

Goods Inwards Specifications

Hours of Operation

- Jandakot Distribution Centre will accept deliveries between the hours of 7:00am and 2:00pm Monday to Friday excluding Public Holidays.
- Bookings can be made between the hours of 7:00am and 3:00pm Monday to Friday excluding Public Holidays.

Bookings

- Bookings can be made by either telephone or email.
 - Telephone: (08) 9411 7711
 - Email: SH-AP-AU-GoodsInward@cevalogistics.com
- Any messages left will be responded to by a CEVA Logistics representative within one business day.
- **NO** bookings will be made or deliveries accepted without a confirmation phone call or email
- 1 x Truck (up to a 14 Pallet footprint) = 0.5hours (30 minutes) booking slot
- 1 x Truck (Semi) = 1hour (60 minutes) booking slot
- 1 x Truck (B-Double) = 1.5 hours (90 minutes) booking slot
- Each additional truck/trailer will require an additional booking slot

Obtaining a Booking Slot

- Supplier will be offered a booking slot within 1 to 4 days of initial contact with CEVA Logistics Goods inwards.
- Please ensure hours of operations and booking information above is passed on to any Transport Company making bookings on your behalf.
- To allow for the appropriate booking slot to be allocated, the following information from the Supplier is needed:
 - Quantity of pallets/cartons/drums
 - Number of lines per pallet/carton
 - Western Power Purchase Order number
 - Western Power Stock Code (If known)
 - Any special requirements.

Sea and Rail Containers

- **Drop-off** and future **Pick-up** of containers (e.g. by side loader) are not accepted without prior arrangement with Western Power (Materials) and CEVA Logistics.
- CEVA has limited container de-stuffing capability and pre-allocation of resources is vital to avoid delays in unloading and processing.
- All material containers need to have the consignment presentable for storage and transport on pallets, skids and gluts and be capable of handling by forklift.
 - Supported Container Types: Flat Racks, Platform, Curtain Side, Side Door, Transiflat
- Operation of Container Fixtures and Fittings (e.g. Load Restraints / Mezz Decks) are the responsibility of the haulier.
- No restriction on container length – (e.g. 20' thru to 48'Plus/High Cube accepted)

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Note: If you have a Blanket Booking arrangement with CEVA/Western Power all the above information will need to be supplied to CEVA Goods Inwards by 3pm on the previous day or it will be assumed that the Booking Slot is not required and may be allocated to another Supplier.

Deliveries

- If any delivery is less than 30 minutes late/early then CEVA Logistics will give the Driver the opportunity to wait until unload staff are available. However, CEVA Logistics reserve the right to reject the delivery. A delivery rejection will require a new booking to be made.
- If the delivery is later/earlier than 30 minutes the load will be turned away and another booking will need to be made.
- If a delivery arrives with no booking it will be turned away.
- Urgent deliveries shall be accommodated with prior agreement with and notice from Western Power.
- Couriers with **no more than 5 parcels** will be accommodated at any time. However, if the loading zone is full at the time of arrival the courier will be asked to wait until CEVA personnel are available. All deliveries that contain more than 5 parcels or require the use of a forklift will need a booking slot.
- Once on site, vehicles are to park in single file and not parallel with each other.
- No vehicle will be unloaded prior to paperwork being handed to the CEVA representative unloading your vehicle.
- All drivers are to fill out and submit a JDC Delivery Record slip before leaving the site.

Hazardous or Dangerous Goods

All Hazardous (HG) or Dangerous Goods (DG) must to be marked up and delivered with their appropriate Safety Data Sheets (SDS).

Specifications

All deliveries must meet the requirement of the Load Restraint Guide produced by the National Transport Commission, and comply with current laws and regulations of the Western Australian Department of Transport. For further information refer to:

<http://www.ntc.gov.au/>
www.transport.wa.gov.au/
<https://www.mainroads.wa.gov.au>
<http://www.safeworkaustralia.gov.au>

Pallets

- Maximum height of loaded pallet 1200mm
- Products to be appropriately shrink wrapped to pallet or banded (using rated banding)
- All palletised deliveries are to be supplied on Australian Standard locking pallets with a 150mm lead board front and back.

Parcels

- All parcels need to be signed for by a CEVA representative
- All weights are to be clearly indicated
- When a parcel exceeds 20kg it will need to be labelled up as “**HEAVY**” on at least two sides
- Multiple parcels shall be placed onto a pallet or small goods trolley. No items are to be left in loading/unloading zones.

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Incorrect Deliveries

- Unsafe loads – Under no circumstances will an unsafe load be rejected or turned away (Chain of Responsibility). The load will be photographed, risk assessed, appropriate risk controls implemented and unloaded. All details will be sent to Western Power for review with the supplier.
- Rework – If rework is required due to incorrect packaging or labelling, incorrect pallet size or inferior packaging, the load will be photographed, the rework recorded (time taken) and details sent to Western Power.
- Paperwork – If incorrect paperwork or no paperwork is provided with a delivery then Western Power shall be contacted for direction. This may result in the load being rejected.

Compliance

Transport drivers, supplier representatives or visitors entering the Jandakot Distribution Centre (JDC) shall comply with all site rules:

- Personal Protective Equipment (PPE):
 - High visibility “fluoro” vest or clothing (Class DN* preferred)
 - Enclosed footwear in Green Zones or walkways. Safety footwear in operational areas.
 - Long sleeved shirt (with the sleeves rolled down) must be worn when **outside** Green Zones and offices.
 - High-visibility “fluoro” vests or clothing on the torso must be visible at all times and shall not be obscured by outer layers of clothing, unless the outer layer is also high visibility “fluoro” apparel.
 - Long trousers or coveralls must be worn when **outside** Green Zones and offices.
 - Wear other PPE as required for the task (complying with Australian Standards).

Note: *Where a visitor to the JDC does not have the required site PPE, Western Power will be notified by the Goods Inwards team and the person issued with visitor PPE or turned away.*

- General:
 - Speed limit on the site is 10km per hour
 - No smoking on-site or in vehicles whilst on-site
 - No pets allowed on site
 - No children allowed on site
 - Drivers are responsible for opening curtains and removing / applying necessary load restraint
 - Drivers will be required to stay seated in an allocated driver safety area once all restraints have been removed from vehicle
 - In the event of a site Evacuation (Alarm sounding), all delivery drivers must proceed on foot to the nearest Evacuation Assembly Area and follow instructions from Evacuation Wardens

*Day/Night