ASCO

DARWIN MARINE SUPPLY BASE (DMSB) HANDBOOK



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PURPOSE

ASCO Australia operates the Darwin Marine Supply Base (DMSB), located within Darwin's Port (DP) East Arm Wharf (EAW) Terminal. This Handbook provides a general guide to operations, the facilities and services provided. More detailed information can be found at ASCO Australia's website https://ascoworld.com/locations/darwin

REFERENCE DOCUMENTS

DOCUMENT TITLE	INTERNAL/EXTERNAL
Adverse Weather Management - Australia	Internal
Cyclone Management Plan - Northern Territory	Internal
Darwin Port Handbook	External
Emergency Response Plan (DMSB)	Internal
Environmental Plan (DMSB)	Internal
Hazard Identification and Control	Internal
Marine and Pollution Regulations	External
Maritime Security Plan (DMSB)	Internal
Maritime Security Risk Assessment (DMSB)	Internal
Maritime Transport and Offshore Facilities Security Regulations 2003 (MTOFSR)	External
Northern Territory of Australia - Workplace Health and Safety Act	External
Northern Territory of Australia - Work Health and Safety Regulations	External
Ports Management Act	External
Ports Management Regulations	External
Safety Management Plan (DMSB)	Internal
Spill Management Plan (DMSB)	Internal
Traffic Management Plan (DMSB)	Internal

ABBREVIATIONS

ABBREVIATION	MEANING
ABF	Australian Border Force
BAC	Blood Alcohol Concentration
CTO	Cargo Terminal Operator
DOS	Declaration of Security
DMSB	Darwin Marine Supply Base
EAW	East Arm Wharf
ERP	Emergency Response Plan
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FHW	Fort Hill Wharf
LOA	Length Overall
LRZ	Landside Restriction Zone
MTOFSAR	Maritime Transport and Offshore Facilities Security Act and Regulations
MSIC	Maritime Security Identification Card
PEC	Pilot Exemption Certificate
POB	Pilot on Board
PPE	Personal Protective Equipment
PTW	Permit to Work
PFD	Personal Flotation Device
SMP	Safety Management Plan
UKC	Under Keel Clearance

ROLES & RESPONSIBILITIES

role	responsibilities
Marine Supply Base Manager	Safety critical role; has overall responsibility and accountability for overseeing the delivery of safe and efficient operations at the MSB. Monitor the activities of Facilities Users to ensure compliance with this plan.
MSB Coordinator & Facilities Coordinator	Ensure competent advice and support is provided to Facility Users in meeting the requirements of this plan. Monitor controls in relation to this plan ensuring all Facility Users are compliant. To promptly report all non-conformances to BU Manager and HSSEQ Department.
Regional HSSEQ Manager	Review HSSEQ trends and analysis and develop risk mitigation strategies. Support Supply Base Manager and Supervisors to conduct work in a safe and efficient manner. Approve TBRAs within level of authority. Ensure compliance with this HSEMP. Provide technical HSSEQ support to DMSB
Facility Users	All ASCO and sub-contractor personnel must ensure that they understand and strictly adhere to all ASCO regulations, standards and guidelines. All individuals operating under ASCO management are to challenge and STOP any activity or condition, which they believe may have a negative effect on their welfare or that of others. To not undertake work for which they are not trained, competent or inducted.

AMENDMENTS TO DMSB HANDBOOK

ASCO may, in its discretion, make necessary amendments to this document to accurately reflect the operations of the DMSB from time to time. ASCO will use reasonable endeavours to consult with, and consider the views of, the users and DP in relation to any proposed variation of this document but is not bound to accept the requests of those parties.

COMPLIANCE

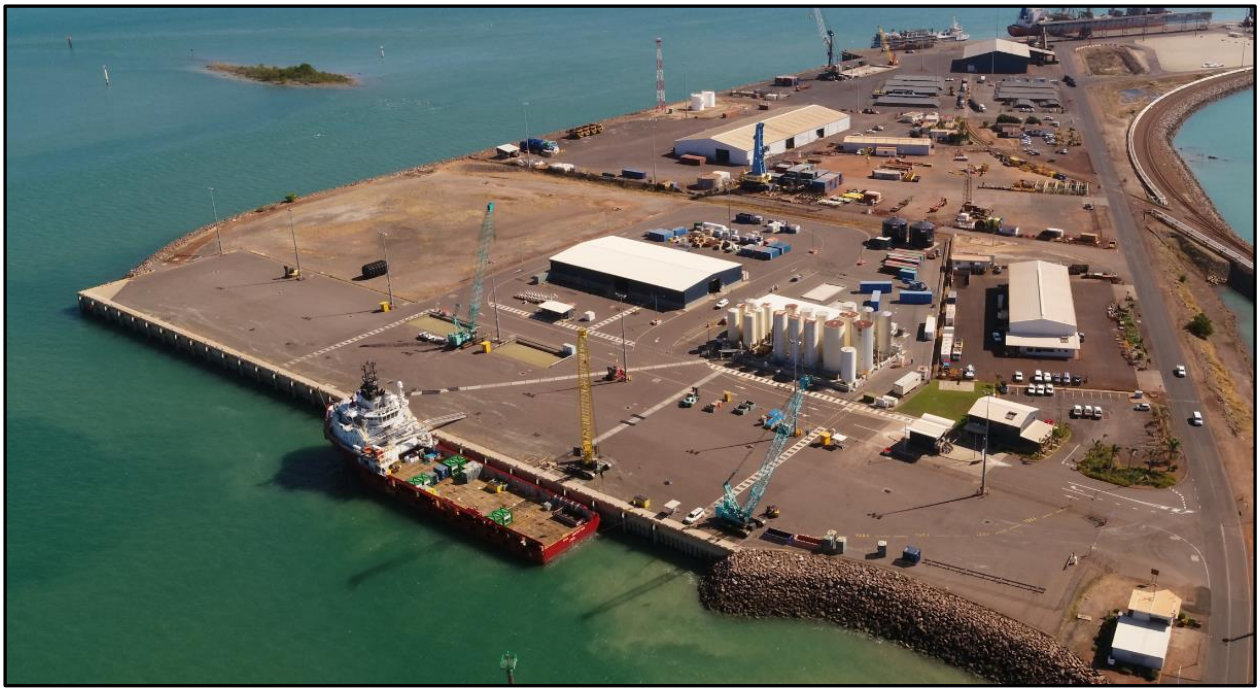
All users must comply with a request made by ASCO in accordance with these DMSB Handbook terms. DMSB Terms and Conditions can be found on the ASCO website https://www.ascoworld.com/locations/darwin

