



**HUTCHISONPORTS**

# Truck Driver Handbook 2022





- Overview
- SICTL Auto Gate Process – Overview
- Before Truck Arrival
- Traffic Flow in the Terminal
- Pre-Gate
- Driver Amenities Building (DAB)
- Call Up & Yard Entry Point (YEP)
- Container Exchange in the Manual Areas-OOG, F/racks, B/bulk
- Container Exchange in the ASC Areas
- Weigh in Motion (WIM)
  - Mass Limits (GML, HML, CML, Permit)
- Department of Agriculture, Water and the Environment (DAWE)
- Exit Gate
- Help



**1. Truck Manifest** – Every Truck Visit Must be Manifested correctly

**2. Automatic Gate Process** – Arrive at the Terminal:

- Within the Allocated Time zone
- With Valid driver MSIC
- With Manifest PIN for the Visit

Note : There is No grace Period unless published via TAS Notifications

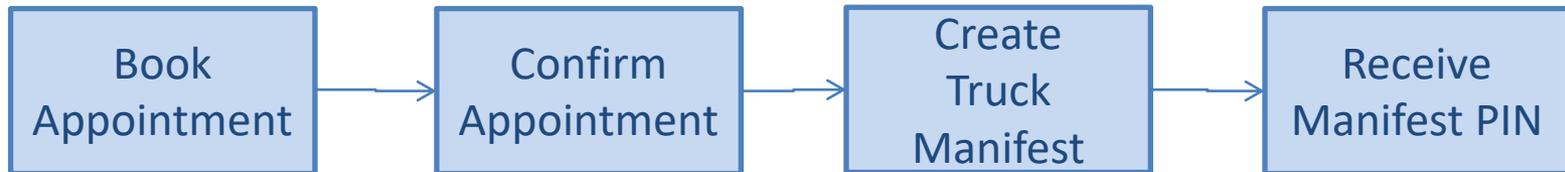
**3. Gate Kiosks** – Follow Simple Screen Instructions

**4. Driver Amenity Building (DAB)** – Simple manifest changes allowed including update of container position, transit containers and removing containers.

**5. MSIC Scan at every Process Point** – The MSIC Scan will identify the Driver, the Truck, and Location in Terminal



## *Before Truck Arrival: Carrier Action*



- The Carrier will complete the above steps using TAS
- The Driver must have Unique Manifest PIN for the Visit
- The Truck must Arrive within the allocated Time Zone

