


Standard Operating Procedure – 002NNQ

Pedestrians and Vehicles

COMPANY INSTRUCTION LEAFLET		 SOLENT STEVEDORES		
APPLICABILITY	LIFT ON LIFT OFF OPERATIONS WITHIN THE NEW NORTH QUAY			
CIL OWNER	SOLENT STEVEDORES OPERATIONS MANAGER	DATE ORIGINATED		APRIL 2018
		REVIEW DATE DUE		APRIL 2019
ORIGINATOR	SOLENT STEVEDORES	APPROVED BY		GTE
REFERENCES	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016			
REVIEWS		REASON FOR REVIEW:	PPE REQUIREMENT	
By:	GREG ENGLAND	C&A MAN		04/09/18
	NAME	POSITION	SIGNATURE	DATE
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By:				
	NAME	POSITION	SIGNATURE	DATE

CONTENTS

<u>Title</u>	<u>Page</u>
Scope	
1. Scope	3
2. Policy	3
3. Purpose	3
4. Responsibilities	3
5. Procedures	3
Appendix 1	5

1. SCOPE:

Vehicle and pedestrian movements into and around the RZ, with and without vessel on berth.

2. POLICY

The entry and movement of both vehicles and pedestrians within the New North Quay restricted zone must be controlled to ensure security, safety and efficiency.

3. PURPOSE

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

4. RESPONSIBILITIES

Solent Stevedores are responsible at all times for the control of Main Gate Security Contractor 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, Quay Tenants or the Port Authority or themselves as defined below.

Main Gate Security Contractor are responsible at all times for the control of vehicle and pedestrian access and egress through the New North Quay Security Gate entrance.

Quay Tenants are responsible at all times for the control of ‘visitor’ vehicles and pedestrians for whom they have requested access.

The Port Authority are responsible at all times for the control and movement of vehicles and pedestrians that have been engaged by The Port Authority in their own activities within the RZ.

A ‘visitor’ is anyone wanting to gain access to the quayside, whom does not hold valid security card identification issued by the Port Authority.

5. PROCEDURES –

ACCESS & SECURITY

The security of the NNQ RZ is the responsibility of all of the above Port Users, noting the following:

- The NNQ is subject to the full requirements of the International Ship & Port Facility Security (ISPS) Code and entrants are therefore subject to the conditions of the same i.e. a security challenge and security search regime.
- The Main Gate is manned by the Jersey Security Bureau, under the management of Solent Stevedores.
- Entry is dependent upon opening a barrier or turn style with a successful swipe of a valid security ID. Otherwise the entrant is classed as a ‘visitor’.
- Visitors will be denied access unless sponsored by a tenant or the Port Authority, either way they fall under the responsibility of, and are required to be escorted by, their sponsor at all times.
- Visitors under the age of 16 will be denied access at all times.
- Guidance is contained in ANNEX A.

PEDESTRIANS

Pedestrians entering and moving around the RZ are the responsibility of all of the above Port Users, noting the following:

- Access to the NNQ on foot, is strictly via the pedestrian turn styles only.
- “Pedestrians should be strongly discouraged from moving around in dock operations areas on foot”¹, and must be actively encouraged to remain in their vehicles.
- If it is necessary for a visitor to enter without their own vehicle, then arrangements will need to be made for them to enter in a tenant sponsor’s vehicle, subject to appropriate security scrutiny, and remains the responsibility of their tenant sponsor - for the FULL duration of their visit.
- If pedestrian access is required into the designated Operational Area, then an announcement and justification must be made to, and permission received by, the stevedores (any ‘visitor’ being accompanied by their tenant sponsor at all times).
- Pedestrians must remain on designated pedestrian walkways where available, otherwise must be escorted by their tenant sponsor.

LOADING AND UNLOADING OF CARGO TO AND FROM TRANSPORT

Stevedore provided loading and unloading is at the total discretion of the stevedoring company, for guidance and to avoid disappointment the following minimum requirements must be adhered to:

- A single point of stevedore loading and unloading of transport is provided.
- Stevedore loading and unloading of transport in any other area of the RZ, is strictly by prior arrangement only (24hrs notice required).
- Vehicles must approach the loading point from the correct direction i.e. heading North in the correct lane.
- “Vehicle drivers must remain in their cab, or move to a designated ‘safe haven’, whilst a forklift is loading/unloading their vehicle.”²
- Drivers must identify requested cargo by unit number i.e. flat or container number.
- Drivers must ensure their cargo is appropriately secured prior to requesting the lift.
- Drivers must communicate the GROSS cargo weight to the FLT driver prior to lifting.
- Cargo securing, following stevedore loading, is only to be carried out in the lane ahead of the loading/unloading point. “Securing of cargo loads and containers must be completed whilst the vehicle remains stationary within a designated Dock operations area or designated cargo securing area.”³

PARKING

Parking control and regulation is the responsibility of all those above, noting the following:

- “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.”⁴
- “Vehicles must not be parked so as to impede traffic routes or designated pedestrian walkways.”⁵
- Any vehicles parked in roadways, outside of designated parking areas or tenanted areas are liable to application of Quay Rental charges without warning, charged at the appropriate published

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

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

⁵ POJ – Safety in Docks and Outlying Harbours (Jersey) Code of Practice 2016

Ports of Jersey tariff. Charges will be made directly to the company owning the vehicle, not the driver.

GENERAL RESTRICTED ZONE CONDITIONS

- All port users must wear appropriate PPE whilst in the RZ:
 - Minimum = highviz vest
 - Steel toecaps are necessary in all areas, except when remaining on designated walkways and in offices/messrooms
 - Hard hats are mandatory within the designated 'Operational Area' and anyone involved in, or near to, lifting operations (anywhere on the port estate)
- No quay tenant staff vehicles are permitted entry into the RZ, beyond the North entrance to the Warehouse.
- Speed limits must be adhered to at all times.
- If entry is required into the designated Operational Area, then an announcement and justification must be made to, and permission received by, the stevedores.

ANNEX 1

NNQ Access Process



1. FORMAN:	Sam Dauvin 07797913341 Chris Carver 07797754274
1. SOLENT OFFICE	01534 724 401
2. OPERATIONS MANAGER:	Glen Mourant 07797 892 688
3. COMPLIANCE MANAGER:	Greg England 07700 715 308