DMSB CONTACTS

DMSB TEAM	NAME	CONTACT NUMBER	EMAIL
DMSB Security (24/7)	Guard on Duty	0455 481 169	msbsecurity@ascoworld.com
DMSB Manager	Kylie Arnel	0418 533 048	Kylie.arnel@ascoworld.com
DMSB PFSO	Gareth Felton	0427 709 097	Gareth.felton@ascoworld.com
DMSB Coordinator	Christie Beeson	0418 759 776	Christie.beeson@ascoworld.com
Regional HSSEQ Manager	John Cowan	0448 148 957	John.cowan@ascoworld.com

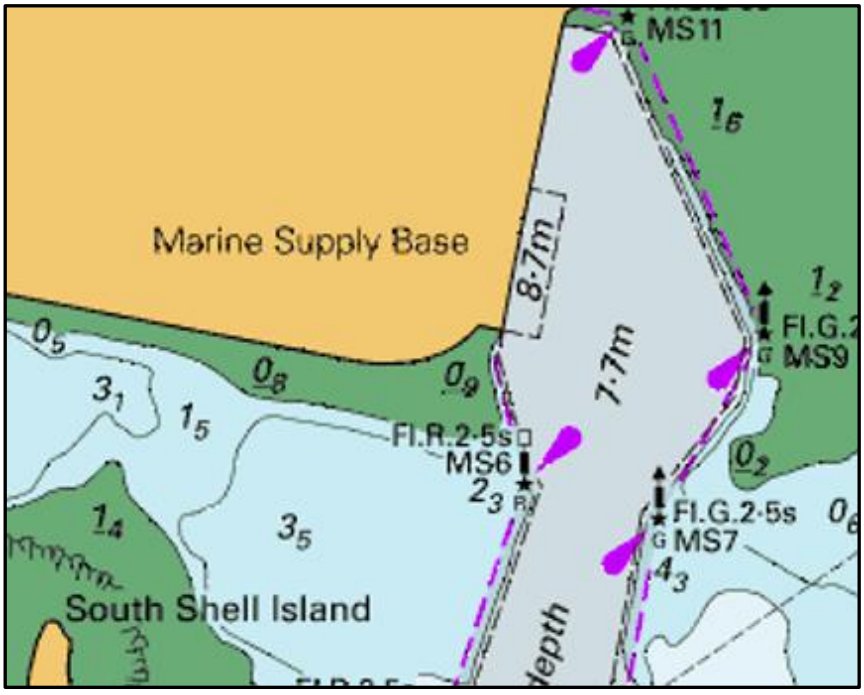


DMSB is located alongside East Arm Wharf, approximately 2.km from East Arm Logistics Precinct



DMSB within the EAW Precinct

Please note the below image is provided for illustrative purposes only and should not be relied upon for navigational purposes.



DARWIN MARINE SUPPLY BASE INFRASTRUCTURE

The Darwin Marine Supply Base (DMSB) is the Port of Darwin's primary facility supporting the offshore oil and gas industry. This multi-user berth facility opened in 2014 in response to increasing demand for support services required by the offshore oil and gas industry. The DMSB facility includes:

- 265m of working berth space; the channel, turning basin and Berths 1 - 3
- Wharf height 9.6 above Chart Datum
- Refer to Notice to Mariners for latest Declared Depths - https://nt.gov.au/marine/marine-safety/guides-and-notices/notice-to-mariners/port-of-darwin-local-notices
- 4000m2 of laydown adjacent each berth to stage and facilitate efficient cargo transfer
- All three berths can bunker fuel and water
- Berth 1 heavy lift berth capable of operating with 550 tonne cranes
- Berth 2 and 3 available for drilling & chemical bulk loading/unloading direct to vessel
- External storage
- 24hr monitored security systems
- Dangerous goods and waste containment bunds
- Emergency power to continue providing essential services.
- Stevedoring companies operate a range of lifting equipment include mobile harbour cranes and crawler cranes. Third party equipment is also able to access DMSB with prior approval to be given by ASCO.

DMSB BERTH BOOKINGS

Prior to commencement of any berth /port call arrangements the client or nominated agent must ensure that the vessel has Asco's approval to receive services at the DMSB.

Upon approval users are required to notify DP of their intended arrival into Darwin Port through the lodgement of a Notice of Arrival on the DP's Port system, accessible at https://www.darwinport.com.au

It is important to note that vessels entering the DMSB are subject to operational controls as communicated and enforced by Darwin Port under the Ports Management Act. For further details regarding DP requirements while operating within Darwin Port, please refer to DP's website at https://www.darwinport.com.au

ASCO and Darwin Port will consider whether a vessel is suitable to berth at the DMSB, taking into consideration:

- LOA, maximum length is 100m
- Vessel draft
- Beam, maximum breadth of 30m
- GRT
- Vessel manoeuvrability, does the vessel have any defects
- Weather
- On assessment, DP may impose access restrictions, assessed and advised on a case-by-case basis.

SCHEDULING OF BERTHS

Any client being granted access to the DMSB will always be subject to availability (as determined by ASCO in its absolute discretion). ASCO does not guarantee that any client will obtain access to DMSB and the DMSB Services at the times or for the period requested by that client and ASCO will not be liable for any costs that may arise because of a berth allocation refusal or change.

