

ID Number: \_\_\_\_\_



**PPE Must be worn at all times whilst on the terminal  
Yield to all pedestrians and obey terminal signage**

## DFT Haulier Procedures

### Laden Containers

#### Export Cargo Laydown (Drop Off)

##### Procedure for the safe removal of container from an external trailer

1. Please open the trailer Twistlocks before entering the terminal.
2. You must follow the traffic management system to the set down stack as instructed by the laydown ticket which was receive at the Checkin kiosk. Terminal layout maps are located on the DFT App & Website
3. You must align the trailer/container with the containers in the stacking area.
4. You must stay in the truck cab until the RTG has **STOPPED** over your location.
5. You must only exit the truck when safe to do so, wearing Hi-visibility clothing and safety helmet for the lift to commence.
6. You must **STAND CLEAR** of the load and be visible to the operator at all times. DO **NOT STAND** on the crane runway (Indicated by yellow painted lines).
7. When the crane locks into the container the lift will proceed slowly until **YOU** indicate "Thumbs up" that the container is safely clear of the trailer.
8. **DO NOT** return to the truck cab until the container has entered the stacking area.
9. Follow the terminal traffic management system to exit the terminal.
10. **DO NOT** enter the container stacks at any time.

## **Import Collections (Pick Up)**

### **Procedure for the safe loading of containers**

1. You must follow the traffic management system to the stack location indicated (e.g., SD22A1) on the DFT release ticket which was received at the Checkin kiosk. Terminal layout maps are located on the DFT App & Website.
2. You must stop 2 metres beyond to the container stack indicated (e.g., SD22).
3. You must stay in the truck cab until the RTG has **Stopped** over your location.
4. If the container for collection is a reefer **You** are responsible for unplugging the container and cable wrapping to make the unit secure for lifting. Additionally, it is your responsibility to ensure that any containers on top of your container are unplugged where applicable.  
**Note:** Unplugging and cable wrapping should only be done when the RTG has come to a stop overhead.
5. When the nominated container has been retrieved to the truck lane, **YOU** must reverse to align the trailer locks with the containers ISO.
6. It is your responsibility to make the forward or backward movements to enable the crane land the container safely on the trailer.
7. You must only exit the truck when safe to do so, wearing Hi-visibility clothing, safety boots and safety helmet at all times.
8. When you are satisfied that the container has landed correctly on the trailer, signal "Thumbs Up" to the crane driver.
9. Only when the crane **has safely separated** from the container is it safe to lock the trailer twistlocks and move to the terminal exit in accordance with the traffic management system.
10. **DO NOT** enter the container stacks at any time.

# IMPORT DELIVERY

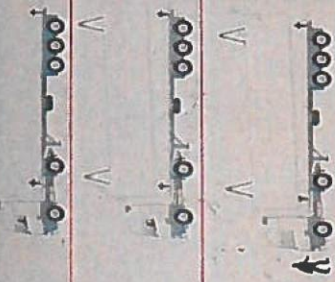
## DRIVERS MUST

STAY IN CAB

LINE UP  
TWISTLOCKS

SUPERVISE  
LANDING  
OPERATION

LOCK  
TWISTLOCKS



## DANGER

Keep Clear of:  
Yellow Crane Paths  
White Pedestrian Walkways



Safety  
helmets  
must be worn  
in this area



Hi-visibility  
clothing  
must be worn  
in this area

# EXPORT LIFTING

## DRIVERS MUST

WRONG

EXIT CAB



CORRECT



SUPERVISE LIFTING  
OPERATION





## Empty Containers

### Empty Container Drop off

#### Procedure for the safe removal of a container from an external trailer

1. Please open the trailer twistlocks before entering the terminal in the designated area.
2. You must follow the traffic management system to the appropriate container offloading area as indicated by the ticket received at the Checkin kiosk. Terminal layout maps are located on the DFT App.
3. Proceed to the allocated area.
4. You **must stay** in the truck cabin during the off-loading operations, do not dismount or exit the vehicle.
5. The empty container handler (ECH) will proceed with the container removal.
6. **Do Not** move away until the off-loading operation is complete and the ECH is clear of the loading area.
7. Safely proceed to the exit in accordance to the traffic management system. **Do Not** leave your truck at any time.

### Empty container Pick Up

#### Procedure for the collection of an empty container by an external haulier

1. Please open the trailer twist locks before entering the terminal in the designated area.
2. You must follow the traffic management system to the appropriate container loading area as indicated by the ticket received at the Checkin kiosk. Terminal layout maps are located on the DFT App.
3. Proceed to the allocated area.
4. You must stay in the truck cabin during the loading operation, do not dismount or exit the vehicle.
5. The ECH will retrieve the appropriate container. You may be required to reverse to align the trailer twist locks with the container ISO points, the ECH operator will indicate by horn when you are positioned correctly.
6. Once the container has been loaded the ECH operator will notify you by horn or clear hand signal that the operation is complete.

7. Safely proceed to the exit in accordance with the traffic management system. When the vehicle has come to the **STOP** sign at the exit of the empty park. Only then it is safe to lock the trailer twist locks. PPE must be worn.
8. Leave the terminal once the barrier has been fully raised. **Do Not** leave your truck at any time.

