



INSTRUCTIONS AND GUIDELINES

Scanning Hall Procedures

March 2011

**This Instruction & Guideline refers to Practice Statement No:
PS2009/22 – Inspection and Examination of Sea Cargo**

Published date: 14 July 2011
Availability: Internal and External
Subject: Scanning Hall Procedures
Purpose: Sets out procedures for safe operating of Scanning Hall
Owner: National Director Cargo
Category: Operational
Contact: National ISO coordinator, Sea Cargo Improvements

The electronic version published on the intranet is the current Instruction and Guideline

Summary of main points

- Competency requirements for Scanning Hall Operations
- Procedures

This National Guideline applies to staff and facilities in the following locations:

- Container Examination Facilities in Brisbane, Fremantle, Melbourne and Sydney

Introduction

This Guideline sets out the procedures to be followed when operating an image processing station (IPS), check in (CIS) and check out (COS) stations and System Control Station (SCS) and should be read in conjunction with the CEF Practice Statement.

Instructions and Guidelines

Exclusions for Check in Procedures

These instructions are standardised for the upgraded MB1215 X-ray system used in the Melbourne, Sydney and Brisbane CEFs. The MT1213LT X-ray system in use in Fremantle has some minor variations to the operating procedures - these are indicated in square brackets where applicable.

Exclusions for Check out Procedures

Some procedures performed by COS Operator are performed by the IPS Operators in Fremantle and Sydney.

Scanning Hall Competencies

In order to operate the Check-In Station (CIS), Check-In Station-Check-Out Station (CISCOS), Image Processing Station (IPS) and System Control Station (SCS), an officer must have been assessed and accredited in the following Units in the X-Ray Education Program:

- Unit 1 - X-Ray and Radiation Awareness, and
- Unit 4a – MB1215 Container X-Ray or
- Unit 4b – MT1213 Container X-Ray

Safety Requirements

All officers working in the CEF environment should be familiar with Customs and Border Protection' Occupational Health and Safety Guidelines. Further details can be found on the Customs Intranet.

NOTE: Over-Height Cargo

If cargo is over-height, an alarm will sound. Do not allow over height cargo to enter the Scanning Hall.

BCS CLASSIFICATION: TDFC_POLICY

FILE NUMBER: 2011/002945-01

Check In Station (CIS)

Login to CISCOS using your unique username and password.

When a truck driver arrives at the Check In Window, the CIS Officer should complete the following tasks:

1. Obtain gate pass from the driver.
2. Check the container numbers and location on the truck against the gate pass.
3. Write the time and container positions on the Gate Pass.
4. Scan the gate pass. Print where applicable.
5. Enter relevant details from the gate pass into the CIS, ensuring container order is correct
6. Select "other" for container size when entering non ISO containers or other cargo.
7. Enter any specific container remarks into the "manifest" field.
8. To add another container click on the green plus sign.
9. Ensure that the SCS has completed the previous scan before clicking on the "Submit" icon
10. Where applicable, reset the driver safety system.

System Control Station (SCS)

Login to SCS using your unique username and password.

Potential problems during the scan and reasons to stop the scan:

- A person or animal is sighted in the scanning hall
- A person or animal is noticed within the container on the scanned image
- Scanning unit is moving backward but x-rays are not being generated
- X-ray image appears scrambled or 'noisy'
- It may appear that the Scanning Unit is about to collide with the side of the container.

NOTE: In the case of persons or animals in the scanning hall press the emergency stop button. In all other cases click on "**Stop**" icon

NOTE: The Safety Interlock System Checks and Audio Alarm & Visual Checks are to be conducted by SCS at the beginning of each shift.

Calibration

Calibration must be conducted at the beginning of each shift. Calibration should also be conducted when experiencing distorted images. The detector arm must be completely clear of truck, trailer or cargo.

As x-rays are generated during the calibration, standard safety procedures must be followed.