ASCO will endeavour to schedule vessel visits at the DMSB to best service industry requirements. Where demand for berths exceeds available supply on a given day and time, all efforts will be made to negotiate with all parties concerned to achieve an agreeable outcome to best service conflicting requirements. Where requests clash and an outcome cannot be agreed with all relevant clients, ASCO will revert to the agreed berth booking process.

ALLOCATION PROCESS

- Emergency or safety related berth requirement
- Client's schedule will be used for planning purposes only
- Berths will be booked in accordance with the vessel NOA/Vessel Operations i.e., Cargo/Bulk/Chemical/Fuel/Stevedore & Crane Availability
- Crew Change has no priority over operations
- Vessel maintenance has no priority over operations
- MSB Coordinator will co-ordinate all priorities and if required check with Darwin Port before allocating any EAW Referrals

CLIENT FORECAST MEETINGS

ASCO facilitate client forecast meetings, focused on future vessel port call volumes and client activities including Exploration, Development, Construction, Production and Decommissioning. The DMSB Manager will provide the operational and port related updates that may impact the DMSB. This meeting is to assist ASCO with scheduling and the forecast reporting to Darwin Port.

VESSEL REFERRALS

Vessel referrals to EAW or FHW may be approved by DMSB on a case-by-case basis. Once the vessel referral has been approved, ASCO will send an email notification to Darwin Port advising them the vessel port call details. Clients will still be charged the DMSB rates for any EAW or FHW referrals.

PILOTAGE

Pilotage is compulsory for all craft exceeding 50m LOA unless a valid Pilotage Exemption Certificate (PEC) is held by the Master. Please refer to the DP website https://www.darwinport.com.au/port-operations/pilotage for further and up to date information.

VESSEL TRANSIT TO DMSB

Vessel Masters must ensure vessels do not commence approaching the DMSB until their berthing arrangements have been approved and confirmed by ASCO. Any new vessel that has not berthed at the DMSB before will be sent an information pack prior to their arrival, it is the master's responsibility to read the document and request clarification of ASCO DMSB Management if there are any queries.

The DMSB is subject to tidal restrictions. DP has issued a Tidal Window Calculator via an app that requires an authenticator to gain access: https://tidalapp.darwinport.com.au/transit-window . This enables ASCO, Clients and Agents to arrange berthage in the approved tidal windows. Please contact the MSB Co-ordinator to arrange access to the Tidal Window portal. The approved transit time for the MSB channel is allocated in blocks of 30minute windows for the arrival or departure of only one vessel at a time. Any conflicting vessel movements will be deconflicted by the DMSB Coordinator in conjunction with DP Harbour Control and the agent or client.

It is the vessel master's responsibility to ensure that they arrive and depart within the 'open green' tidal window times and ensure they are aware of the current declared depths within the Channel, DMSB Swing Basin and DMSB Berths. The Masters are responsible for always ensuring adequate under keel clearance (UKC) as per the Harbour Masters directions. Please note below links:

- Local Notice to Mariners - Northern Territory Government website / Marine.
- Declared Darwin Port Depths https://nt.gov.au/__data/assets/pdf_file/0004/1609555/Local-NtM-2026-025-Declared-Darwin-Port-Depths-.pdf
- Darwin Port - Port Notices https://www.darwinport.com.au/port-operations/port-notices
- DMSB Passage Plan that is available on the Darwin Port website: https://www.darwinport.com.au/system/files/uploads/files/2026/msb-passage-plan-issue-2.pdf

COMMUNICATIONS

Darwin Port Harbour Control maintains a continuous listening watch on channels 16 (Distress, Safety and Calling) and 10 (primary port operations working channel) - 24 hours a day, 7 days a week. All vessels required to report to Darwin harbour control shall always maintain a listening watch on channels 16 and 10.
https://www.darwinport.com.au/port-operations/harbour-control

VHF channel 74 is utilised at MSB to assist with all DMSB Operations and MSB Security is available 24/7. CH74 / Mobile # 0455 481 169 / MSBSecurity@ascoworld.com

DMSB Co-ordinator is available via mobile for any urgent or after hour operational or port call related matters.

Once the port call has been confirmed, the DMSB Coordinator will issue the berth metre mark for the vessel the day prior to arrival, this will be emailed out to all relevant parties including Darwin Port, stevedores, clients and vessel masters. This will include the berth allocation, metre mark, stevedore, POB, ETA and ETD and a TMP for the berth area. If there are any special requirements for the port call this will be noted on metre mark notification.

DMSB BERTHING & NOTIFICATION REQUIREMENTS

Following the allocation of a berth, ASCO requires regular updates of a vessel's estimated time of arrival, and service requirements while alongside. All delays and updates should be communicated as soon as possible.

With the DMSB facility designed to facilitate 12-hour vessel turnarounds, within reason, clients are required to plan their vessel visits to achieve their service requirements within this timeframe. Key performance indicators have been imposed upon stevedores to facilitate the achievement of this target i.e., continuous unloading/discharging periods of no more than 8 hours where reasonably appropriate.

Where vessel visits extend beyond the agreed berthing period, all efforts will be made by ASCO to negotiate with impacted parties to obtain agreement to extend the agreed berthing period. Should parties that expect to be impacted by such an extension, not be agreeable to the change, ASCO will request the berth to be vacated as scheduled.

Notification thereafter on variances that have the potential to impact upon the DMSB schedule are required as soon as possible, including any changes that may impact on the timeliness of services provided to the vessel while alongside. The client must also separately provide any notifications required to be provided to DP and/or other regulatory bodies.

All best endeavours will be made by the DMSB management team to satisfy client operational requirements The client acknowledges and agrees that ASCO may; acting as a reasonable and prudent operator, refuse to berth the vessel or may change berth allocations as required in the best interest of the safety and security of the DMSB facility.

