



Instructions and Guidelines

Safe Operation of the Mobicon Straddle Carrier September 2010

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

Published date: 1 March 2011
Availability: Internal / External
Subject: Safe operation of the Mobicon Straddle Carrier
Purpose: Procedures to ensure safe operation of Mobicon in
Container Examination Facilities (CEFs)
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

- Mobicon straddle carrier drivers must be competent
- Safety requirements
- Procedures for maintenance checks, operating and shutting down the Mobicon

This National Guideline applies to operators of Mobicons in:

- Container Examination Facilities in Brisbane, Fremantle, Melbourne and Sydney and the Cargo Examination Facility in Adelaide.

Introduction

This Instruction and Guideline sets out procedures to ensure the safe driving and operation of *Mobicon Straddle Carriers* in Container and Cargo Examination Facilities (CEFs). Mobicon drivers may be Customs and Border Protection Officers or contracted unpack/repack labourers.

Mobicons are a significant capital investment for Customs and Border Protection and play an integral role in the daily operations of the CEFs. Each CEF is responsible for care and maintenance of their Mobicon, through safe operation, conducting daily checks and ensuring routine and preventative maintenance is undertaken.

The *Checklists in the Mobicon Issues Log* provide a performance record for the Mobicon. Daily, weekly and monthly assessments of the Mobicon are to be undertaken by operators in accordance with the *Checklists*. All mechanical issues relating to the Mobicon must be recorded in the CEF's *Mobicon Issues Log*. These records must be retained for the supplier evaluation process.

Mobicon faults and breakdowns are managed on a case-by-case basis, with the outcomes reviewed at regional Management Review Meetings. Performance issues are managed locally but may be escalated to a national level through CEF Managers' Meetings or by contacting the Contract Manager in Sea Cargo Improvement in Canberra.

Responsibility for the management of the Mobicon contract rests with Sea Cargo Improvement. Service Level Agreements for contracted services are detailed in the contract.

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Competencies

Mobicon drivers must possess a forklift licence and have competence in Mobicon operation or be in training for competency under the guidance of a competent Mobicon driver.

To maintain competency it is recommended that operators receive at least one (1) hour per week exposure to Mobicon operation.

Detailed procedures for the operation of the Mobicon are contained in the *Mobicon Operators' Manual*.

Competency requirements including training notes, the competency assessment and guide are recorded on a CD produced by Mobicon and held by ISO Co-ordinators in each region.

Safety Requirements

The Mobicon should only be operated in accordance with the manufacturer's instructions which include a safety summary. Customs and Border Protection has the following safety requirements in the CEF environment:

- An active lookout guide or 'spotter' must observe the Mobicon at all times while it is operating. The 'spotter' should maintain a distance of at least 3 metres from the Mobicon whilst in motion and maintain a position that is visible to the operator at all times, to
- .be in a position to warn the driver of any impending safety incidents. Where practicable the 'spotter' should be a competent operator.
- Extra care must be taken when reversing the vehicle in confined areas and when visibility is restricted.
- The 'spotter' is responsible for ensuring a safe pedestrian exclusion zone.
- When moving containers to/from the examination hall all work in the immediate vicinity must be suspended and staff moved to a safe area until the Mobicon has completed its task.
- Health and safety incidents involving the Mobicon must be reported immediately.
- Customs and Border Protection staff and contractors have responsibility to ensure safe operation of the Mobicon, and must remain vigilant at all times.

Maintenance

Maintenance of the Mobicon must be performed by the contracted maintenance provider, in accordance with the terms detailed in the contract.

Mobicon breakdowns must be recorded in a CEF Maintenance Register and *Mobicon Log Book*.

Regional purchase orders have been established to pay for Mobicon maintenance.

Procedures

Pre-start Maintenance Checks

Daily, weekly and monthly maintenance checks as detailed in the *Mobicon Log Book*, must be conducted by the operators prior to operating the Mobicon.

1. Daily checks: oil and water fluid levels, safety and warning devices and checks for unusual noises and vibrations.
2. Weekly checks: filters and greasing of grease points.
3. Monthly checks: grease at the main portal guide posts, and check battery electrolyte

Operators must also regularly check to ensure hydraulic hoses are in good condition, tyres are not damaged and the service sticker is current.

If a problem is identified as a result of these checks, it must be detailed in the *Mobicon Log Book* and a Supervisor/Team Leader must be notified. Prior to operating the Mobicon, the issue must be rectified or advice as to safe operation must be obtained from the maintenance service provider.

Operation

Procedures for driving the Mobicon are detailed in the *Mobicon Operators Manual*. Drivers must be familiar with these procedures and must refer to them if they are uncertain about any aspect of operating the vehicle.

Shutdown Checks

When shutting down the Mobicon:

1. Ensure the Mobicon is parked indoors and on level ground.
2. Check and switch off lights and wipers.
3. Engage the parking brake.
4. Turn the ignition switch off.
5. Secure the keys in accordance with local procedures.

Related Policies and References

Practice Statements:

- Inspection and Examination of Sea Cargo
- OH&S

Other Instructions & Guidelines

- Instructions and Guidelines relating to CEF Operations
- Mobicon Operators Manual
- Mobicon Log Book
- Training Kit CD

Key Roles and Responsibilities

National ISO Coordinator, Sea Cargo Improvement, Canberra

(The National ISO coordinator is responsible for version control of this I&G.)

This document is controlled. The Master copy is on the Intranet.

CEF Managers

Consultation

Internal

The following internal stakeholders have been consulted in the development of this Instruction and Guideline.

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

External

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- Nil

Approval

Approved on		
By	National Director Cargo	
Review Period	This guideline is to be formally reviewed on an annual basis at the ISO Coordinators meetings.	