1. Ensure the Scanning Hall doors are closed
2. Activate the drivers interlock override
3. Check the Closed Circuit Television System (CCTV) monitors to ensure scanning hall is clear
4. Turn the safety interlock key to the 'On' position
5. Check that all Safety Interlocks are in place
6. Use the PA to announce "X-ray in 10 seconds".
7. Click on the "Calibrate" icon. The system should take approximately 30seconds to calibrate.
8. Once the "X-ray Status" indicates "x-rays off" turn the interlock key to OFF.
9. De-activate the drivers interlock override

Scanning a Truck

1. Open the scanning hall entry/exit doors
2. If required, direct the truck to the correct scanning position using the CCTV and PA system to assist.
3. Check the Closed Circuit Television System (CCTV) monitors to ensure scanning hall is clear and the driver is in the waiting room.
4. Close the scanning doors
5. Ensure the "S.U Speed" is set to "Middle" and "Acc Work mode" is set to "6/3MeV".
6. Ensure the system is in "Auto" mode.
7. Ensure that the container details appear on the SCS screen prior to the scan. Image may be lost if this procedure is not followed.
8. Turn the safety interlock key to the 'On' position
9. Check that all Safety Interlocks are in place
10. Use the PA to announce "X-ray in 10 seconds".
11. Click on the "Scan" icon to commence x-ray
12. The x-ray image should appear on the SCS screen
13. Click the "Stop" icon to complete the scan.
14. Turn the safety interlock key to the off position.
15. For MB1215 return the scanning unit to its starting position by clicking on "Reset" icon.

16. Open the scanning hall entry/exit doors and direct the driver back to their truck using the intercom.
17. Truck exits scanning hall and waits in designated area.
18. For MT1213 return the scanning unit to its starting position by clicking on "Reset" icon.
19. Close the scanning hall doors.

Image Processing Station (IPS)

Login to IPS using your unique username and password.

Note: Use "Alt + tab" to switch between the image and the Container/Vehicle Info Page.

1. Interrogate EXAMS 2 and Integrated Cargo System (ICS) as required.
2. Click on "Select Task" in the "Operations Menu" to choose the correct image.
3. Verify that the container numbers on the gate pass match those in the Container/Vehicle Info Page.
4. If the wrong image scan has been selected return it to the queue by clicking on "Abort task" in the "Operations Menu".
5. Analyse the X-ray image and if priority dictates or anomalies are identified, use the "Suspicious Mark" tool to mark the image.
6. For each container select "Clear" or "Suspect" and include any relevant comments. Once all containers are completed, click on the "Submit" button.
7. If required, inform the driver to return to wharf or offload containers.
8. Ensure all paperwork and EXAMS 2 records are updated or completed.
9. ICS holds must be promptly lifted where necessary.

Check Out Station (COS)

Note: On single screen setup, use "Alt + tab" to switch between the image and the manifest window.

1. Images waiting for checkout will appear in the "Task List".
2. Double click on the image record.
3. The x-ray image will appear with the container information and IPS remarks in the manifest window.
4. Each container will be marked either clear or suspect.
5. If required, inform the driver to return to wharf or offload containers.
6. Click on the "Submit" button to check out the image.

Related Policies and References

Other Instructions & Guidelines

- Instruction and Guideline for Radiation Detection

BCS CLASSIFICATION: TDFC_POLICY

FILE NUMBER: 2011/002945-01

- OH&S Instructions and Guidelines

Key Roles and Responsibilities

National ISO Coordinator, Sea Cargo Improvement, Canberra
 CEF Managers

Consultation

Internal

The following internal stakeholders have been consulted in the development of these Instructions and Guidelines.

- CEF Management
- National OH&S
- Sea Cargo Improvement
- Detection and Identification Technologies

Copies of this document are controlled. Master copies of the document are on the Intranet. National ISO coordinator is responsible for version control. Document is reviewed bi annually at ISO coordinators meetings.

Approval

Approved on	12 July 2011	
By	National Director Cargo Division Raelene Vivian	
Review Period	Annually	