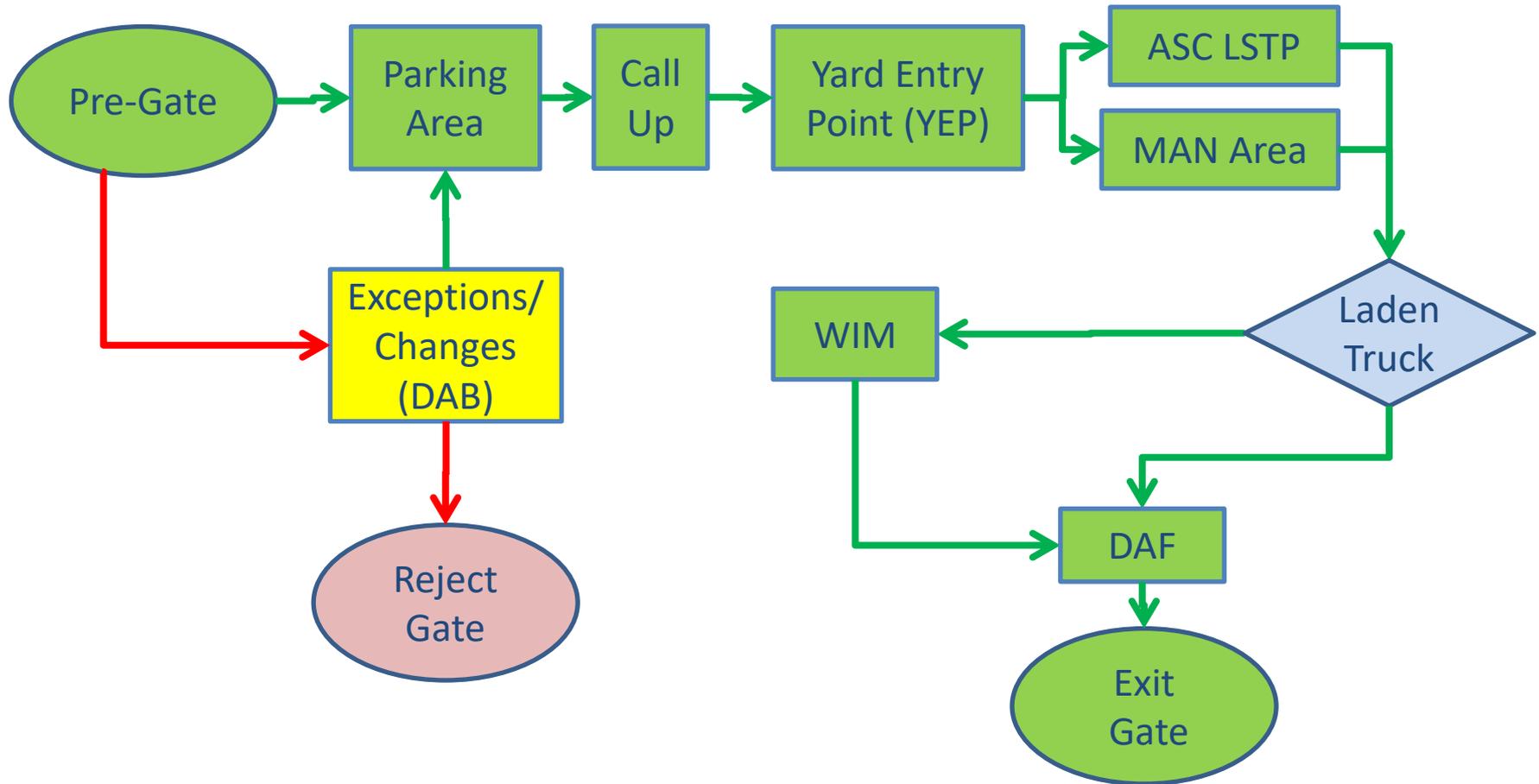


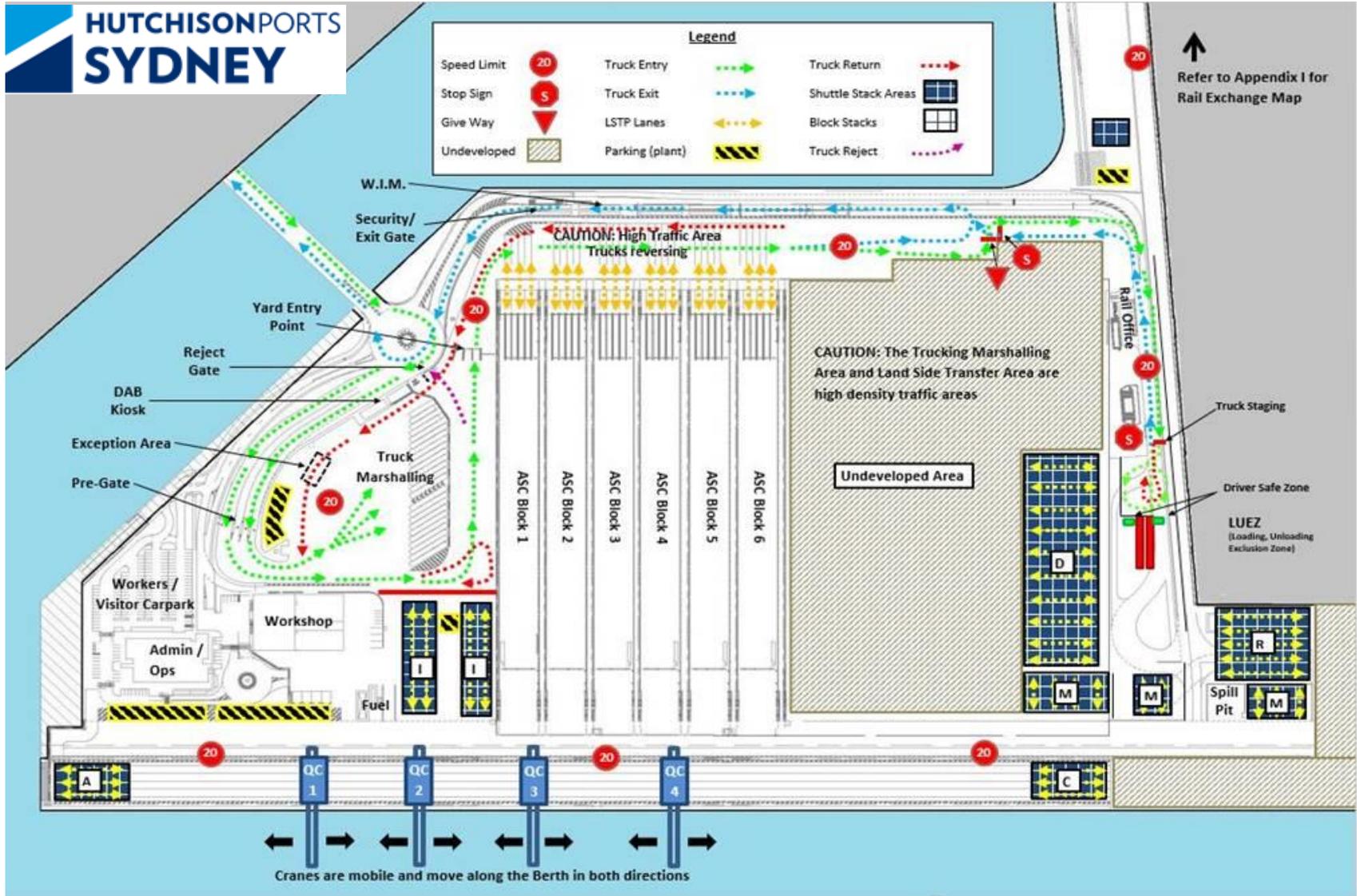
To ensure that the Truck Visit is Efficient – Carriers must Check the following before Time Zone Starts or Truck Arrival :

1. **Containers** – Ready for Exchange (Holds, Container in Yard, Payment)
2. **Truck Manifest** – Must be Correct and Accurate (Manifest PIN), please ensure manifest is made **prior to start** of time-slot (note 15 min rule)
3. **MSIC** – Driver MSIC is valid, including SICTL Site induction
4. **Truck** – Must be suitable for the Manifested Exchanges (COR Requirements)
5. **Manifest PIN** – Driver must have Unique PIN for each Visit
6. **Arrival Time** - Within the allocated Time-zone



