Process for assessing and approving an application for Australian Amalgamated Terminals Stevedoring Licence Agreement by an Applicant and executing the Stevedoring Licence Agreement.

The Applicant must lodge the completed Australian Amalgamated Terminals Stevedoring Licence Application and required documentation with AAT's General Manager Commercial & Risk.

Required documentation includes but is not limited too
- a Copy of Certificate of Incorporation of Company or Copy of Certificate of Business Name,
- Certificates of Currency for Insurances – Public Liability (minimum A$20 million), Workers'
- Compensation and Motor Fleet
- a copy of the Applicant's Occupational Health & Safety Management System.
- Copy of appropriate training history and qualifications of employees
- List of employees to enter the site and there MISC details

AAT's General Manager Commercial & Risk contact details:
Darren Parsons
- Phone No.: (07) 3909 3002
- Mobile No.: 0419 77 5511
- E-mail: darren.parsons@aaterminals.com.au

AAT will commence reviewing the Stevedoring Licence application once all required documentation is lodged.

AAT's Finance and Administration department will undertake a company search and check trade and credit references provided by the Applicant.

AAT's OHS&E department will review the Applicant's Occupational Health and Safety Management System (OHSMS) using the AAT Review Checklist.

In the event that the Applicant's OHSMS does not meet AAT's requirements, AAT will seek additional information from the Applicant.

AAT will also check with the relevant Port Operator to confirm there are no additional Licencing requirements.

Meetings will be scheduled between AAT and the Applicant, so that AAT can explain its Tariff and terminal processes. Processes such as R&D, allocation of machinery, berthing arrangements, Maritime

Security arrangements, and accommodation arrangements i.e. Admin offices and amenities, etc.

AAT will provide unsuccessful Applicants with a statement of reasons for the decision and provide a copy to the Port Manager.

Once the Stevedoring Licence Agreement has been finalised and executed, AAT will organise site induction training and mobile equipment familiarisation training for the Applicant's employees, as well as training in the AAT Terminal Operating System.

AAT will retain records of any Confidential Information of a Terminal User or Applicant disclosed in accordance with Stevedoring Licence Application for a period of not less than five years from the date the Confidential Information is disclosed in accordance with AAT's ACCC Undertaking.