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DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT
1	Jon Giles	04/07/2016	First draft
2	Jon Giles	11/05/2017	Review and updates as required.
3	Jon Giles	31/10/2018	Review and updates as required.
4	Bruce Young	16/07/2020	Review and updates as required
5	Bruce Young	03/11/2021	Review and updates as required

1. SCOPE

These procedures provide a documented system for the movement and physical security of cargo, goods, materials, machinery and equipment into and out of the Port of Dampier and to ensure that Pilbara Ports Authority (PPA) and other regulatory bodies have an auditable trail to regulate this movement.

2. APPLICATION

These procedures apply to all cargo, goods, materials and machinery moving through the Port security gates. It applies to vessels loading or discharging at the Pilbara Ports Authority (PPA) public wharves namely DCW East and West Berths, Bulk Liquids Berth, Heavy Load Out and Alternate Load Out Berths as well as to privately operated berths including the Qube FDTs Berth. Receipt of the below documentation is an absolute requirement by PPA and failure to submit this may result in delays to a vessel's berthing.

3. CARGO IMPORTS

3.1 Documentary Reporting Requirements (all general cargoes)

Documentary Reporting Requirements – Cargo Manifests / Outturns:

At least 48 hours (or less for approved shorter voyages) prior to arrival at Dampier the shipping line or its agent(s) must submit via email a copy of the vessel's Manifest, Stow Plan, a packing list showing weights and dimensions (LxWxH) a Dangerous Goods Manifest (including relevant MO41) or Declarations and/or Load Lists.

The above documentation is to be sent to the following email address:

landside.dampier@pilbaraports.com.au

Berthing may not be approved until these documents are received.

3.2 Cargo Briefings

A cargo briefing will be convened for all import cargo vessel discharge operations unless otherwise advised by PPA Landside Operations. This briefing will be convened approximately 24 - 48 hours prior to the intended discharge commencement time. All organisations involved in the discharge activity are required to attend. Refer the PPA Port of Dampier – Public Berths and Facilities Handbook.

Briefings may also be convened for specific offshore cargo operations at the discretion of the PPA Landside Operations team.

Berthing may not be approved until all briefing requirements have been confirmed and/or completed.

Refer to Port of Dampier Handbook for further requirements.

3.3 Bulk Liquid Imports

At least 48 hours prior to arrival at Dampier, the shipping line or its agent(s) must submit via email to landside.dampier@pilbaraports.com.au the following information:

- Vessels name and Lloyds Number (IMO number)
- Proper shipping name/correct technical name of the cargo
- United Nations Number
- Flashpoint
- Quantity of cargo to be loaded or unloaded and cargo quantity in transit
- Provision of the following certification
- International Oil Pollution Prevention Certificate
- International Oil Pollution Prevention Certificate for the carriage of Bulk Noxious Liquid Substance
- International Certificate of Fitness for the Carriage of Dangerous Chemicals in BULK,
- Cargo Inhibitor Certificate (where applicable), and
- Any known defect that may adversely affect the safety of the port area, the vessel or the environment.
- Outturn Statement

3.4 Acquittal of Cargo Imports

Stevedores are required to acquit all discharged cargo against the relevant cargo manifest and prepare an out-turn statement which identifies any surplus or short loaded cargo. This task is to be undertaken by the cargo receiver in the case of bulk liquid imports.

Additional requirements for Dangerous Goods (DG's) are as detailed within Point 6.

4. CARGO EXPORTS

4.1 Documentary Reporting Requirements (all general cargoes)

At least 48 hours prior to delivery of cargo to the Port the shipping line or its agent(s) must submit via email a copy of the vessel's export Cargo Manifest, Export Receival Advice (ERA) and/or Bill of Lading /Consignment Note or any other relevant transport delivery document that has been employed. Other cargo requirements are detailed below under specific cargo headings.

The above documentation is to be sent to the following email address:

landside.dampier@pilbaraports.com.au

Cargo may not be accepted into the port area and the vessel berthing may not be approved until these documents are received.

A cargo briefing will be convened for all export cargo vessel loading operations unless otherwise advised by PPA Landside Operations. This briefing will be convened approximately 24 - 48 hours prior to the intended loading commencement time. All organisations involved in the cargo operation are required to attend.

Additional requirements for Dangerous Goods (DG's) are as detailed within Point 6.

