




Standard Operating Procedure - 004

Unaccompanied Freight

January 2018

COMPANY INSTRUCTION LEAFLET		 PORTS OF JERSEY YOUR ISLAND GATEWAY	
APPLICABILITY	CONDOR OPERATIONS WITHIN PORT OF JERSEY		
CIL OWNER	HEAD OF SHORE OPERATIONS	DATE ORIGINATED	31/03/2017
		REVIEW DATE DUE	JANUARY 2019
ORIGINATOR	CONDOR / SOLENT STEVEDORE	APPROVED BY	LOUISE STAFFORD PORT OPERATIONS MANAGER
REFERENCES	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016 CONDOR FERRIES – YOUR TASK		
REVIEWS		REASON FOR REVIEW:	
By:			
	NAME	POSITION	SIGNATURE
			DATE
		REASON FOR REVIEW:	
By:			
	NAME	POSITION	SIGNATURE
			DATE

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SCOPE: This document sets out the operating procedures used by Condor Ferries in the management of activities within Elizabeth Harbour regarding unaccompanied freight operations.

1. PROCEDURES

Vehicle and foot passenger Check-in – Conducted by Condor Ferries
Foot Passenger Embarkation – Controlled by Condor Ferries
Vehicle and Marshalling/embarkation – Controlled by Condor Ferries
Stevedoring Operations – Conducted by Solent Stevedores

2. ACCEPTANCE OF UNACCOMPANIED VEHICLES AND FREIGHT FOR SHIPMENT

Condor Ferries will manage the acceptance of unaccompanied vehicles and freight for shipment, noting the following:

- Minimum Personal Protective Equipment requirements, being high visibility vest and safety shoes.
- Times for acceptance should be in accordance with Ports of Jersey guidelines (See Appendix 1, extract from Ports of Jersey 'Port Operations Manual')
- Unaccompanied vehicles and freight should only be accepted into the RZ when accompanied by a valid booking for shipment.
- "Vehicles that are not involved in dock operations will not be admitted into dock operations areas, except in an emergency, or in exceptional circumstances or for law enforcement agencies to carry out their duties."¹
- Members of the public engaged in dropping unaccompanied vehicles or freight must be escorted by a member of Condor Ferries staff at all times when within the RZ.
- "Pedestrians should be strongly discouraged from moving around in dock operations areas on foot"², and must be actively encouraged to remain in their vehicles.
- When presented for shipment vehicles and freight should be inspected by a member of Condor Ferries staff and required to be in a safe and roadworthy condition, for example: engine running, brakes working, hand brake working, clear 360 degree driver vision and not presenting any additional risks to stevedores or on board crew members.
- Gross weights should be known at time of acceptance and clearly reflected on the appropriate load list.
- Destination stickers should be applied to clearly identify shipping destination, and/or be clearly identified on the appropriate load list presented to Solent Stevedores (late additions to the load list should be verbally acknowledged by the Solent Stevedores Duty Foreman by radio).
- Freight containing hazardous goods should be identified and located in appropriate hazardous cargo bays within the RZ, copies of hazardous cargo notes should be submitted to the freight gate whom will coordinate appropriate parking with Condor Ferries Freight office.

¹ POJ – Safety in Docks and Outlying Harbours (Jersey) Code of Practice 2016

² POJ – Safety in Docks and Outlying Harbours (Jersey) Code of Practice 2016

- Freight Pods or Vehicles requiring 240v or 440v supply must be accepted by the Condor Ferries Freight Staff, whom will be responsible for plugging in and setting appropriate temperatures. Temperature controlled pods and vehicles should be locked and sealed when left unattended.

Solent Stevedores will assist in acceptance of unaccompanied vehicle and freight where and when required/available, noting the following:

- All relevant considerations of Condor Ferries unaccompanied vehicle and freight acceptance responsibilities above.
- When requested, and subject to availability, Unaccompanied Vehicles and Freight will be taken out of the RZ, but only through Main Gate Security and parked immediately outside. Solent Stevedores will not engage in customer liaison in relation to the acceptance.
- Solent Stevedores reserve the right to refuse assisting with driving or towing of unaccompanied vehicles or freight on safety or operational grounds, at their complete discretion.

3. RELEASE/PICK UP OF UNACCOMPANIED VEHICLES AND FREIGHT

Condor Ferries will manage the release/pick up of unaccompanied vehicles and freight for shipment, noting the following:

- Minimum Personal Protective Equipment requirements, being high visibility vest and safety shoes.
- Times for picking up should be in accordance with Ports of Jersey guidelines (See Appendix 1, extract from Ports of Jersey 'Port Operations Manual')
- "Vehicles that are not involved in dock operations will not be admitted into dock operations areas, except in an emergency, or in exceptional circumstances or for law enforcement agencies to carry out their duties."³
- Members of the public engaged in picking up unaccompanied vehicles or freight must be escorted by a member of Condor Ferries staff at all times when within the RZ.
- "Pedestrians should be strongly discouraged from moving around in dock operations areas on foot"⁴, and must be actively encouraged to remain in their vehicles.
- Refrigerated Pods will need to be unplugged in accordance with Condor Ferries safety procedures (WHERE ARE THEY DISTRIBUTED/TRAINED?).
- Whenever possible, unaccompanied vehicles and towed freight should be transported to the Main Gate Security for collection. Removing the need for anyone not involved in dock operations to enter the RZ at all.
- Release from the compound, through Main Gate Security, will require direct authorisation by Condor Ferries.