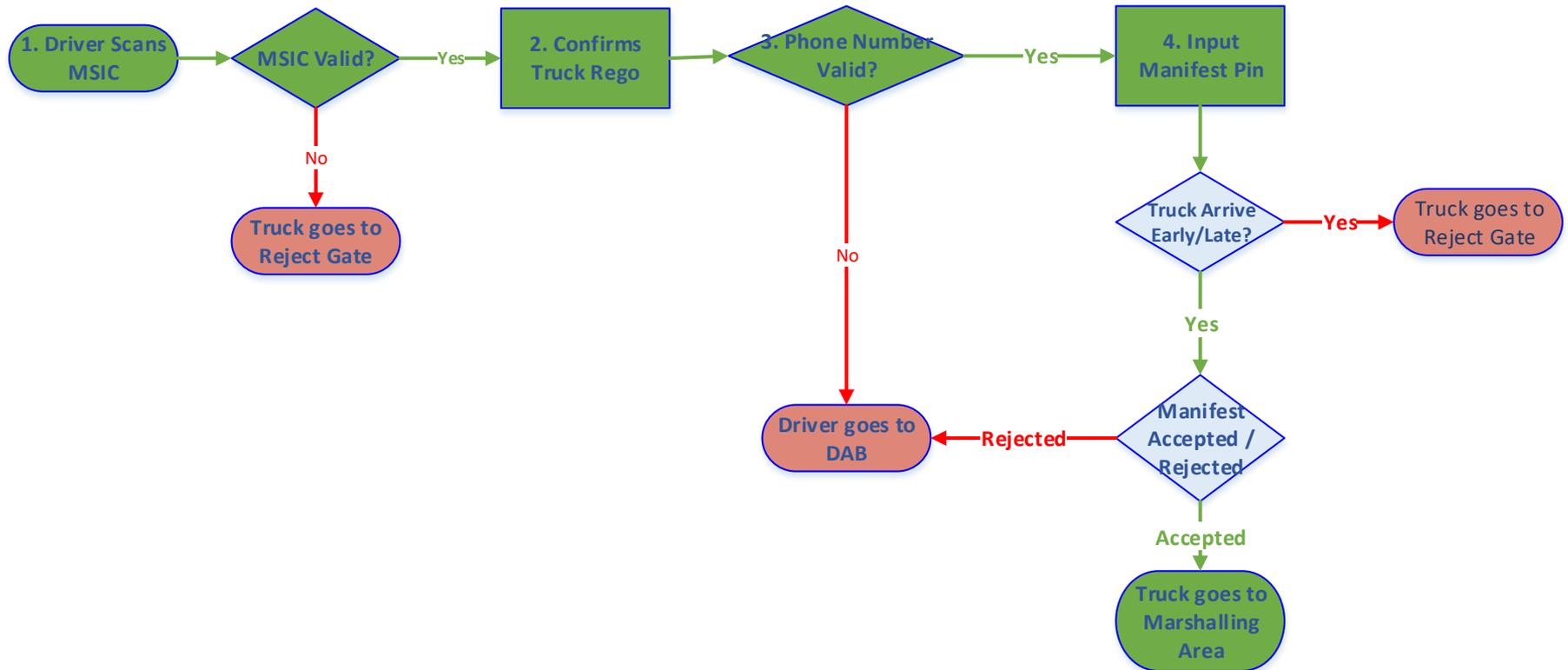
## *Truck Flow in the Terminal*







## Truck Arrives at the Pre-Gate Lane Kiosk





## Truck Stops at Pre-Gate Kiosk:

1. Scan MSIC
2. Confirm/ Enter Truck Rego
3. Confirm Mobile Phone Number
  - Confirm -> Enter Manifest PIN
  - Reject -> Go to DAB

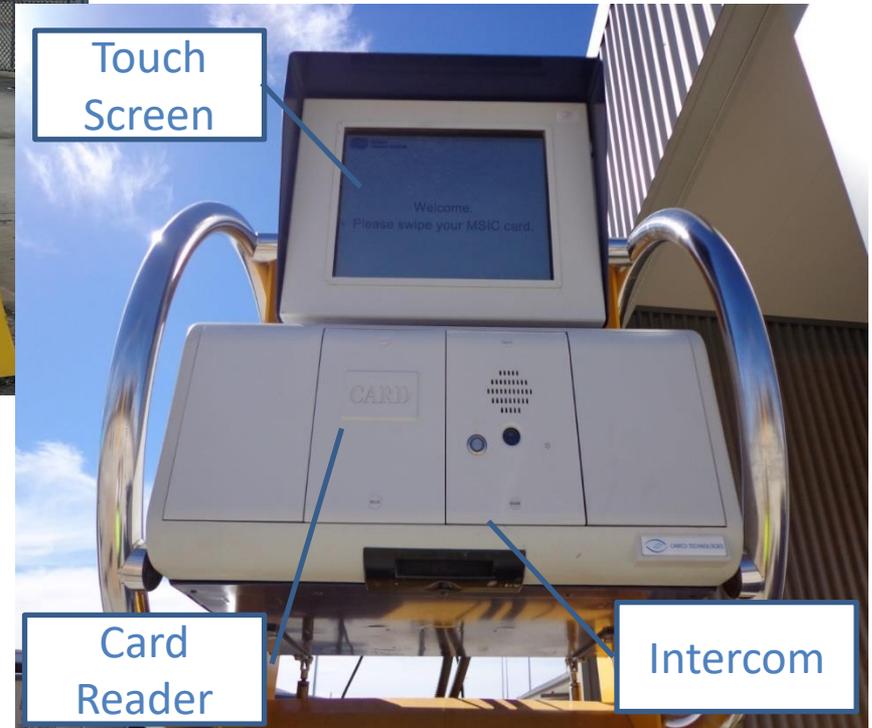
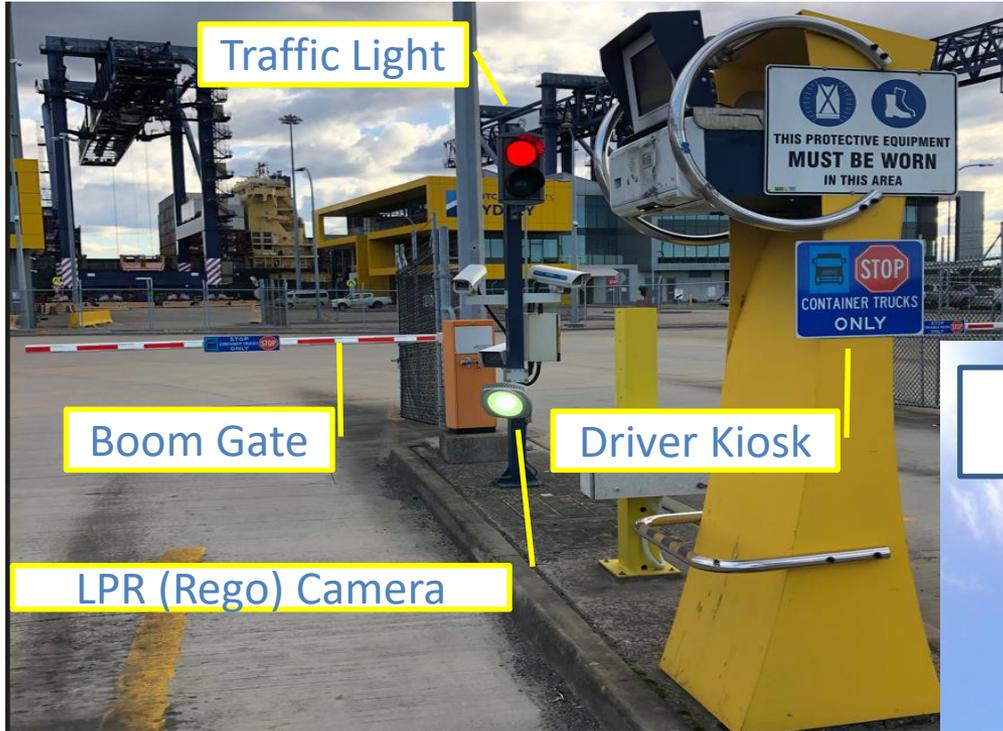


## Truck Stops at Pre-Gate Kiosk:

4. Enter Manifest PIN (Driver is allowed 3 Tries to get it right)
  - Confirm/ Reject Truck Manifest Details on Screen
    - Confirm -> Go to Parking Area
    - Reject -> Go to DAB
  - System will instruct Truck to Go to Reject Gate if:
    - Arriving Early/ Late
    - No Manifest found or No Container Exchange
    - MSIC details not found
    - 3 Incorrect Manifest PIN attempts



## Pre-Gate Truck Lane Entry





## Pre-Gate – Driver Kiosk





Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Welcome.  
Please Place MSIC Card on Reader.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

MSIC: HPA0000244  
Is this Rego correct? IMP56C

YES

NO



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please input your Rego.

IMP56C

1	2	3	4	5	6	7	8	9	0	
Q	W	E	R	T	Y	U	I	O	P	CORR
A	S	D	F	G	H	J	K	L	ENTER	
Z	X	C	V	B	N	M				



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please verify that  
this is your correct phone number  
0423826948

YES

NO



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please input your Manifest PIN.