The following information is required 24 hours prior to arrival

- Confirmation of ETA and ETD
- Confirmation of pilot arrangements or confirmation of pilot exempt status
- Advice of any notable vessel deficiencies and any maintenance activities that will/could disable vessel and impact upon schedule
- Vessel security status and current crew lists, including crew changes if applicable
- Advice of any visitors, third party service providers or delivery vehicles requiring DMSB access to prevent delay in entry
- Confirmation of services required while alongside, e.g., cargo, stores, fuel, water, bulks etc.
- Dangerous goods (DG) forms accompanied by a manifest are to be sent to the DMSB Co-ordinator as well as dangerousgoods@darwinport.com.au in alignment with https://www.darwinport.com.au/system/files/uploads/files/2025/pn003-dangerous-goods.pdf
- Vessel inbound and outbound manifest and port call summary are to be sent to the DMSB Co-ordinator. The client warrants that the manifest is true, accurate and complete at the time it is provided, with updates to be provided immediately should changes occur. Copies of manifests are held at the DMSB Security office in case of emergency, so they are readily available to handover to responding authorities.
- Confirmation of required permit to works (e.g., hot works, working at heights, electrical, confined space, diving) while alongside
- Once vessel has departed, the final manifest is to be sent through for charging purposes

BERTH 1 OVERHANG

DMSB may request for vessels to berth past the 0m mark in Berth 1 and overhang the wharf. A risk assessment with Darwin Port and ASCO has been completed for this mooring. The vessel will be berthed no further than the negative (-) 12m mark. If Masters have any concerns or enquiries regarding the overhang, they are to contact DMSB Management prior to the vessel's arrival.

MOORING GANGS

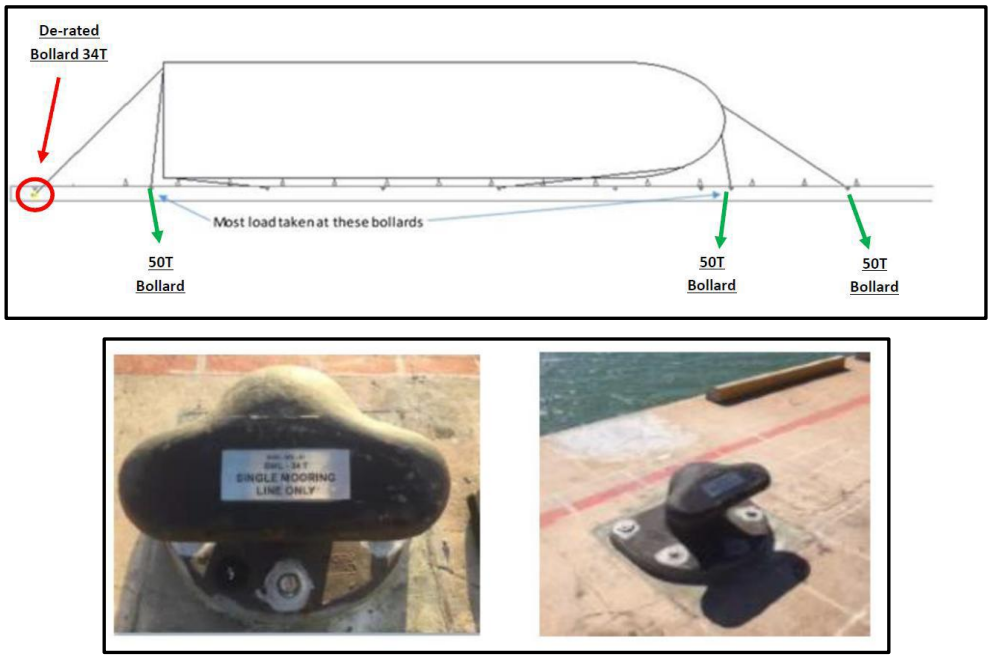
For all vessel arrivals and departures mooring gangs must comprise of the number of personnel as directed by Darwin Port in the Port Notice 021 https://www.darwinport.com.au/system/files/uploads/files/2025/pn021-mooring-gangs-feb-24.pdf

The mooring gang numbers are the minimum number considered necessary for safe mooring operations. Rig Tender departures are reduced on the basis that these vessels only handle moorings at the bow and stern alternatively and the two stevedores can therefore work together providing a buddy system. All mooring gang stevedores are to ensure that personnel are trained for the task and have necessary equipment to conduct the task safely.

MOORING LINES AND EQUIPMENT

Vessel Masters are responsible for ensuring vessel mooring lines are in good condition and suitable for securing the vessel in potential high winds, weather and tidal streams. Vessels are required to have 2 sterns with 1 spring line and 2 bows with 1 spring line. Mooring lines should be adjusted appropriately and when necessary to accommodate changes in the tide and other port conditions ensuring rubbing on fender piles is kept to a minimum. A mooring watch must be maintained while the vessel is alongside. Where applicable, winches must be fully operational and in good condition. Any adjustment of lines or work close to the quayside personnel are required to wear a PFD.

In Berth 3 the final mooring bollard is a de-rated 34T bollard. All others are rated at 50T. Please see below the minimum required line set up for the mooring lines where a vessel is alongside Berth 3 at the 260m mark. Two Stern with one spring line and two Bow with one spring line keeping in mind that the secondary stern line is to be placed on a separate bollard to the de-rated 34T bollard.



Derated Bollard, Single Mooring Line Berth 3

GANGWAY MOVEMENTS

Gangway movements are required to be organised with the stevedore company prior to the vessel's arrival. It is the master's responsibility to check the gangway and ensure it is not sitting on the wharf. If the gangway is to be moved the master will need to contact their agent to organise. Any damage occurred to the quayside from the gangway will be required to be repaired at the agent's cost. Stevedores are not on site 24/7 so gangway movements must be booked in advance to avoid any delays with movements. If a gangway requires to be moved out of hours, the master needs to contact their agent to organise the movement. There may be additional costs for out of hours service if the movement has not been pre-arranged. It is the master's responsible as per the Declaration of Security DOS to manage the gangway watch.

