

# Transport operator checks

There are checks you will need to complete when you collect a container, en route, and on delivery. If a container is being stored overnight (hubbing) then there are additional checks to be completed.

## On collection

When you pick up a container, you must complete these checks.

- Ensure that the container you are transporting matches the paperwork you have.
- Ensure all container numbers and markings are intact and match the paperwork you have.
- Check that the seal has been correctly applied. Seal checks can be remembered using the acronym V.V.T.T. — View and Verify, Tug and Twist.
- You will need to sign documentation confirming that you have undertaken the V.V.T.T. check and record the date and time of collection.

## View and Verify, Tug and Twist

View and Verify — Look at the container and seal number and confirm that the information matches what is recorded in your documentation.

Tug and Twist — Pull the cable block and turn the Klicker bolt. Physically check the seal to ensure that it has been fastened tightly and is intact.



## **On your journey**

If your journey includes stops, or is interrupted, you must complete these checks.

- Complete a V.V.T.T. check every time that you stop and when you return to your vehicle.
- If you handover the container to another driver, complete a V.V.T.T. check. Record the date and time of the handover and name of the recipient driver.
- Ensure dispatchers are informed of any changes to the planned route.

## **On delivery**

When you arrive at the port or railhead, you must complete these checks.

- Complete a V.V.T.T. check
- Record the date and time of delivery and obtain a signature from the person receiving the container (electronic confirmation is acceptable).

### **Overnight or extended storage (hubbing)**

- If you need to store the container overnight or for an extended period, it must be at an approved storage site.
- You will need to visually check that the seal is intact (at least once daily).
- Immediately before removing the container from the storage facility, you must complete a V.V.T.T. check
- Follow agreed reporting procedures should you see any suspicious activity, such as unauthorised people in the container storage area, or damage to the container or seal.

### **If damage to the seal or container is identified**

If, at any time, you identify that the SES seal has been damaged or if there are any suspicious changes to the container, you must do the following.

- Immediately notify your dispatcher. Do not remove, replace, or dispose of the seal yourself until you receive further instructions.
- Follow agreed reporting procedures.

In the event of a breakdown or disruption en route:

- Immediately notify your dispatcher.
- If the truck is repaired at the breakdown location, or a replacement truck is sent, prior to completing the journey, complete a V.V.T.T. check.
- If the container is removed and loaded onto another truck at the breakdown location, prior to completing the journey, complete a V.V.T.T. check.
- If the container is returned to the load site, all checks must be completed again by the next Transport Operator / Driver.
- Please note, if a container that should have been transported in one trip unexpectedly needs to be stored overnight, it must be stored at a SES approved site.