14740

1	2	3	CORR
4	5	6	
7	8	9	ENTER
	0		



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

MSIC: HPA0000001  
Go to  
the Truck Parking Area.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

<u>Container</u>	<u>IC Mode</u>	<u>Length</u>	<u>Pos</u>	<u>Doors</u>	<u>Hold</u>
GGSU087410	GR	20	A		N
SYIP054740	PI	20	A		N

ACCEPT

CHANGE



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

MSIC: HPA0000244  
Go to  
the Drivers Amenity Building.



## Go to the DAB Kiosk:

1. Scan MSIC
2. Confirm Mobile Phone Number
  - Confirm -> Proceed to enter manifest pin
  - Reject -> Enter Mobile phone number. A one time verification code will be sent to confirm the phone number
3. Enter Manifest PIN
4. System will display the Manifested Container Details – Change Options:
  - Remove Container
  - Change Container Position
  - Change Export Reefer Door Direction
  - Add Transit Container/ Change Grounding Container to Transit
5. Confirm/ Reject the Changed Details
  - Confirm -> Go to Parking Area
  - Reject -> Go to Reject Gate (No Container Exchange)



## Go to the DAB Kiosk:

### 5. Confirm/ Reject the Changed Details

- Confirm -> Go to Parking Area
- Reject -> Go to Reject Gate (No Container Exchange)



## Kiosk in the DAB





Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Welcome.  
Please Place MSIC Card on Reader.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please verify that  
this is your correct phone number  
0423826948

YES

NO



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please enter correct phone number

04238

1	2	3	CORR
4	5	6	
7	8	9	ENTER
	0		



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please enter your one time password  
received via text message

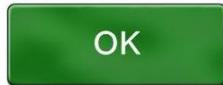
643890

1	2	3	4	5	6	7	8	9	0	CORR
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L	CANCEL	
Z	X	C	V	B	N	M				



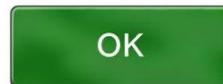
Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Verification failed  
Please try again



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

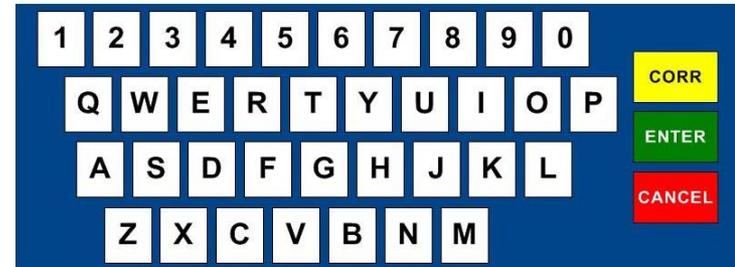
Mobile number update  
was cancelled.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please enter your one time password  
received via text message

643890



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Phone number was updated  
to 0423826948







Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

Container	IC Mode	Length	Pos	Doors	HOA	remove	Change
EXPU4441234	GR	20	1	Aft	N	<span style="color: red; font-weight: bold;">X</span>	<span style="color: blue; font-weight: bold;">↻</span>

ACCEPT

ADD TRANSIT

REJECT



Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

Please input the container number.

1	2	3	4	5	6	7	8	9	0	CORR	
Q	W	E	R	T	Y	U	I	O	P		ENTER
A	S	D	F	G	H	J	K	L			
Z	X	C	V	B	N	M					



Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

MSIC: HPA0000008

Enter the size of the container.

TRAN4567111

20'

40'



Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

MSIC: HPA0000008

Enter the new position.

TRAN1234567

1

2

A




**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

Container	IC Mode	Length	Pos	Doors	Hold	Remove	Change
6661234	GR	20	1		N		
TRAN4567111	TR	20	2		N		

ACCEPT

ADD TRANSIT

REJECT


**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

## MSIC: HPA0000015

### Go to the Parking Area.


**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

## MSIC: HPA0000008

### Please contact the tower or proceed to the reject gate.



**Wait in the Parking Area** - Look for your Truck Rego on the Call Up Board

**Call Up Board Display** – Truck Rego and ASC Block ID or MAN MTY /SA1

**SMS** - SMS may be provided for transfers

**YEP Gate Process** - When your Truck Rego is called up:

1. Go to the YEP Gate Kiosk
2. Scan your MSIC
3. Follow Kiosk Screen Instructions and Traffic Light
4. Proceed into the allocated ASC Block /MAN / MTY /SA1 (Manual Area)

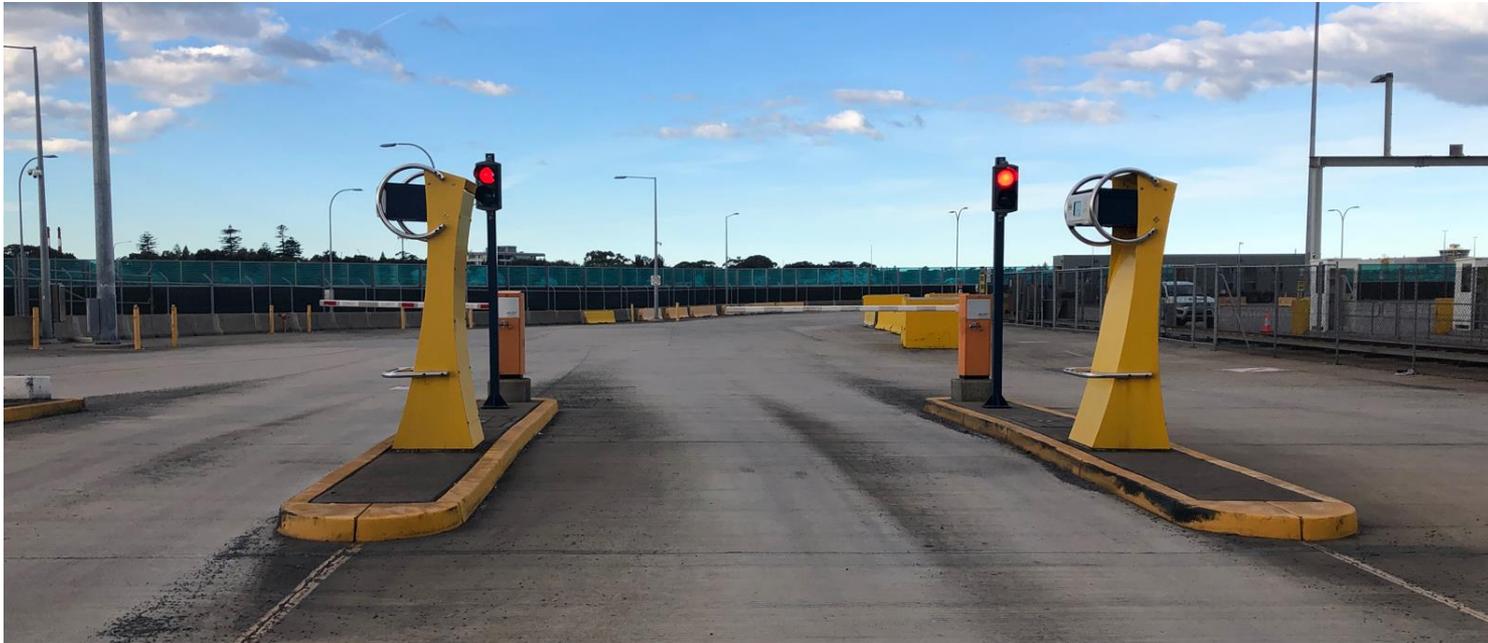


Call Up Board will Display:  
Truck Rego, ASC Block ID or MAN (for Manual Area)





## YEP Gate Lanes and Kiosks





Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Welcome.  
Please Place MSIC Card on Reader.