CARGO OPERATIONS & STEVEDORES

LINX Stevedores, Qube Ports and Aurizon Port Services provide stevedoring services within the Port of Darwin. Clients and agents are required to book all cargo operations and gangway moves through their stevedoring provider directly. Stevedores have either Harbour cranes or crawler cranes on site to assist with operations.

POTABLE WATER

Potable water is available at all berths. All potable water requests should be advised when requesting a berth. The DMSB provides a metered standpipe with a 3” male or 4” female camlock. Vessels provide the hose and assistance to connect the standpipe. DMSB Security record the metre reading as the vessel arrives alongside and upon departure, water charges are applicable as per ASCO Tariffs - https://ascoworld.com/locations/australia/darwin

FUEL BUNKERS

Fuel services are available at all berths with fuel supply to be arranged by a client or nominated representative directly with a fuel supplier. The DMSB Coordinator is required to be notified minimum 24 hours prior to the vessels arrival if fuel bunkering is to be undertaken, this will ensure that the vessel is positioned at the correct metre marks to line up with the fuel bunker points on the quayside and a permit to work is prepared prior to operations starting.

If ASCO is not notified of fuel bunkering operations prior to arrival, there may be delays or the client will be asked to cancel their fuel booking. There can only be one vessel that can fuel bunker at one time at either DMSB or EAW, so fuel bunkers need to be booked well ahead of the port calls. Bunkering services are provided by Intertek or AmSpec, who manage the fuel bunkering booking system. Please see further information regarding fuel charges under port call charges.

CHEMICAL AND DRILLING BULKS

Chemical and Drilling bulks services are available via pipeline in Berths 2 & 3 with supply to be arranged by a client or agent directly with Baker Hughes. The DMSB Co-ordinator is to be notified of any chemical or bulk requirements at the time of the vessel berth booking, to ensure the vessel is positioned at the correct metre mark in line with the bulk loading points on the quayside. ASCO will supply a permit to work for the loading of any chemical and drilling bulks, this permit is to be collected from MSB Security and sign onto prior to operations starting. Bulk loading via truck and tankers to all berth areas can be arranged with prior approval from ASCO.

SHORE LEAVE AND CREW CHANGES

The vessel crew list must be emailed to the following prior to the vessel's arrival;

- MSB Security MSBSecurity@ascoworld.com
- Darwin Port Security security@darwinport.com.au

Information to be included:

- Any crew disembarking and embarking as part of a crew change or shore leave
- Any contractors or visitors expected to site during the port call.

All vehicles coming to site as part of crew movements are required to have completed an MSB induction which is separate to a Darwin Port Induction. No taxis or Ubers are allowed into the operational area at any time.

Crew disembarking for shore leave can arrange to meet a taxi/Uber at DMSB Security office, however they must walk from the vessel to security office wearing full PPE as significant hazards within the port environment need to be considered. PPE can be left with security to put on to re-enter the quayside area after shore leave. All crew at the turnstile are required to provide their name to DMSB security and will be checked of the crew list when returning to site. All vessel crew arriving at the DMSB will be checked off against the crew list provided. It is the master's responsible as per the Declaration of Security (DOS) to manage and oversee the crew changes and movements. All crew members are expected to return to site

Please see further information regarding returning crew from shore leave under the BAC Testing section.

VESSEL MAINTENANCE AND REPAIRS

Vessels that would like to carry out repairs and maintenance must do so under their own controls however must first obtain the DMSB Permit to Work (PTW) for any high-risk operations and/or simultaneous operations. Notice must be given no later than [48] hours before the vessel's arrival alongside. All contractors must complete an DMSB induction, have their SWMS/JHA, plant register and licences through the DMSB management for approval prior to the PTW getting issued. All hot work operations must comply with Darwin Port PTW procedure, and the vessel will need to notify DP of the hot works and complete their PTW using the link https://darwinport.com.au/form/hot-work-permit-vessels Please see further information regarding permit to work system below.

VESSEL STORES

The coordination of vessel stores is the responsibility of the client / agent. Clients must ensure adequate notice is provided to ASCO to ensure access and safe carriage to the vessel. All efforts need to be expended to ensure the delivery of vessel stores are accurately accounted for in the vessel port call schedule to avoid any delays. Client may wish to use the ships crane to load the stores or contact their stevedoring provider to use the cargo gang and crane to load the stores onto the vessel. It is the master's responsibility as per the Declaration of Security DOS to manage and oversee the delivery of the stores.

PORT CALL CHARGES

All port call charges are outlined in ASCO DMSB Tariffs a copy can be found at - https://ascoworld.com/locations/australia/darwin

Time alongside is charged from the first line to last line, with berthage charged per vessel LOA / per hour and infrastructure levy charged per 24hour alongside or part thereof.

All final inbound/outbound manifests are to include the cubic metre and tonnage for all manifest items and are required to be sent through to DMSB management within [48] hours of vessels departure from Darwin for charging purposes. Manifests should indicate if containers are either full or empty to be charged appropriately, if the client fails to provide this information ASCO will assume all cargo is full and the client will be charged at the higher full tariff rate.

Any fuel that has been loaded on the vessel must be declared on the final manifest summary and include a separation of vessel vs cargo fuel. If the client has not advised ASCO of the separation, then the assumption would be the total fuel bunker for the port call would be cargo fuel with the client charged wharfage on this volume. All bulk and chemical products must also be recorded on the final manifest of the volumes loaded during the port call.

Billing entity and any shared costings between parties must be notified and confirmed to ASCO prior to the arrival and acceptance of the vessel's intention to berth. Any queries relating to any charges after invoicing must be made in writing.

SAFETY MANAGEMENT

ASCO is built on strong foundations of Our Values and Behaviours. They are the core values and beliefs that underpin everything we do, defining who we are, what we stand for and what we offer our customers. Aligned with our first value, work safe and live safe, ASCO is committed to embedding an uncompromising approach to our safety management systems, extending to the management of safety at the DMSB.

