



SES transport operator minimum standards

This document outlines the minimum security requirements that must be met by Secure Export Scheme (SES) transport operators.

Each business is unique and may require different levels of security depending on the circumstances. The standards may not all be relevant to your business and will be applied as appropriate.

1.	<p>SES manager</p> <p>Companies must assign a SES manager to take responsibility for how SES is implemented and adhered to in their organisation. The person with this role will be expected to:</p> <ul style="list-style-type: none">▪ Be the single point of contact with Customs for all SES enquiries▪ Take responsibility for ensuring all incidents are reported to Customs▪ Understand the company's commitments as a SES partner▪ Be responsible for maintaining the security plan and ensuring it is being adhered to▪ Keep Customs updated with changes to business details, such as the company address
2.	<p>Reporting</p> <p>Companies are required to have documented procedures for reporting to Customs anything that may compromise the security of the SES export container. This includes, but is not limited to, incidents where containers or container seals have been tampered with.</p>
3.	<p>Identification</p> <p>Drivers must be able to be identified as an employee/contractor of the transport operator. e.g. Company branded vehicle, branded clothing, photo identification or visual recognition of personnel.</p> <p>The company must have procedures for removing/recovering company identification and removing access to company systems when employment ceases.</p>
4.	<p>Worker background checks</p> <p>Transport operators must undertake ID and reference checks when employing drivers and dispatchers.</p> <p>Where appropriate, checks must be undertaken in response to suspicious changes in employee behaviour.</p>
5.	<p>Induction and training</p> <p>Employee/driver inductions must include relevant SES obligations and procedures, including:</p> <ul style="list-style-type: none">▪ View, Verify, Tug and Twist (VVTT) container seal checks▪ Any relevant parts of 7/8 point container checks▪ The driver's role in a secure supply chain▪ Any requirements specific to the SES exporters that they transport for <p>A record must be kept of the training provided to employees/drivers.</p> <p>VVTT checks include:</p>



	<ol style="list-style-type: none">1. View seal and container locking mechanism for damage2. Verify seal number against documentation3. Tug on seal to ensure it is affixed properly4. Twist bolt seal to ensure its components do not unscrew or separate. <p>The elements of a 7/8 step container inspection include:</p> <ul style="list-style-type: none">▪ Front wall▪ Left side▪ Right side▪ Floor▪ Ceiling/roof▪ Inside/outside doors▪ Outside/undercarriage▪ Motor area (refrigerated containers only)
6.	<p>Container checks prior to loading</p> <p>Where an SES exporter or load site has arranged for the transport operator to undertake part of the container inspection, the applicable part/s of the 7/8 step container inspection must be completed by the transport operator prior to loading.</p> <p>This check must be documented, signed or electronically acknowledged by the transport operator and a record of the inspection retained by the site.</p>
7.	<p>Checks prior to uplifting a loaded container</p> <p>Before uplifting a loaded container from a load site, the transport operator must check the container seal has been securely applied using the V.V.T.T. method and check the container number matches the documentation.</p> <p>These checks must be documented, signed or electronically acknowledged by the transport operator and a record of the check retained by the site.</p>
8.	<p>Stops enroute</p> <p>If any stops are made enroute, the container seal must be visually checked following the stop and a record kept of this check.</p> <p>The container seal must be visually checked at the final delivery point, or the ports container unload prepping site, and a record kept of this check.</p> <p>Processes must be in place for drivers to contact their dispatcher about any incidents that may compromise the security of the container, such as unplanned overnight storage of the container.</p>
9.	<p>Contingency plans</p> <p>The company must have contingency plans for securing sealed containers during disruption to business, such as port closures and transport breakdowns.</p> <p>When handing the container to another driver, the seal must be checked using the 'V.V.T.T' method. This check must be recorded.</p>
10.	<p>Contractors</p>



	<p>All SES containers must be transported by SES approved transport operators. If any work is contracted out to third parties, a list of these parties must be included in the Custom's approved security plan, along with the situations in which they will be used.</p> <p>Unless they are operating as an independent transport provider, owner drivers are required to comply with the transport operator's security plan. Compliance is the responsibility of the transport operator.</p>
11.	<p>Digital security</p> <p>Sites must have policies to protect digital information. Any digital security breaches must be reported to Customs.</p>

Additional standards for transport operators who store loaded containers overnight or at hubs:

12.	Sites must have adequate security and access controls to prevent unauthorised access to the premises.
13.	Management or security personnel must issue any access cards, codes or keys and keep an up-to-date record of who has them.
14.	Sites must have procedures for visitor/contractor sign in, sign out, and monitoring while on site.
15.	Employees must be trained to report security incidents or suspicious activity to a manager, supervisor and/or dispatcher.
16.	<p>Container seals must be visually checked at least once a day.</p> <p>A V.V.T.T. check must be done prior to removal from the site.</p> <p>A record must be kept of these checks.</p>
17.	<p>A site plan must be provided for all sites that are used to store SES containers overnight. This should identify, as applicable, the following:</p> <ul style="list-style-type: none"> ▪ Perimeter fencing ▪ Perimeter access points ▪ External perimeter features ▪ Buildings and entry points ▪ Container storage area ▪ Visitors and contractors parking areas ▪ Any additional site security measures