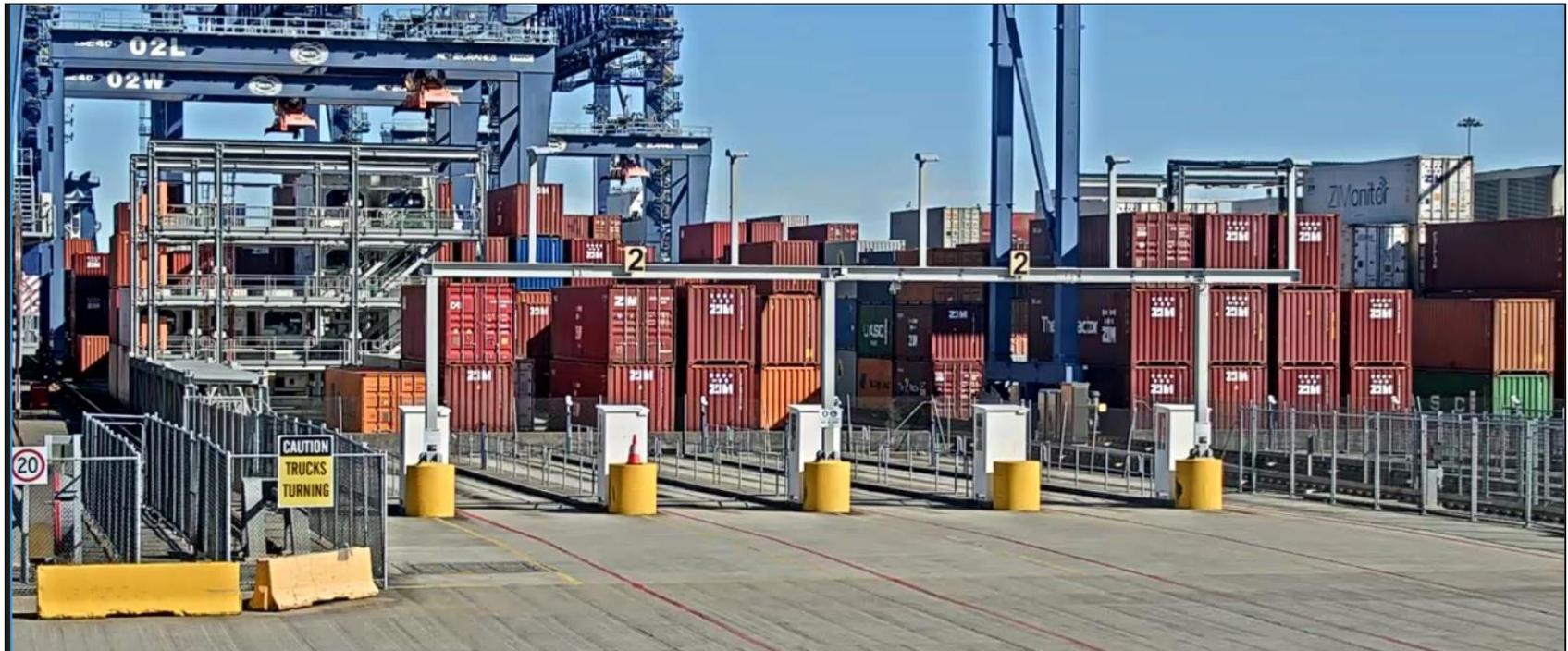


Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

**MSIC: HPA0000001**  
**Go to a LSTP.**  
**Block: 1**



## ASC LSTP Truck Lanes and Driver Booths





## Safety First

1. Awareness of other truck movements/ pedestrians
2. Speed limit 20km on site, additional care required when reversing
3. Stay within chosen lane (do not walk about)
4. Ensure PPE compliance: high viz clothing or vest, safety footwear
5. Follow all screen instructions
6. Exit LSTP via the designated route



1. Back the truck into an available lane, ensure your front twist locks of the trailer are inline with the marked position
2. Set the twist locks on trailer
3. Go into the Driver Booth
4. Scan the MSIC
5. Confirm that twist locks are okay
6. Stay on the Pressure Mat
7. Only leave the Driver Booth if you need to reset the twist locks...and only when the ASC is not in the LSTP area
8. The Screen instruction will tell you go to Exit Gate when all exchanges are completed
9. SMS or LSTP Screen messages could be provided for additional information





## ASC LSTP Driver Booth Kiosk



ASC LSTP Driver Booth  
Driver to Stay on the  
Pressure Mat! If a driver  
moves off the mat this will  
fault the ASC and effect  
your Truck turn around  
time.



Block 1 TTT: 2 Minute

Please ensure all  
twist locks are unlocked.

OK



Block 1 TTT: 2 Minute

MSIC: HPA0000001  
Stay on the pressure mat  
until the ASC clears the truck lane.  
Please restrain load.

Then go to the  
Exit Gate.



Block 1 TTT: 2 Minute



MSIC: HPA0000001  
Waiting for the ASC...  
Please remain on the Pressure Mat  
for Service Continuity