Safety Management Plan (SMP) available at https://ascoworld.com/locations/darwin aims to meet and exceed the requirements of relevant safety legislation, regulation and codes of practice, adopting a consultative approach to engage all parties to achieve our goal – work safe and live safe. All personnel on site should be familiar with ASCOs Safety Management Plan, Key Values and Life Saving Rules.



ASCO's Values and Behaviours



ASCO's Life Saving Rules

SITE INDUCTIONS

ASCO induction is separate from any Darwin Port Induction also required. Site inductions are mandatory for all personnel that undertake work at the DMSB including all contractors requiring access to vessels. This will ensure all personnel understand and comply with site requirements. The ASCO induction can be found at https://ascoworld.com/locations/australia/darwin.

Visitors Induction

Applicable to visitors only not conducting actual work e.g. coming to site to quote on a task is acceptable. Visitors always require a fully inducted escort. Can be completed on site at the time of required entry.

One-Month Free Induction

Can be done for access to DMSB that is not ongoing. One month access only and can only be utilized once in a 12-month period.

Full Induction 2 Years

Charged separately to any Darwin Port induction charge. Please check tariffs for up-to-date information on charges.

Once an induction has been completed it can be emailed to: MSBSecurity@ascoworld.com or physically brought to site for processing. Payments can be made in person or over the phone during business hours or details for payment can be made on the form. Companies with established accounts must provide a PO number at the time of the induction processing.

All persons coming to site will be required to provide a current government issued identification.

PERSONAL PROTECTIVE EQUIPMENT

ASCO minimum requirements for the DMSB are as follows:

- High visibility safety shirt (long sleeve) and long pants
- Steel cap boots
- Safety glasses
- Hard hats
- Gloves

Further task specific PPE requirements must also be available for additional vessel activities:

- Ear protection when required as per legislation
- Safety harness for working at heights
- PFD is required beyond the red line on the quay surface or when working a vessel without adequate edge protection.

BLOOD ALCOHOL CONCENTRATION (BAC TESTING)

All personnel, visitors and contractors will be made aware of BAC testing requirements during the induction process. Random BAC testing may be required to be undertaken by any personnel prior to entering an operational area. All test results will be recorded on the Breath Analysis Recording Sheet or electronically through Alco Connect. All BAC test results remain in the strictest of confidence.

For Cause Testing

DMSB reserves the right to conduct 'For-Cause' testing (refer to DMSB Induction and Fitness for Work) on personnel where it is believed that a person may be under the influence of alcohol this includes

- Visitors, Stakeholders, Contractors and Vessel crew returning from shore leave, coming to site that present to the security office with signs of intoxication. The guard on duty is to request the person to undertake a breath test.
- If there is any incident that has occurred at the DMSB, ASCO has the right to request the person to undertake a BAC test.

Refuses Testing

Where an individual avoids or refuses to participate in testing, the person conducting the test shall notify ASCO Management.

- ASCO Management or delegate will discuss the reason for avoidance or refusal to participate in testing.
- Where testing cannot then be obtained, the individual shall be advised that avoidance and/or refusal to participate is a breach of this procedure and will result in the same consequences as if a non-negative test had been recorded.
- The individual is removed from site and their management is contacted.

In the event a non-negative test result is registered (>0.000), the testee will be required to submit to a secondary test not less than 20 minutes after the initial test. During this 20-minute period the person is to be fully supervised by either the Approved Tester conducting the test or an ASCO employee. Under no circumstances are personnel to be left alone. The person is not to consume any food or drink during the 20-minute period.

Secondary testing is to be conducted in the presence of a witness. The witness must be an ASCO employee or DMSB Security Guard who is trained in the use of the device. If the second test provides a result of 0.000, they are deemed to be 'Fit for Work' and are permitted to commence or resume their normal duties. Where a test result is positive above > 0.000, then the testee will be deemed to have breached the ASCO Fitness for Work requirements and the following actions must be taken:

ASCO Employees

- The Supply Base Manager or delegate is to be informed immediately.
- The testee involved is not permitted to remain on-site and must be escorted home either by an ASCO employee or taxi service. If the person is below the legal driving limit (0.05) then employees are permitted to drive vehicles from site.
- The person involved will be notified that HR will be contacted and disciplinary action will commence as per ASCO Fitness for Work Procedure.
- The person involved is to be advised of ASCO's EAP services and be provided with contact details.

DMSB Stakeholders/Contractors

- The Supply Base Manager or delegate is to be informed immediately.
- Inform the testee that their manager or Employer will be notified of the breach.
- The testee involved is not permitted access to site, If the person is below the legal driving limit (0.05) then they are permitted to drive vehicles from site, if over the legal driving limit, they must remain in the DMSB Security Office until the Contractor's employer is notified and collects their employee.
- All breaches by stakeholders and contractors may include the testee' s DMSB pass cancelled and/or mandatory testing for future DMSB site visits for 6 months.

Vessel Crew Returning from Shore Leave

- The Supply Base Manager or delegate is to be informed immediately.
- Asco Management will direct security to hold the crew member in the security office until a secondary test has been completed min 20 min after the first test.
- If the intoxicated person is a crew member, then ASCO are to contact the Vessel Master advising them of the incident and request that they meet the crew member at the Security Office to witness the 2nd test.
- If the intoxicated person is the Master, then ASCO are to contact the Vessels Agent or the vessels 2nd in command.
- Upon a secondary test being non-negative ASCO will request the vessel Master/ Agent to arrange transport and alternative accommodation for the crew member.

- The DMSB Coordinator/Manager will then facilitate any schedule changes as required to facilitate crew change out and any scheduled vessel movements.
- Complete a report of the incident including the crew members details and timeline for presentation to the crew members employing company.
- If the crew member is returning to the vessel within 24 hours, they must complete a BAC prior to entry to site.

