






Standard Operating Procedure - 009

Main Security Gate

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		
ORIGINATOR	CONDOR / SOLENT STEVEDORE	APPROVED BY		
REFERENCES	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016 CONDOR FERRIES – YOUR TASK			
REVIEWS			REASON FOR REVIEW:	PARA.4 REVIEWED
By:	R FITZGERALD	POM		12 OCT.2018
	NAME	POSITION	SIGNATURE	DATE
			REASON FOR REVIEW:	PARA.4 REVIEWED AND APPENDIX 2 ADDED
By:	R FITZGERALD	POM		27 Nov 2018
	NAME	POSITION	SIGNATURE	DATE

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SCOPE: Vehicle and pedestrian access and egress, through the Elizabeth Terminal Freight Gate with and without vessel on berth.

1. POLICY

The access and egress of both vehicles and pedestrians through the Elizabeth Terminal Freight Gate must be controlled to ensure safety, security and compliance.

2. PURPOSE

To provide procedures, agreed by relevant parties, to control and manage foreseeable situations and requests.

3. RESPONSIBILITIES

The Port Authority are responsible at all times for the control of Main Gate Security activities as listed below, and control of any other vehicles or pedestrians that may have gained access to the RZ but whom do not fall under the responsibility of Main Gate Security, Condor Ferries or Solent Stevedores as defined below.

Main Gate Security are responsible at all times for the control of vehicle and pedestrian access and egress through the Freight Gate RZ entrance.

Condor Ferries are responsible at all times for the control of vehicle and pedestrian access and egress through the Terminal Building, and Passenger Vehicle entry routes, into the RZ.

4. PROCEDURES – ACCESS THROUGH THE FREIGHT GATE

Main Gate Security will manage Pedestrian and Vehicle access through the freight gate, noting the following:

- Vehicles that are not involved in dock operations will not be admitted into dock operational areas,
 - except in an emergency, or
 - in exceptional circumstances or
 - for law enforcement agencies to carry out their duties.¹
- Pedestrians should be strongly discouraged from moving around in dock operations areas on foot¹, and must be actively encouraged to remain in their vehicles.
- Minimum Personal Protective Equipment requirements
 - high visibility clothing
 - safety shoes.
- The Security Gate should only allow trailers access into the ETRZ a maximum of 12 hrs prior to the scheduled departure of the vessel on which they are booked.
- The Security Gate must assign trailer parking bay numbers to all drivers delivering trailers for shipment.
- Condor Ferries will provide the Security Gate, with the number of inbound trailers discharging from the next arriving vessel, as soon as it leaves its departure port. The Security Gate will then leave empty the appropriate number of bays to accommodate these inbound trailers.
- Using the allocation table provided by Condor Ferries (Appendix 2), the Security Gate will be able to determine how many ETRA spaces remain available to each Logistics Company. Once each Logistics Company allocation has been filled, the Security Gate will deny entry to any further trailers from that Company.

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

- When all trailer bays are full, no further trailers are to be allowed to enter the compound, and Condor Freight Office and Solent Stevedores Foreman must be informed. Both Load Marshall and Stevedore Foreman must be in agreement before the freight gate allows entry. If there is a disagreement, the freight should not be allowed into the ETRA and the Ports of Jersey Duty Harbour Master should be called, via St Helier VTS on 01534 447722. The Load marshal and Stevedore Foreman should be contacted during stevedore tug operations prior to allowing freight drivers entry.
- When SSL tugs are in operation, no vehicles must enter the lower operational area i.e. gap in wall between 69 and Bay 86, unless by prior arrangement.
- When there is a ship on a berth, no other vehicles should enter the compound via the Main Gate besides Logistic Company freight drivers picking up or delivering trailers for shipment (in which case the above applies).
- Security Guards must remain in constant radio contact with all parties.
- Trailers containing Hazardous Goods, as defined by the IMDG Code, must be allocated a Hazardous Cargo Bay number when entering the compound.
- Condor Freight Office to provide guidance as to Classification compatibility to ensure there is no Classification conflict between Hazardous Cargos when parked in close proximity within the compound.
- If all Hazardous Cargo Bays are full, seek guidance from the Condor Freight Office as the next best location.
- Times for acceptance of unaccompanied vehicles 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.
- 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.

5. PROCEDURES – EGRESS THROUGH THE FREIGHT GATE

Main Gate Security will manage Pedestrian and Vehicle access through the freight gate, noting the following:

- Times for picking up should be in accordance with Ports of Jersey guidelines (See Appendix 1, extract from Ports of Jersey 'Port Operations Manual')
- 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 foot¹, and must be actively encouraged to remain in their vehicles.
- 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 of unaccompanied vehicles through the freight gate, will require direct authorisation by Condor Ferries.

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 – 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 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.
- 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.

APPENDIX 2

Logistics Company ETRA Trailer Space Allocations

RESTRICTED ACCESS