



Hutchison Ports Australia

Health Safety Environment and Quality Management System

Risk Management Framework

IMPORT DG TRUCK CHECKLIST

Reference

HSEQ5.1.2.1

Approved Date

02/08/2016

Version

06

Completing this form

PART A (the left column) to be completed by Transport Company by declaring relevant information and placing an X or a tick in the appropriate boxes. Completed forms to be emailed to landsidecoordinator.sictl@hutchisonports.com.au together with the relevant Dangerous Goods Transport Documentation required under the current Australian Dangerous Goods Code and the Dangerous Goods (Road & Rail Transport) Act 2008 and Regulation 2009.

Prior to 'Call Forward' the drivers will be audited by SICTL to ensure compliance. Service will be refused and a non-service penalty will be applied in the event of any non-compliance.

PART B (the right column) to be completed by SICTL when checking compliance with the declarations made on this form. Refer to HSEQ5.1.2 Container Terminal Operations Procedures Manual to complete this form. Please write legibly.

PART C contains information on the controls required for the types of transport of dangerous goods.

NOTE: Trucks will not be serviced unless this form has been completed correctly, in full and submitted.

PART A: Import Collection Information (completed by Transport Company)

PART B : Compliance Check (completed by SICTL Team Leader)

SICTL Record Number

Transport Company Name:

Yes  No

Requested Slot: Day: Date: / / Time:

Container Number(s):

Yes  No

20'  40'  45'  Tanktainer  Other  Specify:

Yes  No

Hazardous Class(es):

Yes  No

Declarations of Compliance Prior to Arrival (completed by Transport Company)

The truck will have the correct Transport Documentation: Yes  No

Yes  No

The truck will display the correct type of Dangerous Goods placards/ EIPs: Yes  No

Yes  No

The trailer will display the correct type of Dangerous Goods placards/ EIPs: Yes  No

Yes  No

The correct type of trailer will be provided for the type of DG container/ tanktainer: Yes  No

Yes  No

Truck Driver's DG Licence number (if known):

Sighted: Yes  No

Prime mover Rego:

Front Trailer Rego:

Rear Trailer Rego:

Declaration of Compliance (completed by Transport Company)

Compliance sign off: (SICTL)

Transport Company Contact Name:

SICTL Representative:

Contact Number:

Transport Company Responsible Person Signature:

SICTL Signature:

Date: / / Time :

Date: / / Time:

Comments (Completed by SICTL Team Leader)



PART C: FOR INFORMATION ONLY (reproduced from the NSW EPA website)	
Type of Transport	Controls Required
<b>1. Less than placard load</b>	<ul style="list-style-type: none"> <li>• Transport Documents</li> </ul>
<b>2. Placard load</b> Receptacles <b>up to and including</b> 500 L capacity and containing <b>up to and including</b> 500 kg of Dangerous Goods ( <i>previously called 'packaged dangerous goods'</i> ) <ul style="list-style-type: none"> <li>- If there are <b>any</b> category A, division 6.2 Dangerous Goods (infectious substances) in a load;</li> <li>- If there are 10 L/kg or more of category B, division 6.2 Dangerous Goods (infectious substances) in a load;</li> <li>- If there are <b>any</b> division 2.1 (flammable gases except aerosols), division 2.3 (toxic gases) or packing group I substances in a load <b>and</b> the total quantity of all Dangerous Goods is 250 L/kg or more;</li> <li>- If none of the above apply, if there are more than 1,000 L/kg of Dangerous Goods in a load.</li> </ul>	<ul style="list-style-type: none"> <li>• Placards (class labels)</li> <li>• Transport Documents</li> <li>• Emergency Information</li> <li>• Emergency Information Holder</li> <li>• Double-sided Reflectors</li> <li>• One 30B Fire Extinguisher</li> <li>• Driver Protective Equipment</li> <li>• Dangerous Goods Stowed Correctly</li> <li>• Dangerous Goods Segregated</li> </ul>
<b>3. Placard load</b> Receptacles <b>over</b> 500 L capacity or containing <b>over</b> 500 kg of Dangerous Goods ( <i>previously called 'bulk dangerous goods'</i> ) <ul style="list-style-type: none"> <li>- When one or more are transported.</li> </ul>	<ul style="list-style-type: none"> <li>• Placards (Emergency Information Panels and class labels)</li> <li>• Transport Documents</li> <li>• Emergency Information</li> <li>• Emergency Information Holder</li> <li>• Double-sided Reflectors</li> <li>• Additional Fire Extinguishers</li> <li>• Driver Protective Equipment</li> <li>• Dangerous Goods Stowed Correctly</li> <li>• Dangerous Goods Segregated</li> <li>• Vehicle &amp; Driver to be licenced (licences are not required for IBC's up to 3,000 L total capacity as long as they are not filled or emptied while on the vehicle)</li> </ul>
What information is required on the transport documents?	
The following information – in English and legible – is required to fully complete a transport document. <ol style="list-style-type: none"> <li>1. Consignor's name and telephone number.</li> <li>2. A description of the dangerous goods including:               <ol style="list-style-type: none"> <li>a. United Nations number (UN number)</li> <li>b. The proper shipping name, or the name of the goods which appears on the packaging or receptacle</li> <li>c. Dangerous goods class or division</li> <li>d. Subsidiary risk (if applicable)</li> <li>e. Packing group (if applicable)</li> <li>f. A description of each receptacle, eg 'drum' or 'intermediate bulk container' (IBC).</li> </ol> <p>Much of the information should be available from the package label, safety data sheet (SDS) for the product, or from the product's supplier, manufacturer or importer.</p> </li> <li>3. The number of packages or receptacles of each type.</li> <li>4. The 'aggregate quantity' of the goods. This is the total quantity in litres and/ or kilograms of each separate type of dangerous good being transported. At all times the aggregate quantities shown must reflect the actual quantities currently on the vehicle. It must be updated as dangerous goods are unloaded from the vehicle. <b>(This does not apply to tank vehicles transporting class 2 gases).</b></li> </ol>	
Exemptions to Placard Load Amounts	When is a licence required?
The above does not apply to: <ul style="list-style-type: none"> <li>- Retail distribution loads complying with the ADG Code 7.3</li> <li>- Fumigated units that do not contain other dangerous goods.</li> </ul>	A licence is required when transporting any receptacle with a capacity of more than 500 litres or which contains more than 500 kilograms of dangerous goods.  The exception is when intermediate bulk containers (IBC's) with a total capacity of up to 3,000 L are being transported, as long as they are not filled or emptied while on the vehicle.  The vehicle must be covered by a dangerous goods vehicle licence and the driver must hold a dangerous goods driver licence.