



INSTRUCTIONS AND GUIDELINES

Arrival and Departure of Containers for Cargo Examination Facility

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: Arrival and Departure of Containers for Cargo Examination
Facility
Purpose: Describes the process of checking in and out a vehicle and
container/s for the Cargo Examination Facility
Owner: National Director Cargo
Category: Operational
Contact: National ISO coordinator, Sea Cargo Improvements

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

Summary of main points

- Describes the process of checking in a vehicle and container/s to the Cargo Examination Facility
- Describes the safety procedures to be observed during unloading/loading of containers
- Describes the process of checking out a vehicle and container/s from the Cargo Examination Facility

This National Guideline applies to staff in

- Adelaide, Newcastle, Launceston, Townsville and Darwin Cargo Examination Facilities

The Quality Management system is applied in Cargo Examination facilities in Launceston, Newcastle, Townsville and Darwin although these sites are not required to be certified

Introduction

This Guideline sets out the procedures to be followed for containers arriving and departing Cargo Examination Facilities. This Guideline should be read in conjunction with the CEF Practice Statement.

Competencies

All officers operating Radiation Detection Equipment must have completed training in the following units of the Customs X-ray Training Program:

- Radiation Awareness; and
- Radiation Monitoring Equipment

Safety Requirements

All officers working in the CEF environment must have completed a site induction. In addition, all officers must be familiar with Customs' Occupational Health and Safety Guidelines. Further details can be found on the Customs intranet.

Instructions and Guidelines

Procedures for Processing Arriving Containers

1. Take note of the container numbers and the size of the containers on the truck/forklift as it arrives, or as soon as possible if the container arrives out of opening hours. [Should be the responsibility of designated officer]
2. Locate the relevant job sheets relating to the containers, and physically ensure that the container size is correct.
3. On the Exams system, open each relevant job.

4. On the 'Target' screen, check the 'container size' drop down menu to ensure that the container size is recorded correctly.
5. On the 'Tasks' screen, open the relevant 'Check Contents' task.
6. Record the 'Start Date/Time' as the time the truck/forklift arrived at the CEF.
7. Hit 'Close' and then 'Main Page' to return to the Exams home page.
8. Update the examination job sheet with the arrival date and time. Repeat steps 3 to 8 for each container arriving.
9. Open the ICS, and navigate to the 'Imports / Diagnostics / Sea Cargo Manifest List' screen (for import cargo) or the Exports / Export Declaration / Search' screen, selecting the 'EDN' search option (for export cargo).
10. Enter the container number (for import cargo) or the export declaration number (for export cargo), and hit 'Search'.
11. Under the 'Dec' column, if a 'Y' is listed, a FID has been lodged. Click on the link, and select the link with the FID number. Select the 'print document' button to print the FID, and attach it to the examination job sheet.
12. If there is nothing recorded in the 'Dec' column, then a FID has not been lodged. Make the note 'No FID' on the examination job sheet.
13. Repeat steps 9 to 12 for each container arriving.
14. Update relevant local spreadsheets / databases with details of container arrival.
15. Give the relevant job sheets to the examination hall staff.
16. Examination hall staff are to conduct a radiation test on each container, in accordance with the "*Radiation Detection*" Instructions and Guidelines. If a positive result is obtained, the relevant procedures in the "*Radiation Detection*" Instruction and Guidelines are to be followed.
17. If the radiation test is negative, standard fumigation testing and examination procedures can begin. Refer to the "*Fumigant & Toxic Industrial Chemical Testing and Extraction*" Instruction and Guideline.

NOTE: In addition to the steps above, if the arriving container is a refrigerated container (reefer):

1. If possible, ensure that the container is brought under cover.
2. Contact the stevedore according to local arrangements, and determine the temperature at which the reefer should be set.
3. Plug the reefer in, and ensure that the temperature is set at the correct level.

Examination of cargo can now commence, according to specific Instruction and Guidelines (e.g. *Sea Cargo Examination Process I&Gs*) and Associated Documents.

Safety considerations during unloading/loading

When a forklift or side-loader is operated by service providers to deliver and place containers at the CEF, and to remove them from the CEF, a three metre exclusion zone around these machines must be observed during operation.

Service providers must adhere to agreed CEF safety procedures and their own Job Safety Analyses, especially when loading/unloading occurs without Customs and Border Protection Officers' presence.

Procedures for Processing Departing Containers

Once examination activity has been completed on a container, transport should be arranged according to local procedures. At that time, the following procedure should be followed:

1. Examination hall staff will deliver the completed examination job sheets to the person conducting office duties when the container is loaded onto the truck/forklift.
2. On the Exams system, open each relevant job.
3. On the 'Tasks' screen, open the relevant 'Check Contents' task.
4. Record the 'Finish Date/Time' as the time the truck/forklift departed the CEF.
5. Hit 'Close' and then 'Main Page' to return to the Exams home page.
6. Update the examination job sheet with the departure date and time. Repeat steps 2 to 6 for each container departing.
7. Follow the instructions in the documents 'Lifting a sea cargo import hold in the ICS' or 'Lifting an export hold in ICS' (available on the Customs Intranet) to release the holds on the cargo.
8. Update relevant local spreadsheets / databases with details of container departure.

Related Policies and References

Practice Statements:

- Inspection and Examination of Sea Cargo

Other Instructions & Guidelines

- Instructions and Guidelines relating to CEF Operations

Key Roles and Responsibilities

National ISO Coordinator, Sea Cargo Improvement, Canberra
CEF Managers

Copies of this document are controlled. Master copies of the document are on the Intranet. National ISO coordinator is responsible for version control.

BCS CLASSIFICATION: TDFC_POLICY

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Consultation

Internal

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

- CEF Managers
- ISO Coordinators
- Enforcement Operations staff

Approval

Approved on	12 July 2011	
By	National Director Cargo	
Review Period	This guideline is to be formally reviewed annually at the ISO Coordinators meetings.	