



The objective of the Port Botany Landside Improvement Reform is to improve the landside supply chain at Port Botany so it is more *efficient, consistent* and *transparent*.

CMCC RFID truck tracking tags are to be installed in addition to any existing RFID tags (e.g. DP World tags). Tags are individually assigned to a specific truck. You **MUST CHECK** that you are installing the **correct tag** to the **correct truck** registration number. If any tag label contains incorrect truck registration details please contact the CMCC Team as soon as possible via email at landsideimprovement@transport.nsw.gov.au.

Correct installation of the truck tracking tags is critical to ensure that you are compliant with the Regulation and Mandatory Standards. Trucks that do not have its tag correctly installed or the tag has been installed on the incorrect truck **may not** receive the benefit of **queue time** included in their Truck Turnaround Time (i.e. TTT to commence at 'Queue In' rather than 'Gate In'). The following process must be completed to ensure that all trucks have correctly installed and verified truck tracking tags. Non compliance to this Standard can also incur a \$500 penalty.

Below is a simple 4-step process for installing your RFID Truck Tracking Tag

To ensure your tag works correctly, please read the following instructions carefully before attempting to install your tag. Correct installation of the truck tracking tags is critical to ensure that you are compliant with the CMCC Regulation and Mandatory Standards.

Important: Tags are individually assigned to a specific truck. You **MUST CHECK** that you are installing the correct tag to the correct truck registration number. CMCC RFID truck tracking tags are to be installed in addition to any existing RFID tags (e.g. DP World tags).

Step 1 – Confirm contents of RFID Tag - Installation Pack

Open the CMCC Tag Installation Pack which should contain: Double-sided tape (100mm x 25mm piece of 3M VHB5652 tape), Scotch Brite (3M Scotch Brite Hand Pad 7447), Alcohol Wipe (Briemar Alcohol WN1010 Wipe), CMCC RFID truck tracking tag

Step 2 – Select a mounting location

Typically, the tag should be mounted near the rear of the prime mover tailgate and should not be placed in metal recesses or corners. The ideal mounting point on the prime mover must adhere to the below criteria:

1. A location which is protected from damage during normal trailer coupling and un-coupling.
2. An area protected from rocks or debris which might be thrown up by the tyres.

3. A flat area large enough to accommodate the tag body.
4. As central as possible on the body of the cab (if not possible the left side is better than right).
5. A sturdy surface, ideally steel or aluminium – must be strong enough to support the tag. Do not mount the tag on a mud flap.



Step 3 – Prepare the surface and Prepare the tag

- a. The surface where the tag will be fitted must be smooth and flat. Do not attempt to tape-mount tags over welds, weld splatters, or on curved/warped surface.
- b. Using the 3M Scotch Brite Hand Pad 744 supplied, apply a circular hand motion on the metal surface where the tag is to be fitted to make very small scratches in the surface. This will increase the adhesiveness of the surface.
- c. Use the alcohol wipe supplied to wipe the surface to ensure all loose particles are removed.
- d. Using the alcohol wipe supplied, wipe the area of the tag where the tape will be applied to remove any loose particles.
- e. Peel the backing paper from the double sided tape and lay the “sticky pad side up” on a flat surface.
- f. Attach the tag to the piece of 3M VHB5652 tape (see figure below). Press firmly against the tag for 15-20 seconds.

Caution: avoid touching the sticky pad as this will reduce its adhesiveness

Step 4 – Attach the tag to vehicle

The installation area where the tag will be fitted must be dry. Be careful to position the tag in the correct location as the tape sticks instantly and you cannot move the tag once applied. Attach the tag to the prepared metal surface of the vehicle. Press firmly against the tag for 15-20 seconds. The whole sticky pad on the tag should be in contact with the metal surface of the vehicle. The bond strength will increase as the adhesive flows onto the surface.

- c) Attach the tag to the piece of 3M VHB5652 tape (see figure below). Press firmly against the tag for 15-20 seconds.
Caution: avoid touching the sticky pad as this will reduce its adhesiveness



If you have any questions or would like further assistance, please contact the CMCC on (02) 8265 7920 or by email at landsideimprovement@transport.nsw.gov.au

Truck RFID Tags – FAQs

1. **If my company uses subcontractors, do they need to have RFID tags?**

Yes, all trucks that plan to complete port trips are required by law to have working RFID tags fitted on their prime movers. The company booking the slot is held responsible to comply with the Regulations and Mandatory Standards and must make sure the subcontracted truck has a working tag.

2. **How can I verify if my subcontractor has a working RFID tag if this registration is not linked to my company account?**

On the bottom of the Operational Performance home page you will find the link that allows you to check any vehicle RFID status. Non-compliant vehicles would prompt an invalid REG number:

3. **How can I monitor my vehicles RFID tags performance at any time?**

Please log into the OP system and go to the Tag Management Menu under Road Operations, click search and you will receive the list of all your registered RFID tags, serial numbers, last reported (read) date, etc. You can verify whether the last reported (read) date corresponds to your most recent actual port trip. You can also look at Truck Trip List screen and ensure your trips are displaying port trip data on the right hand side of the trip details screen.

4. **How can I check whether the RFID tags fitted are on the matching trucks?**

The list of RFID tags provided under Tag Management can be exported to Excel or PDF, please print a copy and physically verify matching serial numbers against the RFID transponder serial number on your trucks.

5. **Can I swap RFID tags over different trucks?**

Yes, as long as you notify the CMCC of your changes and provide us with the RFID tag serial number and corresponding vehicle registration so that we can update your details.

6. **If my vehicle registration number changes, will my vehicle still be compliant?**

No, you must advise the CMCC of any vehicle registration license plate changes so we can adjust your information ASAP. Additionally you must advise DP World of your change so that they can update your information and CMCC can receive the correct trip data.

7. **I keep some RFID tags inside the glove box of the vehicle, is this good enough to get reads?**

No. The RFID tags need to be fitted on the back of the prime mover of your trucks, if they are anywhere else, they may not capture the required readings.

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