Block 1 TTT: 2 Minute

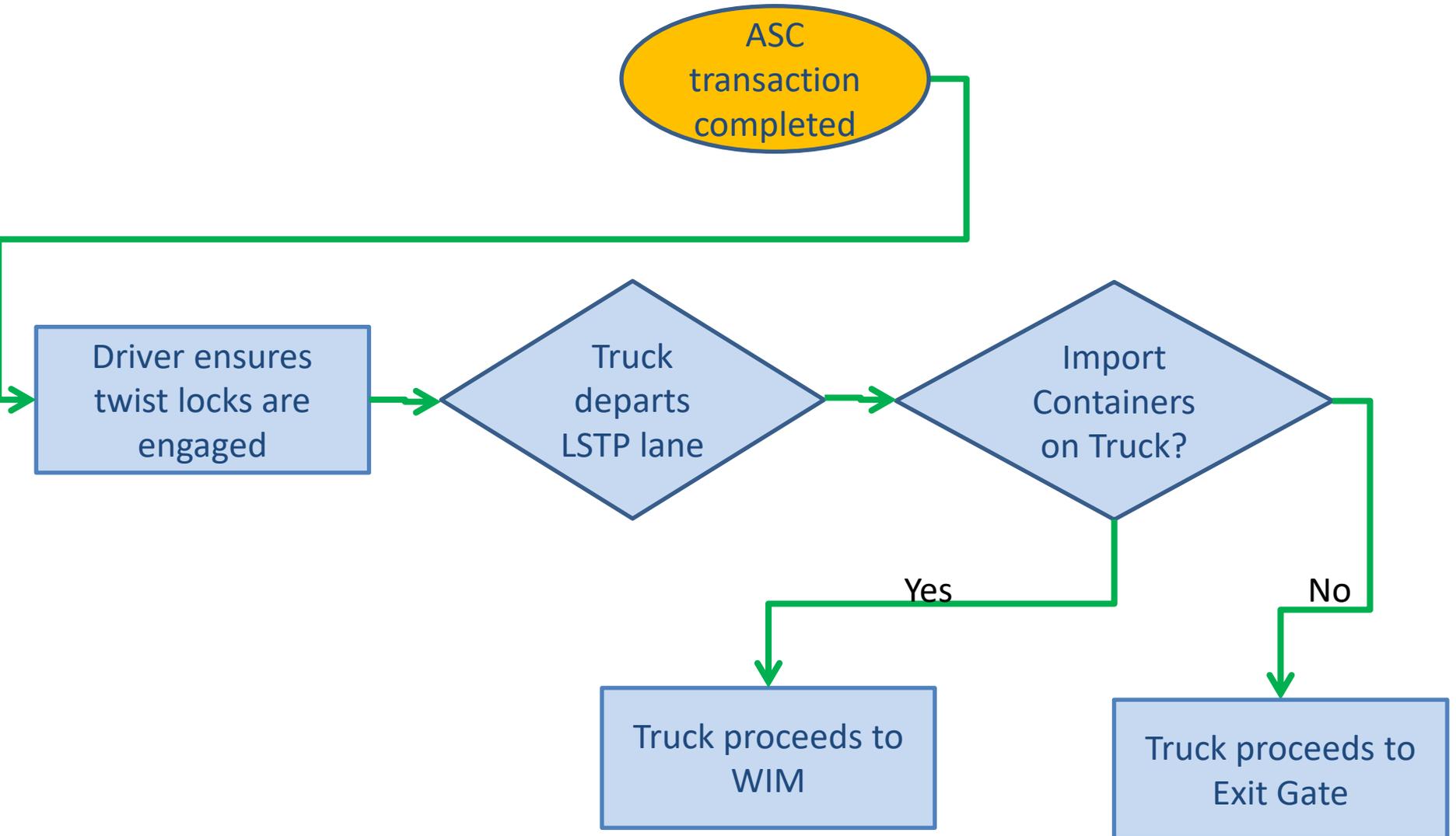
MSIC: HPA0000001  
Stay on the pressure mat  
until the ASC clears the truck lane.  
Please restrain load.

Then go to WIM.



1. **Large Red Emergency Stop button** - e.g. if truck is being lifted.
2. **Blue light** - ASC is approaching need to be standing on mat
3. **Orange light** - when illuminated remain on mat or ASC will stop
4. **Red light** - fault button press intercom when illuminated
5. When ASC is approaching it will make a *buzzing* sound **Stay on the Pressure Mat in the booth**
6. Remain on mat until light turns off, keep an eye on the screen
7. Then engage twist locks and leave site safely following the designated exit route
8. SMS or LSTP Screen messages could be provided for additional information





# Weigh in Motion (WIM)





All cargo exiting the Terminal is subject to Weigh in Motion (W.I.M). This will provide a weight of the vehicle as well as a height reading to comply with the appropriate regulations.

The Gate Operating System (GOS) will control the truck progress in the WIM lane using traffic light and boom gate at the lane entry.

1. The GOS will allow the truck to proceed into the WIM lane when it is available.
2. The weighbridge will weigh the truck and send the calculated results to the GOS.
3. The truck will approach the pedestal at the lane exit where the driver will scan the MSIC. The GOS will record the WIM results and the Truck exchange details.
  - a. The truck driver will input the mass limit type that the truck is operating under:
    - i. GML – General Mass Limit
    - ii. CML – Concessional Mass Limit.
    - iii. HML – Higher Mass Limit
    - iv. Permit
  - b. The truck driver will input the Mass limit identifier. (not required for GML)
  - c. The truck driver will specify if the truck has FUPS (Front Underrun Protection Systems)
  - d. The truck driver will be prompted to confirm selection
  - e. Message to the driver via the WIM lane exit Kiosk screen
  - f. Traffic/ indicator lights will inform the driver of WIM results and required actions.
  - g. Boom gate will open and allow the truck to exit the WIM lane.
  - h. WIM printer will print a receipt confirming the recorded results
  - i. Boom gate will open and allow the truck to exit the WIM lane.
4. The GOS will store the WIM process timestamps and events as part of the truck visit log

Note : If a breach of the regulations occurs per the following classifications  
 Minor (G) and Substantial (O) breaches must report to a nominated CFS in the port precinct  
 Severe (R) is not permitted to leave the Terminal



**HUTCHISONPORTS  
SYDNEY**

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-----WEIGHBRIDGE RECEIPT-----

Visit ID: 232493  
 Trucking Company:  
 License Plate: ABC123  
 MSIC: HPA0116842  
 Mass Limit: GML  
 Mass Limit Permit: NVA  
 FUPS: Yes

PICKUP CONTAINERS

Container: TCNU55840158  
 Gross Weight: 25600

Weight Status:

**GREEN**

**NOT OVERHEIGHT**

Gross Weight  
**40340 KG**

Gross Weight Overload  
**0 KG**

1 – Weight 5200 KG  
 Overload 0 KG  
 2 - Weight 1600 KG  
 Overload 0 KG  
 3 - Weight 19140 KG  
 Overload 0 KG

Arrived on 09-03-2018 at 11:10  
 Printed on 09-03-2018 at 12:03

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Instructions to drivers:

RED	Severe Breach - Call Terminal Control for Rehandling
YELLOW	Minor or Substantial Breach Travel to a nominated CFS
GREEN	No Breach Proceed to Exit

Truck Height Breach  
Call Terminal Control for Rehandling

Check the Weight Ticket and ensure that the truck loading is in compliance with the relevant regulations. SICTL will unload containers upon request from the Truck driver and Conditions

-----END OF WEIGHBRIDGE RECEIPT-----



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Welcome.  
Please Place MSIC Card on Reader.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

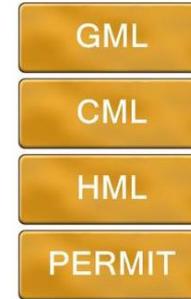
Please input your mass limit identifier.