4.2 Containers

Effective from 1 July 2016, the Australian Maritime Safety Authority (AMSA) implemented changes to regulations for container weight verifications in the shipping industry, requiring shippers to provide a Verified Gross Mass (VGM) for containers. These changes reflect amendments to the International Safety of Life at Sea Convention, approved by the International Maritime Organisation (IMO).

Under the changes, the shipper, or somebody duly authorised by the shipper, is required to provide a signed VGM to the **terminal** and the **master of a vessel** or their representative, in advance of the container being loaded. They must also provide the VGM on the shipping documents – the gross mass of a container continues to be part of the required cargo information under MO42. A container cannot be loaded onto a vessel if a VGM is not provided on the shipping documents.

The above information is also to be sent to landside.dampier@pilbaraports.com.au and the respective cargo Stevedore prior to the container being delivered to the port area.

Please note that the Regulator (AMSA) advises that this requirement will also apply to all container deliveries to offshore terminals.

4.3 Bulk Scrap Metal

- Trucks carting scrap metal into the Port are required to carry a weighbridge docket, consignment note or similar document to gain entry to the Port.
- This docket may be sighted at the port entry gate by security staff and the truck permitted to enter the Port. The docket is to be surrendered on the wharf side to stevedores.

Prior to the vessel's arrival, the transport company is to forward to landside.dampier@pilbaraports.com.au, a list of drivers and truck registrations on an Approved PPA Truck Registration form. All drivers are to hold a valid MSIC and are to be PPA inducted.

4.4 Livestock

Livestock operations must be pre-approved by PPA Landside Operations and undertaken in accordance with the relevant PPA Livestock Handling Procedure.

Prior to the vessel's arrival, the transport company is to forward to wharfmanagers@pilbaraports.com.au, a list of drivers and truck registrations on Port of Dampier - Drivers and Truck Registration Form. Cattle/Fodder trucks and drivers are to be included. All drivers are to be PPA inducted and must be compliant with MSIC requirements. For further details refer to point 5.1

- For further requirements please refer to the specific PPA Livestock Loading Procedure.

4.5 Bulk Cargoes

For all dry bulk cargoes (rock, sand etc..) to be exported through the Port, at least 48 hours prior to the vessels arrival, the following information is to be sent via email to landside.dampier@pilbaraports.com.au

- Vessel Name
- Lloyds Number (IMO Number) of vessel
- Voyage number
- Discharge port
- Export Declaration Number (EDN) if known
- Vessels agent responsible for cargo

Within 24 hours of sailing the vessels agent is to send a copy of the vessels Manifest detailing quantities of all cargo loaded to: landside.dampier@pilbaraports.com.au

5. TRANSPORT

5.1 Entering the port

All personnel (including drivers) entering the port area are required to have completed a PPA Site Induction. All personnel (including drivers) accessing the

berth area are required to possess a Maritime Security Identification Card (MSIC) or be compliant with PPA site access requirements. For further details refer to PPA Site Access Control Procedure.

5.2 Daily Bulk Mineral Haulage Notifications

Companies involved in the haulage of bulk minerals (rock, sand etc...) into the Port are to submit via email to landside.dampier@pilbaraports.com.au a daily report stating the total cargo quantity carted into the Port during the previous 24 hours.

5.3 Port Entry / ERA's / Consignment Notes

- All empty trucks arriving at the security gate intending to pick up cargo from the Port must have a copy of the original Delivery Order or copy of the Bill of Lading/Consignment Note for the cargo they are to collect.
- Agents or receivers of the cargo are to ensure that trucks carry the relevant documentation prior to arriving at the Port's security gate.
- All Trucks arriving at the security gate with export cargo – either general cargo or containers must have a copy of an Export Receipt Advice (ERA) in order to be permitted entry into the Port. The ERA may be compared to the Outward Vessel Manifest as provided by the relevant Shipping Agent.
- Cargo will only be released by stevedores on presentation of a Bill of Lading or other approved cargo document mentioned above. The cargo status must also be confirmed as “fully clear” within the approved Customs cargo reporting system.

6. DANGEROUS GOODS / SPECIAL CARGOES

6.1 Ammonium Nitrate

The west face of the DCW has been approved to import or export 3600mt of Ammonium Nitrate (AN). The Port of Dampier Ammonium Nitrate Handling Procedure details requirements for shipments of this cargo.

