



## Instructions and Guidelines

### Opening and Closing the CEF Examination HALL

March 2009

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

**Published date:** 21 November 2008  
**Availability:** Internal and External  
**Subject:** Opening And Closing The Examination Hall  
**Purpose:** Requirements for opening and closing the examination hall  
**Owner:** National Director Cargo  
**Category:** Operational  
**Contact:** National ISO coordinator, Sea Cargo Improvement

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

### **Summary of main points**

- Competencies required by officers
- Safety requirements
- Procedures

### **This National Guideline applies to staff in:**

- Container Examination Facilities in Brisbane, Fremantle, Melbourne and Sydney
- Cargo Examination Facilities in Adelaide, Darwin, Launceston, Newcastle, Townsville

*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 procedures for opening and securing the CEF examination hall and should be read in conjunction with the Practice Statement Inspection and Examination of Sea Cargo.

### **Instructions and Guidelines**

#### **Exclusions**

These instructions are limited to the physical opening and closing down of the Examination Hall. For information on the start-up procedures for specific vehicles and specialist technology, refer to the relevant Instructions and Guidelines or Associated Documents.

#### **Competencies**

Any staff member tasked with opening the CEF Examination Hall must have completed the following basic levels of training:

- CEF Induction package
- Training in all CEF alarm systems (personal codes and gate key must also be issued)

Any officer tasked with activating or shutting down any of the Examination Hall vehicles (eg. Mobicon) or specialist technologies (eg. Voice-100) must have been accredited in their use.

## **Safety Requirements**

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

### **Procedures for Opening the Examination Hall**

This guideline applies in all instances to officers at the CEF who are tasked with opening the Examination Hall and preparing it for daily operations.

1. If applicable, ensure any security measures that limit access to the Examination Hall have been deactivated/unlocked.
2. Where applicable, switch on Examination Hall lights and ventilation.
3. Open the outer roller doors for the Examination Hall.
4. Unlock any containers that have been padlocked overnight. Remove any concrete barriers that have been placed against container doors.
5. Review the area for any potential hazards or security breach issues that have occurred overnight. If any hazards or security breaches are identified, refer the matter to the Supervisor/Team Leader.
6. Carry out pre start up checklists for relevant Examination Hall vehicles.
7. Carry out start up, verification and/or calibration of other technologies.
8. Collect any handover notes from the previous shift.

### **Procedures for Closing down the Examination Hall**

This guideline applies in all instances to Officers at the CEF who are tasked with closing the Examination Hall.

1. Conduct a sweep of yard to check for any equipment or cargo that is unsecured.
2. Secure all containers that remain on site overnight. Security measures may include:
  - Storing containers within the Examination Hall
  - Placing concrete barriers against the doors of containers stored externally
  - Placing externally stored containers door to door
  - Placing container door locks on externally stored containers
3. Prepare appropriate handover notes for next shift.
4. Ensure all tools, equipment and portable & attractive assets are secured/stowed appropriately.
5. Switch off all electrical equipment (excluding Nordikos scheduled for overnight venting) and equipment involved in battery recharging. Where available close valves to compressed air outlets.

**BCS CLASSIFICATION: TDFC\_POLICY**

**FILE NUMBER: C07/18061**

6. Check that all Examination Hall vehicles and other technology have been secured.
7. Close all doors to Examination Hall
8. Lock Entry and Exit gates. Where available install bollards across Entry and Exit gates.
9. If applicable, switch off lights

**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.

**Consultation**

**Internal**

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

- CEF Management and staff
- ISO Coordinators
- Sea Cargo Improvement

**External**

- Not required

**Approval**

<b>Approved on</b>	<b>17 November 2008</b>	<b>(signature)</b>
<b>By</b>	<b>Jaclyne Fisher National Director Cargo</b>	
<b>Review Period</b>	This guideline is to be formally reviewed biennially at the ISO Coordinators meetings.	