit for Work' and are permitted to commence or resume their normal duties. Where a test result is positive above > 0.000 , then the testee will be deemed to have breached the ASCO Fitness for Work requirements and the following actions must be taken:

ASCO Employees

- The Supply Base Manager or delegate is to be informed immediately.
- The testee involved is not permitted to remain on-site and must be escorted home either by an ASCO employee or taxi service. If the person is below the legal driving limit (0.005) then employees are permitted to drive vehicles from site.
- The person involved will be notified that HR will be contacted and disciplinary action will commence as per ASCO Fitness for Work Procedure.
- The person involved is to be advised of ASCO's EAP services and be provided with contact details.

DMSB Stakeholders/Contractors

- The Supply Base Manager or delegate is to be informed immediately.
- The testee involved is not permitted access to site and must remain in the DMSB Security Office until the Contractor's employer is notified and collects their employee.
- Inform the testee that their manager or Employer will be notified of the breach.
- All breaches by stakeholders and contractors may include the testee's DMSB pass cancelled and/or mandatory testing for future DMSB site visits for 6 months.

Vessel Crew Returning from Shore Leave

- Contact ASCO Management or delegate to notify them immediately of the test result, they will give the security guard
- Vessel Master advising them of the incident and request that they meet the crew member at the Security Office.
- Asco Management will direct security to hold the crew member in the security office until a secondary test has been completed min 20 min after the first test, the crew member is to be supervised continually until the Master/Agent arrives.
- Upon a secondary test being non-negative ASCO will request the vessel Master/ Agent to arrange transport and alternative accommodation for the crew member.
- The crew member if returning to the vessel within 24 hours must complete a BAC prior to entry to site.
- If the intoxicated person is the Master, then ASCO are to contact the Vessels Agent and request that the Master is collected from site.
- The DMSB Coordinator/Manager are to facilitate the schedule changes as required if to facilitate crew changes and vessel movements.
- Complete a report of the incident including the crew members details and timeline.

Hazard and Incident Reporting

ASCO Australia has a commitment to protect the health and safety of all people and property on or about the DMSB. Everyone operating within and visiting the DMSB have a responsibility to identify, rectify and report hazards that have the potential to cause harm to personnel, the environment, property and equipment, and/or impact on operations. Hazards that present an immediate danger and cannot be rectified should be immediately reported to DMSB Security 0455 481 169.



Incident Reporting is a fundamental component of a robust safety system, enabling the identification of root causes, implementation of corrective actions and communication of lessons learnt. All incidents occurring at the DMSB or whilst alongside must be reported as soon as practical to DMSB Security 0455 481 169 where assistance will be coordinated as required. The type and scale of incident is actioned under the DMSB Emergency Response Plan. Waterside incidents are communicated to Darwin Harbour Control which will alert their incident management team. Landside incidents will be coordinated by ASCO with information to be relayed to DP.

Permit to Work

ASCO Australia has a comprehensive Permit to Work (PTW) programme designed to control high risk activities within the DMSB. ASCO requires all users of the DMSB to obtain an appropriate PTW before the following activities are undertaken:

- Electrical Work
- Confined Space Entry
- Diving Operations
- Hot Works - Facilities and Vessels
- Working at Height
- Abnormal Lifts
- Dual Crane Operations
- Fuel, Bulk and Chemical Transfers

All PTW requests are to be submitted to the ASCO DMSB Team with no less than [24] hours' notice to ensure no delay in issuance. ASCO requires the contractors HSSEQ documentation including SWMS/JHA, plant register, maintenance reports, training certification and equipment certification prior to any permit being approved or issued. Once all the documentation is received a PTW will be raised and given to MSB Security for the contractor to collect, sign on to and return once the operations have been completed.

Hot Works - Facilities

For all Hot Work operations on site, the contractor will work under the ASCO permit to work system. ASCO will need to provide approval prior to the PTW being issued. The contractor will need to notify MSB Security on Channel 74 at the start and finish of the hot works operations.

Hot Works - Vessels

For all Hot Works operations on board vessels the contractor will operate under the Darwin Port permit to work system. The permit to work will be required to be applied for by use of portal - <https://www.darwinport.com.au/node/365>. DP will need to provide approval prior to the PTW being issued. Once issued an automated email approval will be sent to DMSB Security. The vessel will need to notify Harbour Control on Channel 10 at the start and finish of the hot works operations as Darwin Port Notice PN/016.

Traffic Management

The DMSB Traffic Management Plan (TMP) is in place to reduce the likelihood of incidents relating to the movement of personnel and vehicles within the DMSB. Control over personnel, plant and equipment will mitigate the consequences of an incident. The day's TMP is posted at the entrance to the DMSB and is sent out via email with the DMSB schedule the day before; the TMP board will be updated with any changes required on the day. Review of the TMP formulates an important component of the DMSB induction.



