

# NOTICE TO TERMINAL USERS



## Pre-Advice Notification

Notification via email must be sent 24 hours prior to intended entry to advising names of all personnel, date/time of arrival and purpose of visit. Email [pk.security@aaterminals.com.au](mailto:pk.security@aaterminals.com.au) & [pk.operations@aaterminals.com.au](mailto:pk.operations@aaterminals.com.au)

## Maritime Security Identification Card (MSIC)

A Maritime Security Zone (MSZ) is in force at AAT. Entry into MSZ without authority is an offence. Personnel requiring regular access must hold a valid Maritime Security Identification Card (MSIC). Non MSIC personnel must be escorted. Valid government issued identification must be presented to Security to be permitted entry under escort. Fees apply.

## Site Inductions

All workers must complete the site induction prior to entry. Inductions are completed in Rapid Global. Contact your company administrator to be issued with an induction key.

## Authority to Work

Any company completing any type of work on behalf of AAT, or on behalf of a third party within AAT facilities, must provide 24 hours' notice. An Authority to Work must be obtained from AAT prior to commencing any work.

## Oversize Vehicles

Submit an 'Application to Operate Oversize Vehicle' to NSW Ports at least 2 working days prior to the intended operation of an oversize vehicle. An oversize vehicle is any vehicle above maximum loadings.

<https://www.nswports.com.au/resources/application-to-operate-oversize-vehicle>

## Recording Equipment

Unauthorised Recording or Photography is prohibited in all areas. Any user found to be involved, either directly or indirectly, in any unauthorised photography or video recording or subsequent distribution of images or footage will immediately have their access to AAT facilities suspended & be reported to the Department of Home Affairs.

## Smoke-Free Workplace

Smoking/Vaping is banned in all areas except Designated Smoking Areas. Terminal Users observed smoking outside of these areas may have their access to site restricted.

## Site Requirements

AAT enforces safe practices and adherence to WHS procedures. Terminal Users must supply and wear a high visibility safety vest/clothing and enclosed shoes. Vehicles entering the terminal must have hazard lights flashing and must adhere to speed limits when transiting.

## Vessel Visits

Vessel visits must be arranged by shipping line/agent. Notification via email must be sent 24 hours prior advising names of approved vessel visitors. Email [pk.security@aaterminals.com.au](mailto:pk.security@aaterminals.com.au) & [pk.operations@aaterminals.com.au](mailto:pk.operations@aaterminals.com.au)

If you require further information on the requirements outlined in this notice, please contact AAT on 02 4221 0914 or 0429 069 511 or [pk.operations@aaterminals.com.au](mailto:pk.operations@aaterminals.com.au)