HAZARD AND INCIDENT REPORTING

ASCO Australia has a commitment to protect the health and safety of all people and property on or about the DMSB. Everyone operating within and visiting the DMSB have a responsibility to identify, rectify and report hazards that have the potential to cause harm to personnel, the environment, property and equipment, and/or impact on operations. Hazards that present an immediate danger and cannot be rectified should be immediately reported to DMSB Security 0455 481 169.

Incident Reporting is a fundamental component of a robust safety system, enabling the identification of root causes, implementation of corrective actions and communication of lessons learnt. All incidents occurring at the DMSB or whilst alongside must be reported as soon as practical to DMSB Security 0455 481 169 where assistance will be coordinated as required. The type and scale of incident is actioned under the DMSB Emergency Response Plan. Waterside incidents are communicated to Darwin Harbour Control which will alert their incident management team. Landside incidents will be coordinated by ASCO with information to be relayed to DP for action in accordance with the Darwin Port Safety Plan https://www.darwinport.com.au/safety-sustainability/safety

PERMIT TO WORK

ASCO Australia has a comprehensive Permit to Work (PTW) programme designed to control high risk activates within the DMSB. ASCO requires all users of the DMSB to obtain an appropriate PTW before the following activates are undertaken:

- Electrical Work
- Confined Space Entry
- Diving Operations
- Hot Works
    - Facilities
    - Vessels - Please see below
- Working at Height
- Abnormal Lifts
- Dual Crane Operations
- Fuel, Bulk and Chemical Transfers

All PTW requests are to be submitted to the ASCO DMSB Team with no less than [24] hours' notice to ensure no delay in issuance. ASCO requires the contractors HSSEQ documentation including SWMS/JHA, plant register, maintenance reports, training certification and equipment certification prior to any permit being approved or issued. Once all the documentation is received a PTW will be raised and given to MSB Security for the contractor to collect, sign on to and return once the operations have been completed.

HOT WORKS - VESSELS

For all Hot Works operations on board vessels the contractor will operate under the Darwin Port permit to work system. The permit to work will be required to be applied for by use of portal - https://darwinport.com.au/form/hot-work-permit-vessels DP will need to provide approval prior to the PTW being issued. Once issued an automated email approval will be sent to DMSB Security. The vessel will need to notify Harbour Control on Channel 10 at the start and finish of the hot works operations as per Darwin Port Notice PN/016.

TRAFFIC MANAGEMENT

The DMSB Traffic Management Plan (TMP) is in place to reduce the likelihood of incidents relating to the movement of personnel and vehicles within the DMSB. Control over personnel, plant and equipment will mitigate the consequences of an incident. The day's TMP is posted at the entrance to the DMSB and is sent out via email with the DMSB schedule the day before; the TMP board will be updated with any changes required on the day.

- Site speed limit 10km/hr
- Seatbelts to be always worn
- No mobile phone usage when operating a vehicle or in an operational area
- Adhere to all traffic signage within the DMSB

All pedestrian traffic must comply with DMSB PPE requirements whilst working within the facility. Pedestrians moving from one area of the workplace to another must do so by using prescribed walkways where available. A high level of traffic will be experienced within the DMSB, with plant and pedestrians constantly interacting. It is imperative that all site personnel understand DMSB traffic guidelines.

EMERGENCY RESPONSE PLAN

The DMSB Emergency Response Plan (ERP) is available at https://ascoworld.com/locations/australia/darwin and acts in accordance with:

- Darwin Port Safety Plan https://darwinport.com.au/system/files/uploads/files/2026/port-safety-plan-2026-signed-ceo-rhm.pdf
- Ports Management Act https://legislation.nt.gov.au/Legislation/PORTS-MANAGEMENT-ACT.

The ERP will assist to ensure effective response and recovery from emergency situations. The plan addresses preparedness initiatives including planning, training and exercises. Any emergency incident, irrespective of size or nature, will involve some degree of loss and cause an interruption to normal operations. It is the purpose of this plan to provide support and guidance to those personnel who may become involved in responding to an emergency incident. All personnel must always take every precaution to prevent danger and minimise risk to personnel, property and the environment within the DMSB.

Darwin Port Harbour Control, need be notified of any emergency involving a vessel (including man overboard) and environmental spillages into the harbour. Other agencies or bodies involved may include the Australian Coastguard, NT Water Police, NT WorkSafe, Department of Home Affairs, Australian Border Force and NT EPA. The degree of involvement and their role will depend upon the exact nature and extent of the incident.

For incidents requiring evacuation of the DMSB, notification will be through activation of the DP emergency evacuation system. Contact will be made as soon as practicable with DP Emergency Control Centre to activate the siren and enable DP to evacuate adjoining premises if required. Should any personnel on site hear the emergency muster siren (a continuous siren) they should move to the nearest available muster point location. On hearing the emergency muster siren, vessel crew should conduct a vessel muster to determine who is on board and await contact from ASCO. All incidents and suspected emergencies should be immediately reported to DMSB Security 0455 481 169 or VHF Channel 74. Please note the emergency siren is tested every **Thursday at 10:30** no muster is required for testing purposes.

Where emergency services are required, a member of the DMSB Management team or Security personnel (outside normal hours) is to follow the ERP and will be responsible for contacting and requesting a response from emergency services.

Minimum information supplied should be:

- Location of incident.
- Brief description on incident (fire, environmental, injury to personnel, security breach).
- Who is injured, nature of damage?
- Who or what is involved?
- Name of person making the call.



DMSB Muster Locations

ADVERSE WEATHER MANAGEMENT PLAN

In addition to the ERP the Adverse Weather Management Plan, covering cyclones, storm surges, warnings etc., is available at https://ascoworld.com/locations/darwin.

MARITIME SECURITY PLAN

ASCO has a Maritime Security Plan (MSP) in accordance with the requirements of the Maritime Transport and Offshore Facilities Security Act and Regulations 2003 (MTOFSA/R) and is approved by the Department of Home Affairs. Restriction of movement and activities may occur because of these regulations, particularly in relation to personnel. Should anyone observe any suspicious acts, behaviours or persons, please immediately contact the DMSB Security.