CML10W



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Select Mass Limit



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

FUPS Present?





Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Is this information correct?

Mass Limit Type            CML

FUPS Present                No

Mass Limit Identifier    CML10W

**YES**

**NO**



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

**OVERHEIGHT**

Return to Exception Area to have your  
container Rehandled

**OK**



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

**Green - No Breach**

Proceed to Exit

**PROCEED**

Have Container Rehandled

**REHANDLE**



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

**Yellow - Minor Breach**

Proceed to Exit

**PROCEED**

Repeat WIM procedure

**REPEAT**

Have Container Rehandled

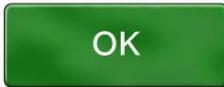
**REHANDLE**



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Yellow - Minor Breach

Return to the start of WIM lane  
to repeat WIM procedure



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

MSIC: HPA0000001  
Your ticket is  
printing...



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Yellow - Minor Breach

Return to the Exception Area  
to have your container Rehandled



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

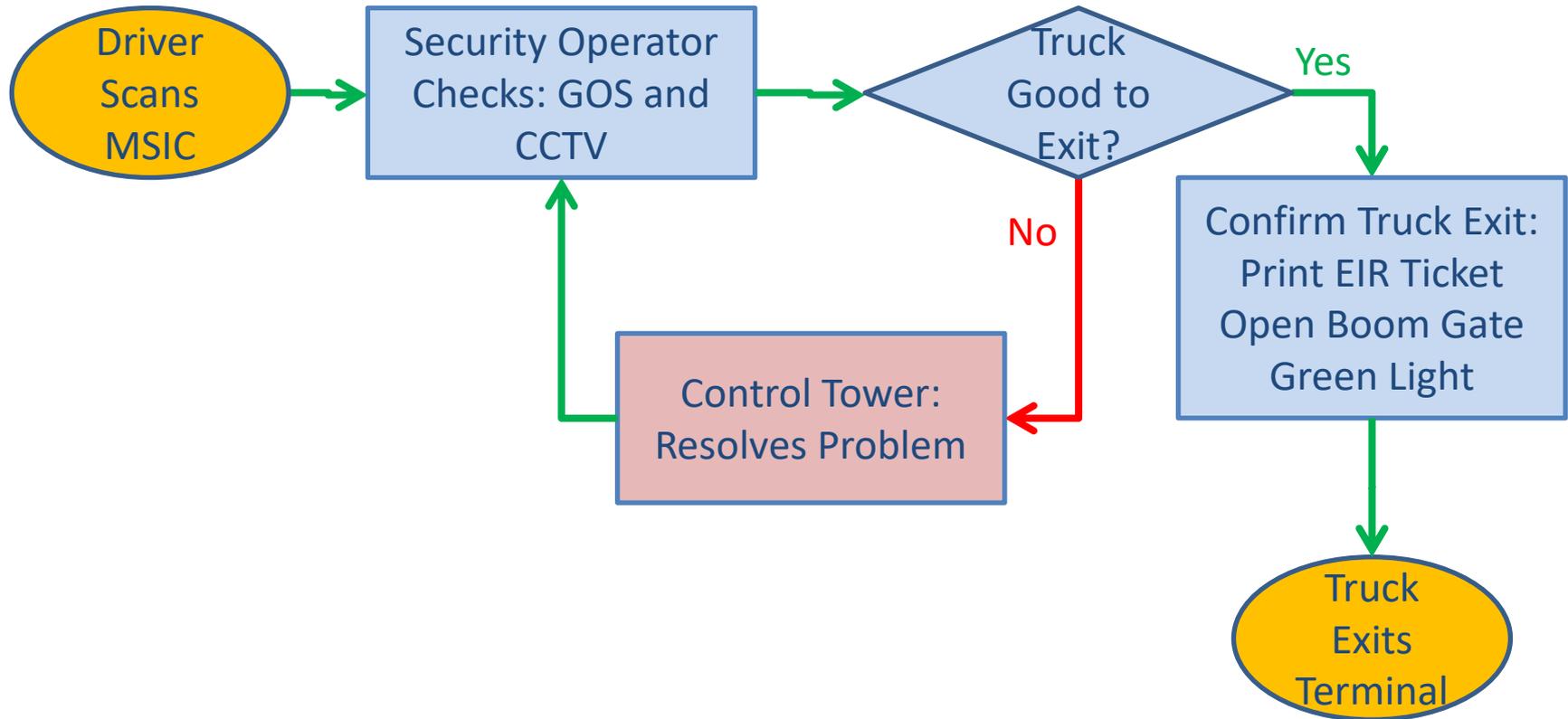
MSIC: HPA0000001  
Take your ticket.  
Ensure Load is Restrained



Import cargo exiting the Terminal gates is subject to inspection for external contamination by DAWE Officers. Contaminated cargoes could be restricted from exiting the port precinct and directed to a DAWE treatment facility outside of S.I.C.T.L.



## *Truck Arrives at the Exit Gate Lane*





## **Go to the Exit Gate Lane Kiosk:**

1. Scan MSIC
2. Wait for Screen Instructions
3. The Security will do the necessary checks before authorising the truck exit
4. Exit Terminal when the green light comes on, and the boom gate opens