**Note: If the container for collection needs to be inspected before exiting the terminal, you must proceed to the designated inspection area's appropriate to your location (please refer to map).**

## DFT Site Regulations:

- 20km/h speed limit
- Obey all signage throughout the terminal
- PPE must be worn while on site at all times— Hi-visibility clothing, Safety Footwear and Hard hat
- Empty Park is pedestrian free zones
- There will be a Zero tolerance policy on site regarding the above procedures
- Hauliers must not enter any container stacks at any time.

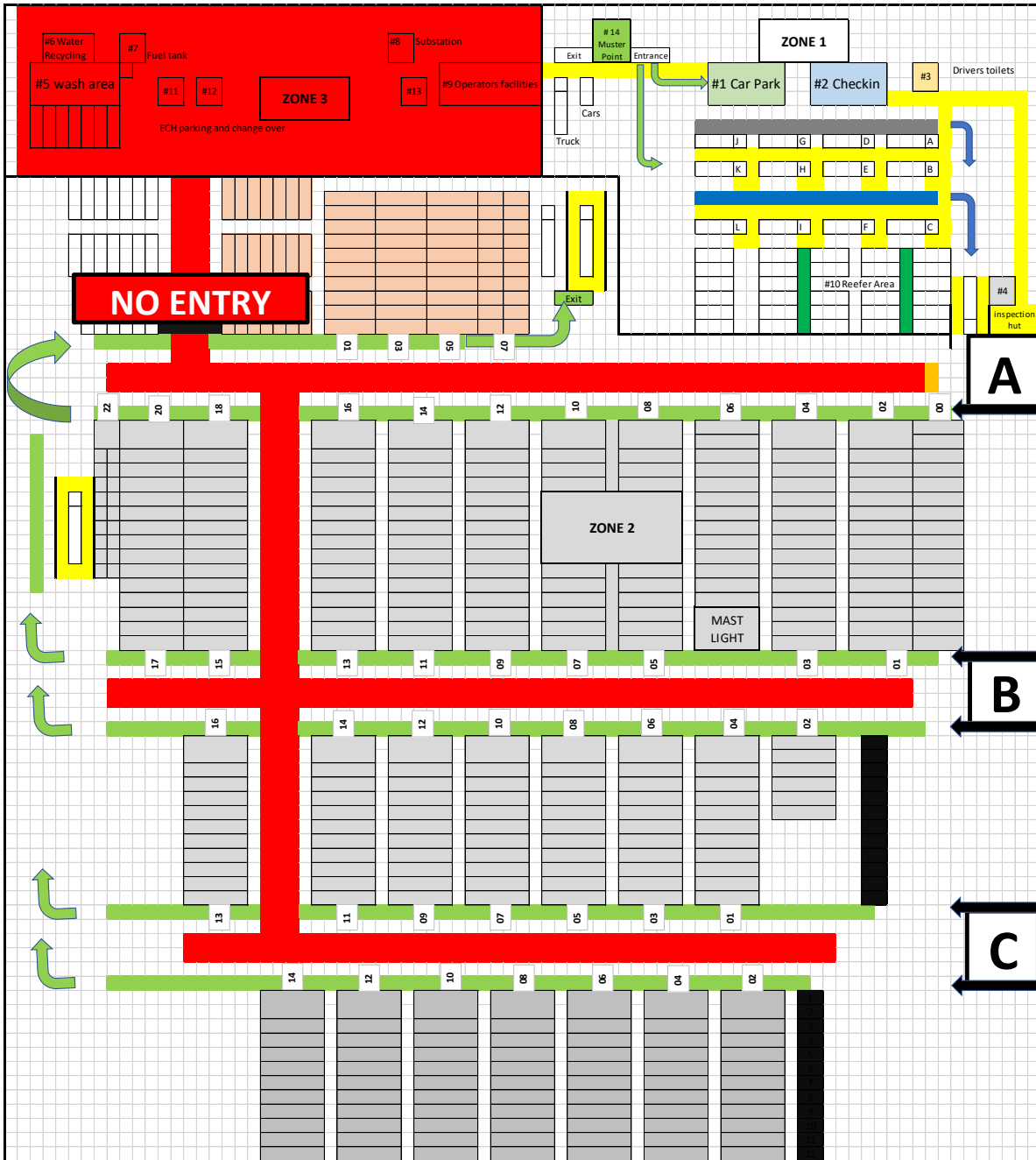
IF YOU NEED ASSISTANCE CALL THIS NUMBER

DFT Gatehouse: 014405737

**Please read this document to indicate you have read and fully understand the rules: this is for your safety.**



# DFID Site Map



| Legend |   |
|--------|---|
| ZONE 1 | CAUTION: Pedestrian Area                            |
| ZONE 2 | CAUTION: STRICTLY STAY IN CAB                       |
| ZONE 3 | CAUTION: Container Repairs area, No Pedestrian Area |
| Yellow | Pedestrian Walk ways                                |
| Green  | Truck route   |
| Red    | ECH (large Equipment) routes                        |

DFID is broken down into 3 main locations:

Location A

Location B

Location C

Each location is then numbered.

Even numbers are located to the left of each location and odd numbers are located to the right.





- I have read and understood the instructions given to me in this induction.
  
- I have watched and understood the DFT / DFID Terminal Induction Video
  
- I have viewed the Terminal & Depot maps taking special note of speed limits and the one-way traffic systems.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Card ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

DFT/ Security Confirmation (Office Only) \_\_\_\_\_