6.2 Bulk Liquid Fuels

Bulk liquid fuels can be handled at the Dampier Bulk Liquids Berth (DBLB) under an approved arrangement with the PPA

6.3 Explosives

Dampier does not currently have a declared Special Berth for the handling of Class 1 explosives. The Net Explosive Quantity (NEQ) of any Class 1 explosive must not exceed 25 kgs per shipment unless otherwise approved by the PPA Landside Operations Manager.

7. AUSTRALIAN BORDER FORCE, DEPARTMENT OF AGRICULTURE AND THE ENVIRONMENT BIOSECURITY REQUIREMENTS

7.1 Australian Border Force (ABF) and Biosecurity Notifications

- All cargo for import and/or export must be reported to ABF using their approved reporting system. Cargo must have a “Clear” status within the ABF system before approval will be granted to commence discharge or load. Vessel berthing may also be delayed pending confirmation of the cargo status.
- Stevedores are to submit an outturn statement of all discharged cargo to ABF within five days of vessel departure. A copy of this outturn statement is to be emailed to landside.dampier@pilbaraports.com.au
- ABF are to be notified in the case of any theft, loss or damage of goods subject to ABF control, any break in and entry, or attempted break in, of the cargo terminal, any change that may adversely affect the security of the terminal and any suspected breach of an ABF-related law in the cargo terminal

7.2 Unpacking of goods in containers at Cargo Terminal

- If goods are in a container at a cargo terminal, a cargo handler must not allow the container to be unpacked without the written approval of an Authorised ABF Officer
- Dampier is not approved in accordance with S.77 of the Customs Act for the unpacking and examination of containers. Written approval must be sought from ABF prior to the unpacking of the goods. Contact ABF via email customs.dampier@border.gov.au or dmwadampier@abf.gov.au

7.3 Quarantine Inspection, Cleaning and/or Fumigation

PPA Dampier does not have a licenced facility for inspecting, cleaning and/or fumigating containers and/or equipment. Written approval must be sought from the Department of Agriculture, Water and the Environment - Biosecurity Operations Division prior to undertaking any of these activities. Qube Ports does have this facility on their site at the FDTS.

7.4 Approved Customs Storage Areas

Port laydown and storage areas inside the main security gates are defined as “cargo terminals” under Section 15 of the Customs Act. Laydown and storage areas outside the main security gates (eg: King Bay Industrial Estate) are not approved under S.15 of the Customs Act. Therefore, all cargo that has arrived at port and is subject to the Customs Act must have a “clear” status in the ICS prior to being permitted to exit the main security gates.

8. MRWA CHAIN OF RESPONSIBILITY

Department of Transport (MRWA) “Chain of Responsibility” transportation regulations were enacted into law effective the 27th April 2015. For further details visit the MRWA webpages at <http://www.slp.wa.gov.au/legislation/statutes.nsf/default.html> .

PPA Traffic Management Procedures are available from the PPA web site or from landside.dampier@pilbaraports.com.au

8.1 Cargo Movement Permits – Gate Passes / ERA's / Consignment Notes

- All Customs reportable cargo exiting the Port must be accompanied by a Stevedore Gate Pass.
- Under no circumstances is a company "Gate Pass" to be used for the delivery of manifested cargo. Stevedores will issue a "Stevedore Gate Pass" or similar document to authorise the release of cargo after sighting A426174a Delivery Order or Bill of Lading copy carried by the truck driver.
- A Stevedore gate pass is not to be issued until the cargo has been confirmed as having a clear status in the Customs cargo reporting system.
- Heavy penalties apply to the unauthorised release of cargo.
- Oversize cargo and cargo which would normally require specific Main Roads escorts and/or permits may also require a PPA permit prior to being moved from the vessel or laydown area. Permit requirements will be discussed and confirmed at the specific vessel cargo briefing.

9. MACHINERY, EQUIPMENT AND GOODS (NON-CARGO)

9.1 Port Entry / Exit

Machinery, equipment, materials and goods are not permitted to enter or exit through the port security gates unless their movement has been approved by the responsible lessee or PPA departmental supervisor. Contractors are to seek PPA approval to transport machinery, goods and equipment prior to commencement of operational or contract activities.

All such movements must be accompanied by appropriate documentation which clearly describes and identifies ownership of the goods. Evidence of such documentation may be requested at the Port Security Gate.

10. PROCESS OWNER

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Approved by: GM Terminal Operations