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All pedestrian traffic must comply with DMSB PPE requirements whilst working within the facility. Pedestrians moving from one area of the workplace to another must do so by using prescribed walkways where available. A high level of traffic will be experienced within the DMSB, with plant and pedestrians constantly interacting. It is imperative that all site personnel understand DMSB traffic guidelines:

- Site speed limit 10km/hr
- Seatbelts to be always worn
- No mobile phone usage when operating a vehicle or in an operational area
- Adhere to all traffic signage within the DMSB

EMERGENCY RESPONSE PLAN

The DMSB Emergency Response Plan (ERP), available at <https://ascoworld.com/locations/darwin> will assist to ensure effective response and recovery from emergency situations. The plan addresses preparedness initiatives including planning, training and exercises. Any emergency incident, irrespective of size or nature, will involve some degree of loss and cause an interruption to normal operations. It is the purpose of this plan to provide support and guidance to those personnel who may become involved in responding to an emergency incident. All personnel must always take every precaution to prevent danger and minimise risk to personnel, property and the environment within the DMSB.

Darwin Port Harbour Control, need be notified of any emergency involving a vessel (including man overboard) and environmental spillages into the harbour. Other agencies or bodies involved may include the Australian Coastguard, NT Water Police, NT WorkSafe, Department of Home Affairs, Australian Border Force and NT EPA. The degree of involvement and their role will depend upon the exact nature and extent of the incident.

For incidents requiring evacuation of the DMSB, notification will be through activation of the DP emergency evacuation system. Contact will be made as soon as practicable with DP Emergency Control Centre to activate the siren and enable DP to evacuate adjoining premises if required. Where emergency services are required, a member of the DMSB Management team or Security personnel (outside normal hours) are to follow the ERP and will be responsible for contacting and requesting a response from emergency services.

Minimum information supplied should be:

- Location of incident.
- Brief description on incident (fire, environmental, injury to personnel, security breach).
- Who is injured, nature of damage?
- Who or what is involved?
- Name of person making the call.

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Adverse Weather Management Plan

In addition to the ERP the Adverse Weather Management Plan, covering cyclones, storm surges, warnings etc., is also available at <https://ascoworld.com/locations/darwin>. Should any personnel on site hear the emergency muster siren (a continuous siren) they should move to the nearest available muster point location. On hearing the emergency muster siren, vessel crew should conduct a vessel muster to determine who is on board and await contact from ASCO. All incidents and suspected emergencies should be immediately reported to DMSB Security 0455 481 169 or VHF Channel 74.

MARITIME SECURITY PLAN

The DMSB, is subject to the Maritime Transport and Offshore Security Act and the Australian Customs Act. Restriction of movement and activities may occur as a result of these regulations, particularly in relation to personnel. Should anyone observe any suspicious acts, behaviours or persons, please immediately contact the DMSB Security.

The PFSO may receive a security direction from the secretary at the Department of Home Affairs to raise the MARSEC level at the site based on credible intelligence of a specific threat. When additional security measures are initiated the PFSO will provide direction the DMSB staff, security guards and stakeholders with respect to any additional security measures to be applied at the site whilst the directive is in force. The PFSO will also advise staff of any changes in responsibilities, or actions that may be required during this period of heightened alert.

ASCO Australia has a Maritime Security Plan (MSP) in accordance with the requirements of the Maritime Transport and Offshore Facilities Security Act and Regulations 2003 (MTOFSA/R). This plan is approved by the Department of Home Affairs.



MARSEC Level 1

The security controls and procedures represent the minimum-security requirements on a day-to-day basis and are designed to control access to the facility to ensure that only authorised employees, suppliers, contractors and visitors are permitted to enter the facility.

MARSEC Level 2

Controls and procedures are in addition to or modify the Level 1 requirements and are to be implemented on the instruction of the PFSO/Delegate following receipt of a security direction from the Secretary, Department Home Affairs. MARSEC Level 2 controls and procedures are intended to further restrict access to the facility and LRZs.

MARSEC Level 3

Controls and procedures are in addition to or modify the Level 1 and 2 requirements and are to be implemented on the instruction of the PFSO/Delegate following receipt of a security direction from the Secretary, Department of Home Affairs. MARSEC Level

ASCO will request the vessel to sign a Declaration of Security (DOS) that is valid for 12 months period. Personnel operating within the DMSB will be required to have an MSIC card on display when working within the landside restricted zone or be under escort by an MSIC holder. No unauthorised packages are to be brought into the DMSB or onboard the vessels.