At any time, the PFSO may receive a security direction from the secretary at the Department of Home Affairs to raise the MARSEC level on site based on credible intelligence of a specific threat. When additional security measures are initiated the PFSO will provide direction to the DMSB staff, security guards and stakeholders with respect to any additional security measures to be applied at the site whilst the directive is in force. The PFSO will also advise staff of any changes in responsibilities, or actions that may be required during this period of heightened alert.

MARSEC Level 1

The security controls and procedures represent the minimum-security requirements on a day-to-day basis and are designed to control access to the facility to ensure that only authorised employees, suppliers, contractors and visitors are permitted to enter the facility.

MARSEC Level 2

Controls and procedures are in addition to or modify the Level 1 requirements and are to be implemented on the instruction of the PFSO/Delegate following receipt of a security direction from the Secretary, Department Home Affairs. MARSEC Level 2 controls and procedures are intended to restrict access to the facility and LRZs.

MARSEC Level 3

Controls and procedures are in addition to or modify the Level 1 and 2 requirements and are to be implemented on the instruction of the PFSO/Delegate following receipt of a security direction from the Secretary, Department Home Affairs. MARSEC Level 3 controls and procedures are intended to further restrict access to the facility and LRZs.

Landside Restriction Zone (LRZ)

A LRZ may be enforced if the Department of Home Affairs increases the MARSEC levels or if there are any security changes on site. If an LRZ is in place personnel operating within the DMSB will be required to have an MSIC card on display when working within the landside restricted zone or be under escort by an MSIC holder. No unauthorised packages are to be bought into the DMSB or onboard the vessels.

Declaration of Security (DOS)

ASCO will request the vessel to sign a Declaration of Security (DOS) that is valid for 12 months period. Vessel will be requested to sign the DOS declaration and follow the controls stipulated in the document. The DMSB PFSO will conduct verification audits of the DOS to ensure vessels are following the regulations.

CARGO TERMINAL OPERATOR (CTO)

The Darwin Marine Supply Base (DMSB) is a registered Cargo Terminal Operator (CTO). Cargo terminal operators have obligations to ensure the security of Customs controlled goods. These are statutory obligations under Part VAAA of the Customs Act 1901 (the Customs Act). The purpose of these obligations is to strengthen the cargo supply chain against organised crime and criminal infiltration. The obligations include ensuring the physical security of the cargo terminal and cargo, mandatory reporting of unlawful activity, and fit and proper person checks.

Access to the cargo terminal must be restricted. ASCO uses electronic swipe card access to control entry based on the cardholder's profile. DMSB must record everyone who enters and exits its cargo terminal, the only exceptions are a CTO Employee or Officer of the Commonwealth, State or Territory i.e. Police officer, ABF officer or Biosecurity officer.

As part of DMSB Maritime Security Plan and Cargo Terminal Obligations ASCO has physical security measures in place that include:

- Electronic access control at the facility entrance restricting entry to authorised persons only.
- Signage
- Lighting
- Fencing surrounding the perimeter.
- Double gate at oversize entrance
- Gates to guard house entrance.
- 24-hour Security Staff presence
- CCTV coverage monitoring and recorded.
- Security site patrols
- Carriage of weapons and prohibited items within security regulated port facility are not permitted.

Vessel and Cargo Reporting

It is the responsibility of the international client or nominated agent to send ASCO their inbound and outbound manifests, prior to vessels port call. ASCO uses the following DMSB establishment identification when communicating electronically with the ABF, for example when reporting the receipt and movement of goods through the Integrated Cargo System (ICS).

- **Establishment Name** ASCO Australia
- **Establishment Code** GS31J
- **Establishment Type** Section 15

Vessel Imports /Exports

It is the responsibility of the vessel agent to send ASCO all the reporting ABF and Biosecurity documentation in regard to importation or exportation if requested.

Export Cargo

Before any export cargo arrives at the DMSB, the client must send ASCO a copy of their Export Documentation Numbers (EDN) for their outbound cargo, the voyage number for the manifest and the vessels International Lloyds number; without this documentation no cargo will be able to be allowed on site. ASCO are to report all CTO Receivals in the ICS system within 3 hours of the cargo arriving to DMSB using the EDN and information provided by the client to ensure the cargo has a clear to load status in ICS.

Imported Cargo

Biosecurity clearances are to be booked by the international client for all importing cargo. No inbound cargo can leave the DMSB until there is a CLEAR status in ICS.

ASCO requires copies of the Biosecurity Direction for any cargo that is to be moved from the DMSB to another location such as waste for deep burial. These directions are kept on file for auditing purposes. Once the client has confirmed that the Biosecurity inspection has been completed ASCO will check the cargo status in ICS to confirm all cargo is clear to be moved, the clear status is then printed for records and auditing purposes. A copy of the clear status can be given to transport providers for their records to move previously held goods.

Vessel Referrals

For all referrals to either EAW or FHW ASCO are to follow the usual referral procedures, however it is the responsibility of Darwin Port to manage the CTO Receival or CTO Removal notices into ICS. Darwin Port are registered as a separate Cargo Terminal Operator and have their own Establishment ID number.

ENVIRONMENTAL MANAGEMENT

ASCO Australia recognises the environmental and economic importance of operating in an environmentally sustainable and responsible manner. Asco's Environmental Management Plan (EMP) has been prepared to ensure all activities at the DMSB are continually monitored and assessed to ensure environmental compliance is assured. The EMP, available at https://ascoworld.com/locations/darwin sets the framework for operating, monitoring and auditing environmental activities within the DMSB.

All environmental incidents must be reported immediately to DMSB Security 0455 481 169. No vessel waste is to be left on the wharf without prior permission from the ASCO team, with waste disposal arrangements being pre-arranged.