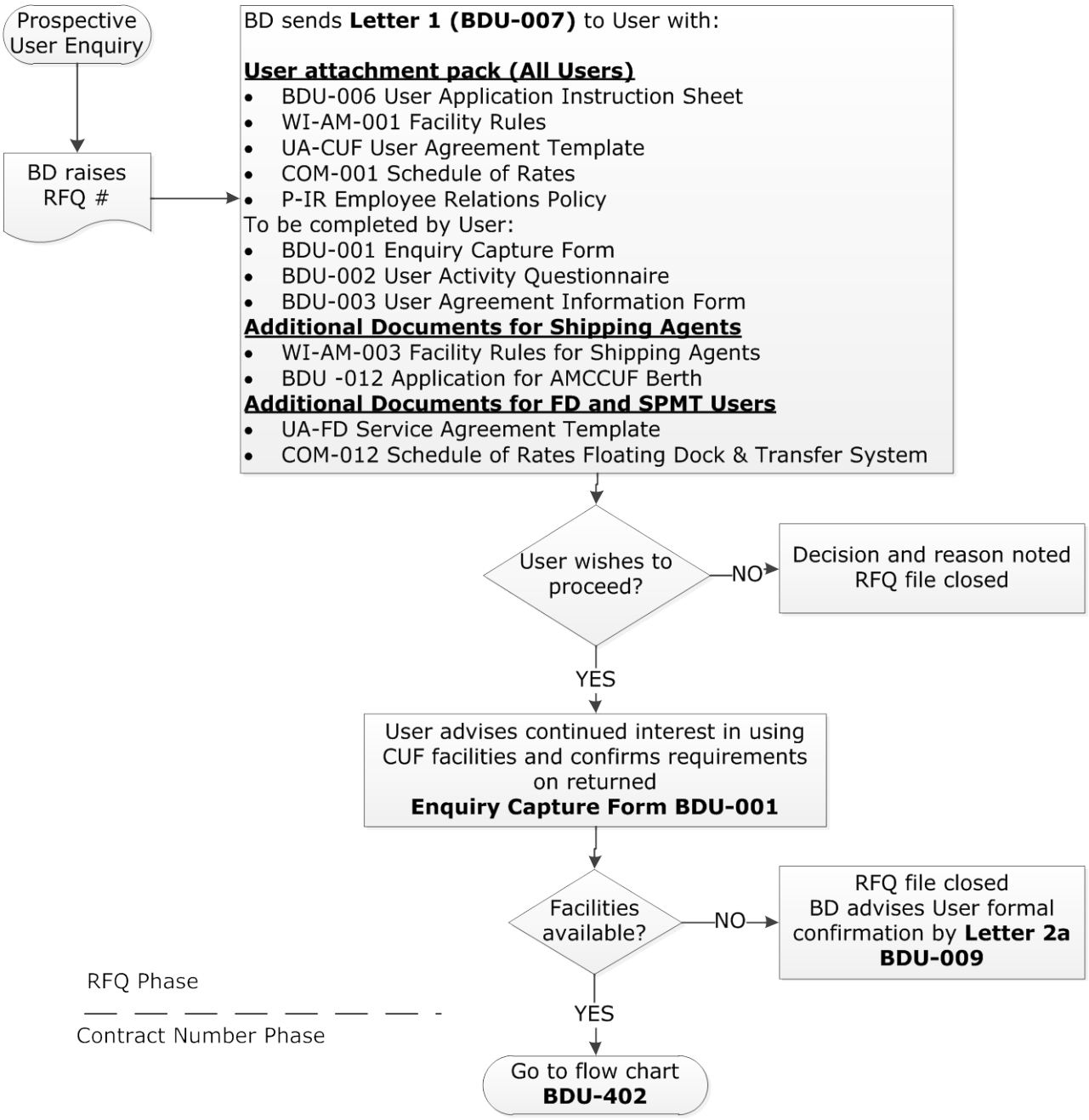
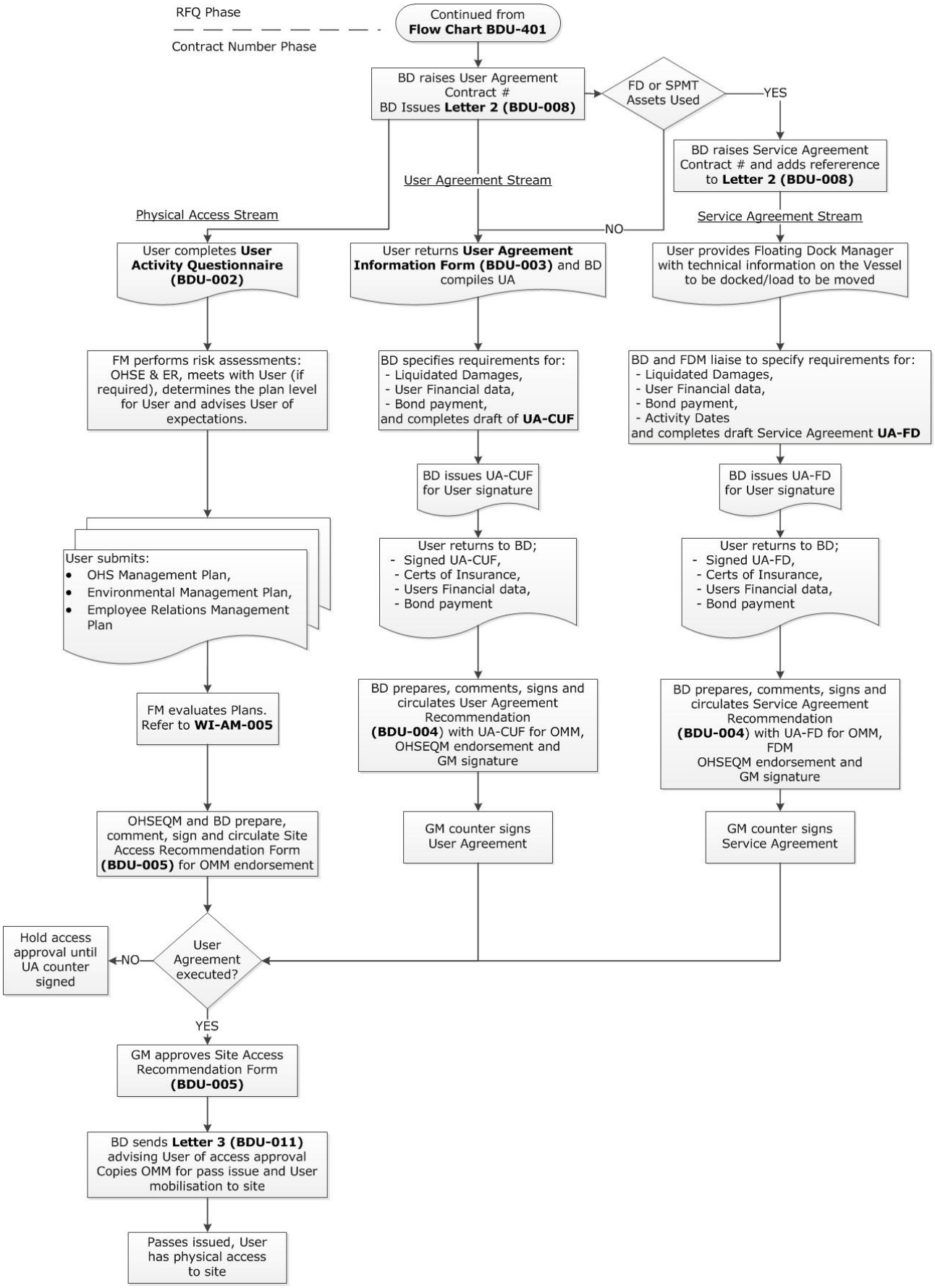

Prospective User Enquiry
BD raises RFQ #
BD sends **Letter 1 (BDU-007)** to User with:
User attachment pack (All Users)
• BDU-006 User Application Instruction Sheet
• WI-AM-001 Facility Rules
• UA-CUF User Agreement Template
• COM-001 Schedule of Rates
• P-IR Employee Relations Policy
To be completed by User:
• BDU-001 Enquiry Capture Form
• BDU-002 User Activity Questionnaire
• BDU-003 User Agreement Information Form
Additional Documents for Shipping Agents
• WI-AM-003 Facility Rules for Shipping Agents
• BDU -012 Application for AMCCUF Berth
Additional Documents for FD and SPMT Users
• UA-FD Service Agreement Template
• COM-012 Schedule of Rates Floating Dock & Transfer System
User wishes to proceed?
NO
Decision and reason noted RFQ file closed
YES
User advises continued interest in using CUF facilities and confirms requirements on returned **Enquiry Capture Form BDU-001**
Facilities available?
NO
RFQ file closed BD advises User formal confirmation by **Letter 2a BDU-009**
YES
Go to flow chart **BDU-402**
RFQ Phase
Contract Number Phase


RFQ Phase
Contract Number Phase
Continued from Flow Chart BDU-401
BD raises User Agreement Contract # BD Issues Letter 2 (BDU-008)
FD or SPMT Assets Used
YES
NO
BD raises Service Agreement Contract # and adds refererence to Letter 2 (BDU-008)
User Agreement Stream
Physical Access Stream
Service Agreement Stream
User completes User Activity Questionnaire (BDU-002)
User returns User Agreement Information Form (BDU-003) and BD compiles UA
User provides Floating Dock Manager with technical information on the Vessel to be docked/load to be moved
