



## Vehicle Access Pass Criteria 2023 - 2025

Northport Limited uses a Vehicle Access Pass system to control access to various areas within the facility. The purpose is to improve safety and operational efficiency by ensuring Port Users are only accessing permitted areas as required for work purposes and to limit the number of small vehicles operating within the Port.

### Permanent Passes

Port Users are encouraged to apply for a vehicle access pass if they meet *all* of the following criteria:

- Have completed the Northport induction.
- The driver of the vehicle entering the Port has a FULL Driver's license.
- The vehicle is required in the Port for work purposes.
- The vehicle's regular access requirement is for Northport at least weekly.
- The driver understands the Northport site, the associated risks, and is competent to effectively, and safely, navigate the areas they are permitted to access unaided.
- Have a roof mounted flashing Amber light either permanently affixed or magnetic.

To apply for a Vehicle Access Pass, request a form from the Port Services Centre or download one from the Northport Limited website [Download Vehicle Access Form](#)

### Temporary Vehicle Passes

A temporary vehicle pass is requested from the Port Services Centre and is intended for irregular visitors that require vehicular access to the site. The Port Services Officer will consider the following when a request is made:

- Is the vehicle required in the Port for work purposes?
- Is the driver's level of competency adequate to safely access and navigate to their intended destination(s) before permitting entry.
- Discuss the destination, safest access way/parking and the type of pass required.

### Available Passes

**Blue:** Allows access to the Northport Limited Administration Building from the Port Services Centre and includes the portacoms, workshops and offices along the Administration Road.

**Green:** Allows access from the Western log truck entry through the Western weighbridge and along the Administration Road as far as the Tug Jetty. Green pass holders must not access any area further North (towards the berths) of the gantries or log storage areas.

**Red:** Allows access to the berths, and all other port areas *except for the log yards*.

**Yellow:** Allows access to all Port areas including the log yard. As an extreme risk area, the log yard may only be entered with a 4m high flag, hard hat (if exiting the vehicle), and following promulgation of the required notifications.

Permanent Vehicle Access passes are to be fixed on the driver's side of the windscreen, so as to be clearly visible from the outside of the vehicle, while not obstructing the driver's vision.



## Approved Access Sticker 2023

### **Objective:**

To provide an improved means of controlling passenger vehicle access to various areas within the Northport site and reduce the amount of traffic around the log yard and berth apron when vessels are working.

### **Scope:**

This access system requires all vehicles (excluding highway log trucks, off highway trucks, loaders, high stackers, fork hoists dock trucks, diggers) to display a permanent (or where applicable temporary) coloured sticker which will identify what areas that vehicle has access to.

### **General Rules:**

You have been provided with a colour coded traffic management plan; you may only travel in areas that correspond to the colour on your sticker. If you are seen travelling in an unauthorised area, you will be directed to leave that area immediately and you may be requested by Northport staff to explain (in writing) the reason for your presence in that area.

In instances where access is required to an area you are not currently authorised for, please contact the Port Services Centre and request authority. You will be required to visit the Port Services Centre to collect a different coloured short term access card. This is to be returned to the Port Services Centre immediately after you vacate the area you have visited.

### **Regular Port Users designated by Northport Ltd:**

Regular port users will be issued stickers to be affixed to inside of the windscreen preferably at the top. This is to ensure good visibility and not get in the way of other certification stickers. Where windscreen replacement occurs then the vehicle driver must apply for a replacement sticker if it is unable to be transferred from the old screen.

### **Non-regular Users and Visitors to the Northport site:**

Visitors to the site will be required to state where they are going and who they are going to see. They will be issued with the relevant coloured sticker on a laminated sheet by the Port Services staff at the main entrance which also shows a map of the port (with coloured routes as per sticker colour). This laminated page must be displayed on the dash of the vehicle.

### **Ongoing management:**

Port Services staff will be required to challenge any vehicle attempting to access the port without a coloured sticker and conduct checks on those vehicles that have stickers affixed to the windscreen to ensure compliance.

Office Use Only	
Received	
Completed	
Collected	



## VEHICLE PORT ACCESS APPLICATION FORM

**APPLICANT NAME:**

**VEHICLE DRIVERS:**

Single Driver

☐

Multiple Drivers

☐

(Please Select)

**VEHICLE DETAILS:**

**Make:**

**Model:**

**Colour:**

**Vehicle Rego:**

**COMPANY NAME:**

**COMPANY ADDRESS:**

  
  


**CONTACT NO:**

**Work:**

**Cell:**

**Email:**

**ACCESS AREAS:** (Select all access areas required)

Admin Building

☐

Western Weigh Bridge

☐

Coal Yard

☐

Berth Frontage

☐

Tug Jetty

☐

Dry Goods Store

☐

NorthTugz

☐

Log Storage Areas

☐

Shed 3

☐

Wood Chip Office

☐

Other:

**REASON FOR ACCESS:**

**APPLICANT SIGNATURE:**

- i. By signing this document, you agree to abide by the rules of this application.
- ii. NORTHPORT Ltd retains the right to refuse any application for access and/or request further information to establish the identity of an applicant.
- iii. NORTHPORT Ltd retains the right to withdraw and/or cancel the vehicle access for any valid reason, including but not limited to abuse of vehicle rules or failing to comply with any NORTHPORT Ltd operational requirements.

### OFFICE USE ONLY

Conditions of entry

Enter Details

Blue

☐

Green

☐

Red

☐

Yellow

☐

STICKER NO.

Date on Completion **Acknowledge Form**

Entered

Accepted and authorised by

Signature

KEY

- 1. Coal Pile
  - 2. Tug Jetty
  - 3. Northport Cargo Store
  - 4. Eastern Weighbridge
  - 5. Western Weighbridge
  - 6. Log Scaling Area
  - 7. Port Services Centre and Main Entrance
  - 8. U Block Containers
  - 9. Turnstile Access
  - 10. Northport Ltd Admin Building
  - 11. Public Toilets
  - 12. Kitemoana/MMH Road
  - 13. South Western Containers
- Maritime Security/ Customs Controlled Area
- Restricted Area

