



Standard Operating Procedure - 001

Vehicle and Pedestrian Movements

January 2018

COMPANY INSTRUCTION LEAFLET		 PORTS OF JERSEY		
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:		AMEND SEC. 2 & 3 NEW GATES
By:	RF	OPS & EP MGR		12/03/22
	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 Solent Stevedores and Ferry Operators in the management of activities within Elizabeth Harbour regarding the interaction between pedestrians and vehicles during passenger and freight operations.

1. PROCEDURES

Vehicle and foot passenger Check-in – Conducted by Ferry Operator
Foot Passenger Embarkation – Controlled by Ferry Operator
Vehicle and Marshalling/embarkation – Controlled by Ferry Operator

2. VEHICLE MARSHALLING – WITHIN RZ

Ferry Operators will conduct vehicle marshalling activities within the RZ, as follows:

- Vehicles that are stored or have been permitted to enter the RZ not involved in dock operations will be prevented from entering dock operations areas.
- The gates attached to the concrete barriers, that segregate the freight operations and the passenger operations, are to remain in the closed position as default. Freight Marshalls, when proceeding to the trailer park to carry out trailer checks, are to use the southern most set of gates. Ferry operators are to ensure that both sets of gates are closed before commencing passenger operations within the vehicle car lanes.
- If freight operations are taking place at the same time as passenger operations the Ferry Operator marshal must ensure the Condor Freight Load marshal is aware of their presence in the area.
- The Condor Freight Load Marshal must ensure that the Solent Stevedore Foreman is advised of the presence of passenger marshals.
- “Pedestrians” should be prevented from entering freight operational areas.
- Pedestrians must remain on designated pedestrian walkways where available, otherwise be escorted by a member of staff.
- Vehicle marshals shall remain in constant radio contact.
- Nominated Load/vehicle land Marshals shall coordinate assistance from the Stevedores, through the Stevedore Duty Foreman.
- Nominated Load/vehicle land Marshals shall coordinate collection/scanning of Boarding and Landing cards where required.
- The vehicle access security gate must be closed on completion of vehicle loading operations.
- Members of staff not involved in marshalling operations must remain in within safe passenger walkways, if not wearing the appropriate PPE.

The Stevedore Company may assist in the vehicle marshalling whenever possible/available, under the instruction of Condor

3. PASSENGER VEHICLE LOADING/DISCHARGE SHIP-RZ-SHIP

Condor Ferries will manage passenger vehicle loading and discharge, noting the following:

- Nominated vehicle marshals shall act as liaison with the vessel to coordinate the landside operations when loading and discharging the vessel.
- The Ferry Operator marshal must ensure the Condor Freight Load Marshal is aware of their presence in the area.

- The Condor Freight Load Marshal must ensure that the Solent Stevedore Foreman is advised of the presence of passenger marshals
- Passenger vehicle movement on linkspans, during freight operations must be closely coordinated by the Ferry Operator, to ensure there is no conflict between vehicles and tugs.
- Bicycle riders must dismount to transit linkspans.
- Motorcycle riders must wear helmets when transiting linkspans.

The Stevedore company will load and discharge pods and unaccompanied vehicles as presented by Condor, in accordance with the following:

- Contents of SOP003 Loading and Discharging Pods (Freight/Bag).
- Contents of SOP004 Unaccompanied Freight.

4. FOOT PASSENGER LOADING/DISCHARGE SHIP-RZ-SHIP

The Ferry Operator will manage foot passenger loading and discharge, ensuring the following:

- Foot passengers must be directly supervised, at all times, when walking next to unguarded edges where there is a risk of falling from height and/or no segregation from moving vehicles.
- Passengers who are mobility impaired must be given due consideration and assistance where required.
- Pedestrian movement on linkspans, during freight operations must be closely coordinated by the Ferry Operator, to ensure there is no conflict between any vehicles, tugs and pedestrians.
- Foot passengers loading or discharging via a linkspan at the same time as vehicles, must be directly supervised and remain on the segregated walkways provided.

5. CHECKING OF UNACCOMPANIED VEHICLES

Condor Ferries will manage unaccompanied vehicle checks, noting the following:

- Contents of SOP004 Unaccompanied Freight.
- Contents of SOP009 Main Gate Security.
- "Vehicles that are not involved in dock operations will not be admitted into dock operations areas.
- "Pedestrians should be strongly discouraged from moving around in freight operation areas on foot."¹
- Pedestrians must remain on designated pedestrian walkways where available.

6. CHECKING OUTBOUND TRAILERS

Condor Ferries will manage checking outbound trailers, noting the following:

- "Pedestrians should be strongly discouraged from moving around in dock operations areas on foot."²
- Checkers must remain in constant radio contact with all parties.
- Checkers must not continue with checks whilst freight operations are being conducted i.e. tugs are moving.
- Checkers must make their location visible to others within the RZ at all times i.e. stay within the vicinity of their parked vehicle or agree directly with the Stevedore Forman on another visible indicator of which bay they are located in.

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