FM performs risk assessments: OHSE & ER, meets with User (if required), determines the plan level for User and advises User of expectations.
BD specifies requirements for: - Liquidated Damages, - User Financial data, - Bond payment, and completes draft of UA-CUF
BD and FDM liaise to specify requirements for: - Liquidated Damages, - User Financial data, - Bond payment, - Activity Dates and completes draft Service Agreement UA-FD
BD issues UA-CUF for User signature
BD issues UA-FD for User signature
User submits: • OHS Management Plan, • Environmental Management Plan, • Employee Relations Management Plan
User returns to BD; - Signed UA-CUF, - Certs of Insurance, - Users Financial data, - Bond payment
User returns to BD; - Signed UA-FD, - Certs of Insurance, - Users Financial data, - Bond payment
FM evaluates Plans. Refer to WI-AM-005
BD prepares, comments, signs and circulates User Agreement Recommendation (BDU-004) with UA-CUF for OMM, OHSEQM endorsement and GM signature
BD prepares, comments, signs and circulates Service Agreement Recommendation (BDU-004) with UA-FD for OMM, FDM OHSEQM endorsement and GM signature
OHSEQM and BD prepare, comment, sign and circulate Site Access Recommendation Form (BDU-005) for OMM endorsement
GM counter signs User Agreement
GM counter signs Service Agreement
Hold access approval until UA counter signed
NO
User Agreement executed?
YES
GM approves Site Access Recommendation Form (BDU-005)
BD sends Letter 3 (BDU-011) advising User of access approval Copies OMM for pass issue and User mobilisation to site
Passes issued, User has physical access to site