CARGO TERMINAL OPERATOR (CTO)

The Darwin Marine Supply Base (DMSB) is a registered Cargo Terminal Operator (CTO). Cargo terminal operators have obligations to ensure the security of Customs controlled goods. These are statutory obligations under Part VAAA of the Customs Act 1901 (the Customs Act). The purpose of these obligations is to strengthen the cargo supply chain against organised crime and criminal infiltration. The obligations include ensuring the physical security of the cargo terminal and cargo, mandatory reporting of unlawful activity, and fit and proper person checks on management.

ASCO has registered the Darwin Marine Supply Base as a CTO and are now required to meet the CTO obligations as per the Customs Act 1901. ASCO must use the DMSB establishment identification when communicating electronically with the ABF, for example when reporting the receipt and movement of goods through the Integrated Cargo System (ICS).

- Establishment Name: ASCO Australia
- Establishment Code: GS31J
- Establishment Type: Section 15

Access to the cargo terminal must be restricted. ASCO uses electronic swipe card access to control entry based on the cardholder's profile. DMSB must record everyone who enters and exits its cargo terminal, the only exceptions are a CTO Employee or Officer of the Commonwealth, state or Territory i.e. Police officer, ABF officer or Biosecurity officer. As part of DMSB Maritime Security Plan and Cargo Terminal Obligations ASCO has physical security measures in place that include:

- Electronic access control at the facility entrance restricting entry to authorised persons only.
- Signage
- Lighting
- Fencing surrounding the perimeter.
- Double gate at oversize entrance
- Gates to guard house entrance.
- 24-hour Security Staff presence
- CCTV coverage monitoring and recorded.
- Security site patrols
- Carriage of weapons and prohibited items within security regulated port facility are not permitted.



VESSEL AND CARGO REPORTING DOCUMENTATION

It is the responsibility of the international client to send ASCO their inbound and outbound manifests, prior to vessels port call. Before any export cargo arrives at the DMSB, the client must send ASCO a copy of their Export Documentation Numbers (EDN) for their outbound cargo, the voyage number for the manifest and the vessels International Lloyds number; without this documentation no cargo will be able to be allowed on site. The EDN numbers are required to be submitted in the Integrated Cargo System (ICS). ASCO are to report all CTO Receipts in the ICS system within 3 hours of the cargo arriving to the DMSB.

Biosecurity clearances are to be booked by the international client for all import cargo. ASCO requires copies of the Biosecurity Direction for any cargo that is moved from the DMSB to another location such as waste for deep burial. These directions are to be kept on file for auditing purposes. Once the client has confirmed that the Biosecurity inspection has been completed ASCO are to check the cargo status in ICS to confirm all cargo is clear, the clear status is then printed and kept in the vessel folder for auditing purposes. No inbound cargo can leave the DMSB until there is a CLEAR status in ICS.

All vessel (ships stores and crew lists) is to be given to ASCO from the vessel's agent. All ABF and Biosecurity documentation are to be saved in the vessel job file for auditing purposes. It is the responsibility of the vessel agent to send ASCO all the reporting documentation prior to the vessel's arrival.

For all referrals to either EAW or FHW ASCO are to follow the usual referral procedures, however it is the responsibility of Darwin Port to manage the CTO Receipt or CTO Removal notices into ICS. Darwin Port are registered as a separate Cargo Terminal Operator and have their own Establishment ID number.

ENVIRONMENTAL MANAGEMENT

ASCO Australia recognises the environmental and economic importance of operating in an environmentally sustainable and responsible manner. ASCO's Environmental Management Plan (EMP) has been prepared to ensure all activities at the DMSB are continually monitored and assessed to ensure environmental compliance is assured. The EMP, available at <https://ascoworld.com/locations/darwin> sets the framework for operating, monitoring and auditing environmental activities within the DMSB. All environmental incidents must be reported immediately to DMSB Security 0455 481 169. No vessel waste is to be left on the wharf without prior permission from the ASCO team, with waste disposal arrangements being pre-arranged.

AMENDMENTS TO DMSB HANDBOOK

ASCO may, in its discretion, make necessary amendments to this document to accurately reflect the operations of the DMSB from time to time. ASCO will use reasonable endeavours to consult with, and consider the views of, the users and DP in relation to any proposed variation of this document but is not bound to accept the requests of those parties.

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APPENDIX A - EMERGENCY CONTACT LIST

ASCO EMERGENCY TEAM	CONTACT
Managing Director Australia	0457 131 204
Regional HSSEQ Manager	0448 148 957
DMSB Manager	0418 533 048
DMSB PFSO	0427 709 097
Facilities Management Coordinator	0427 709 097
DMSB Coordinator	0418 759 776
DMSB Security	0455 481 169