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

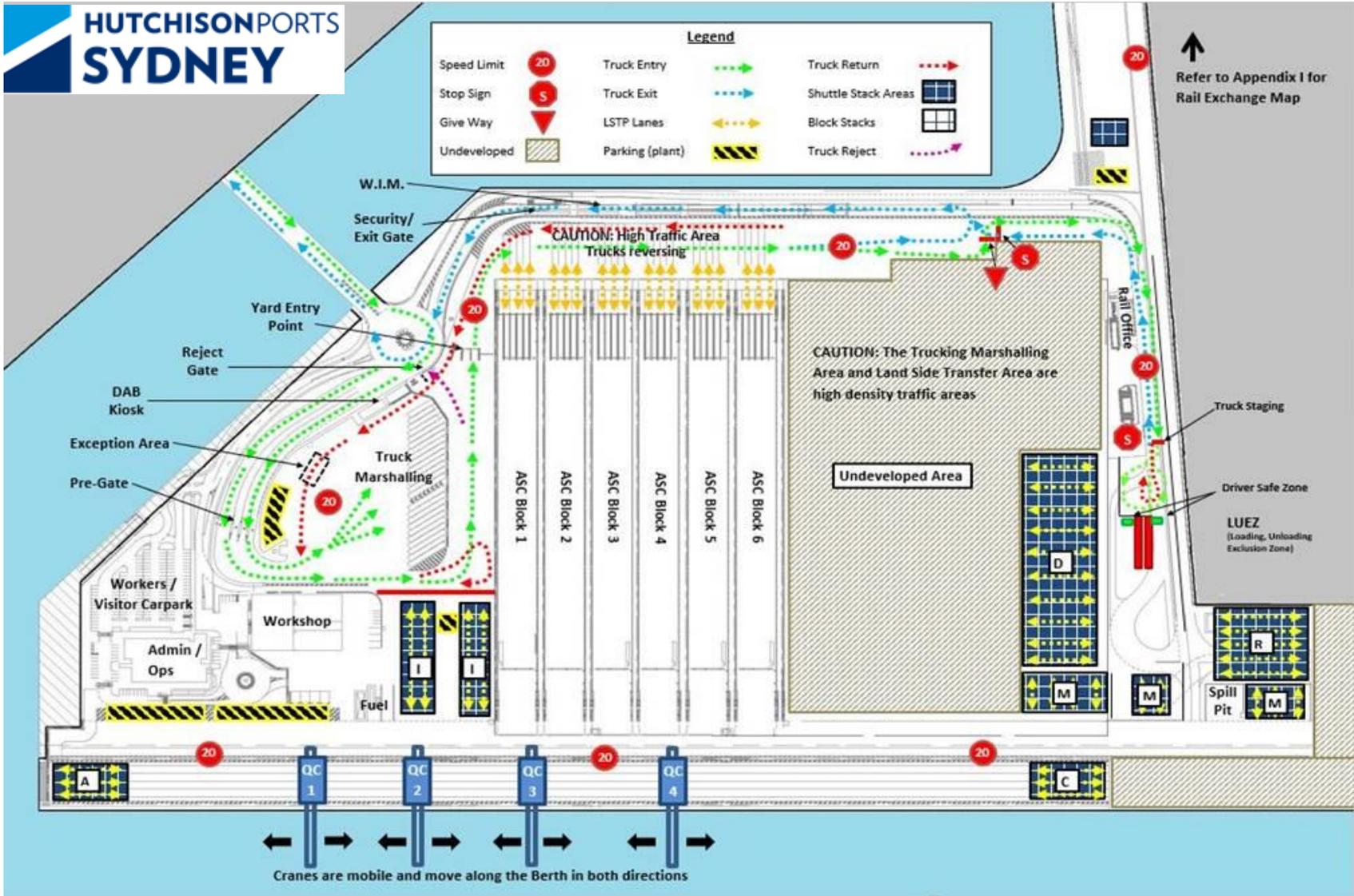
Welcome.  
Please Place MSIC Card on Reader.

**MSIC: HPA0000001**  
**Please proceed.**



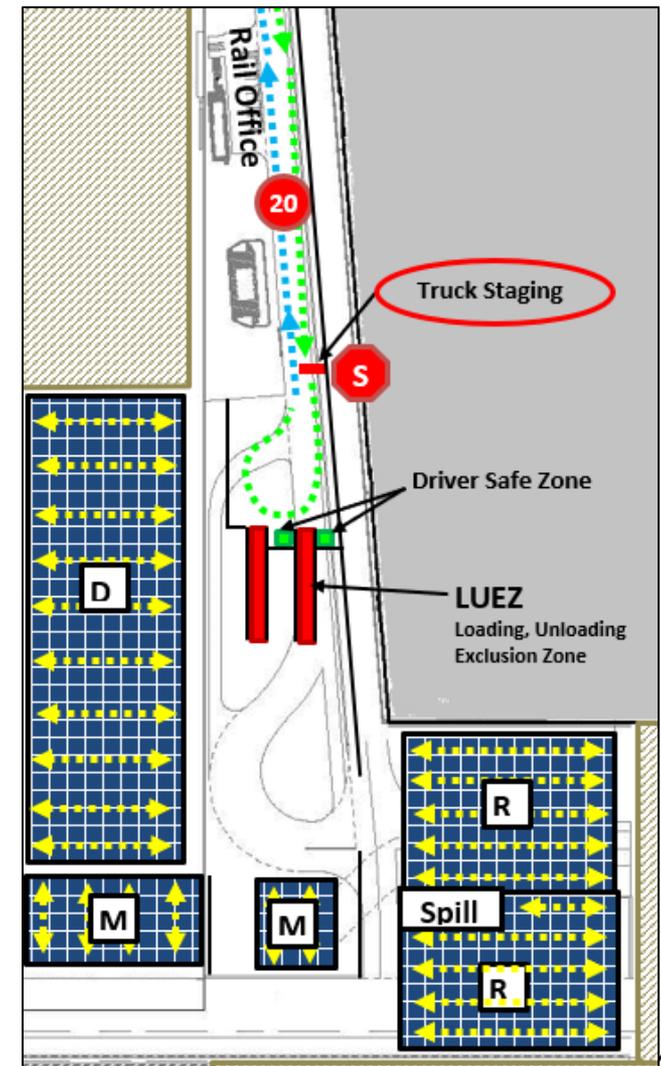
Simple Checks to Ensure your Truck Visit to SICTL is Safe and Efficient:

1. **Container** Readiness – Containers ready for Exchange
2. **Truck Manifest** Ready – Manifest Correct and Accurate
3. **Truck** – Suitable for the Truck Visit – COR Requirements. Ensure that:
  - a) The mass limit the truck is operating under is known
    - i. The mass limit identifier is known, Driver has the Identifier number
  - b) The presence of FUPS on the truck is known
4. **Driver** – MSIC Valid, SICTL Site Induction Valid, Driver has Manifest PIN
5. **Truck Arrival** – Within Allocated Time zone
6. **Follow Kiosk Screen Instructions** – Kiosk Intercom for exceptions
7. **Modify Manifest at DAB** – Cntr Pos, Exp Reefer Door Dir, Transit Cntr
8. **Follow Instructions** from Terminal Security, Ground and Control Staff
9. **Safety First**





- Trucks must wait at 'Truck Staging' until instructed to proceed by Terminal staff.
- A maximum of 2 truck is allowed in the D-Block loading area at any one time.
- While a truck is manoeuvring in/out of Loading, Unloading Exclusion Zone (LUEZ), all other vehicles must give way.
- Shuttles must be standing clear of LUEZ until the truck is parked and the operator is standing in the Safe Zone.
- If the shuttle operator loses eye contact with the truck operator the shuttle must cease operations.
- **NB** Truck Drivers must follow instructions from Terminal staff





- **Break Bulk, Out of Gauge and Containers to be turned around – i.e. Manual Area. Follow the Traffic Flow .**



- **Stack Run Area Drivers are to reverse into LUEZ and stand in the safe zone provided before unloading/loading commences.**