Solent Stevedores will assist in release of unaccompanied vehicle and freight where and when required/available, noting the following:

- All relevant considerations of Condor Ferries unaccompanied vehicle and freight acceptance responsibilities above.

³ POJ – Safety in Docks and Outlying Harbours (Jersey) Code of Practice 2016

⁴ POJ – Safety in Docks and Outlying Harbours (Jersey) Code of Practice 2016

- When requested, and subject to availability, Unaccompanied Vehicles and Freight will be taken out of the RZ, but only through Main Gate Security and parked immediately outside. Solent Stevedores will not engage in customer liaison in relation to the release.
- Solent Stevedores reserve the right to refuse assisting with driving or towing of unaccompanied vehicles or freight on safety or operational grounds, at their complete discretion.
- Contents of SOP003 Loading and Discharging Pods (Freight/Bag).

APPENDIX 1

Extract from Ports of Jersey, Port Operations Manual

2.1.2 Restrictions on movement of trade vehicles within the Elizabeth Terminal

GENERAL

There have been a number of incidents reported where Trade Vehicle Companies are picking up /delivering trade vehicles during periods when the Commodore Goodwill and Clipper are operating.

This has resulted in trade cars manoeuvring around freight trailers operating in the marshalling yard and trailer park.

These trade vehicles are appearing often at speed around blind spots of the Tug driver. The potential of an accident is high.

All trade vehicle collection companies have been informed and have received a letter [copied below] stating that the following restrictions apply with immediate effect.

PROCEDURE

NO TRADE VEHICLE CAN BE COLLECTED OR DELIVERED BETWEEN THE FOLLOWING TIMES:-

Mon to Sun – 0600 to 0830 and 1830 to 2130.

Conventional vessel outside normal scheduled times i.e. tidal or weather delay then trade cars will be stopped twenty minutes [20] before the expected arrival time. Notification will be made to the Freight Gate by VTS of ETA / ETD as 2.1.4.

Mon to Sun – 0830 to 1830 may have restrictions in place due to density of traffic within the port, however Condor Ferries Freight Department and the security gate will inform the company / drivers of these times and what restrictions are in place.

If the conventional vessel is to operate from the east berth at any time. No trade cars are to be picked up or delivered to the port. When this occurs the following procedure is to take place:-

On Notification at VTS of the freight vessels arrival [ETA]. VTS is to notify the freight gate.

The freight gate must stop all trade car movements in & out twenty [20] minutes before the given ETA of the Freight vessel.

All trade car operations are to cease until VTS has notified them of either a time [ETD] or that the freight vessel has departed [ATD].

Once received of this notification of the vessels departure trade car collection and delivery may be resumed.

If a company or individual wishes to collect or deliver a trade /personal vehicle during these times they must contact Condor Ferries freight office who will make arrangements for the cars to be collected outside the restricted area.

If additional restrictions are required due to above Condor Ferries Freight Department will notify the trade car company of the restrictions and what measures have been put in place during this period.

If a trade car is delivered during this period they are to be instructed to park the vehicle outside the restricted area until collected by Condor Freight.

Standard Operating Procedures – Elizabeth Harbour Terminal and RZ

Dear Sir/Madam

Delivering & Picking up of Trade vehicles to & from Elizabeth Terminal Marshalling Area.

It has been brought to our attention that some companies are delivering or picking up trade vehicles during the peak periods in the port's daily operation. This has led to safety concerns that drivers are walking around the trade car storage area or moving between blocks looking for individual vehicles or moving vehicles while freight trailers are manoeuvring in the marshalling yard. Trade drivers / vehicles have been appearing unexpectedly and this has the potential for a traffic accident between the freight trailer and pedestrian/trade vehicle.

Therefore will immediate effect could you please arrange for trade cars to be delivered or collected outside the following times.

Mon to Sun – 0600 to 0830 and 1830 to 2130

Conventional vessel outside normal scheduled times i.e. tidal or weather delay then trade cars will be stopped one hour before the expected arrival time.

Mon to Sun – 0831 to 1829 may have restrictions in place due to density of traffic within the port, however Condor Ferries Freight Department and the security gate will inform your company / drivers of these times and what restrictions are in place.

Please remind your drivers the importance of wearing High Visibility clothing when within the Marshalling yard and to observe the speed limit of 20 mph max. Thanking you in advance for your co-operation.

Yours sincerely