

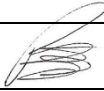






# Standard Operating Procedure - 002

## Loading and Discharging Trailers

COMPANY INSTRUCTION LEAFLET		 <b>PORTS OF JERSEY</b> YOUR ISLAND GATEWAY	
<b>APPLICABILITY</b>	CONDOR OPERATIONS WITHIN PORT OF JERSEY		
<b>CIL OWNER</b>	HEAD OF SHORE OPERATIONS	<b>DATE ORIGINATED</b>	31/03/2017
		<b>REVIEW DATE DUE</b>	31/03/2023
<b>ORIGINATOR</b>	CONDOR / SOLENT STEVEDORE	<b>APPROVED BY</b>	RF/POM
<b>REFERENCES</b>	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016 CONDOR FERRIES – YOUR TASK		
<b>REVIEWS</b>		<b>REASON FOR REVIEW:</b>	
<b>By:</b>	SCS	FREIGHT DIRECTOR	01/05/2018
	NAME	POSITION	SIGNATURE
			REASON FOR REVIEW: REMOVED BULLET 1 SECTION 2
<b>By:</b>	RF	PORT OPS	25/04/2019
	NAME	POSITION	SIGNATURE 
<b>By:</b>	RF	SEC. OPS & EM MGR	REASON FOR REVIEW: UPDATE FREIGHT OPS ON HSC
			SIGNATURE  DATE 05/03/2022
<b>By</b>	RF	SEC. OPS & EM MGR	REASON FOR REVIEW: FREIGHT OPS ON HSC PAX ON LINKSPAN
			SIGNATURE  DATE 06/09/22
<b>By</b>	RF	SEC. OPS & EM MGR	REASON FOR REVIEW: HSC FREIGHT OPERATIONS
			SIGNATURE  DATE 20/09/24

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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 the loading and discharge of trailers during passenger and 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. FREIGHT TRAILER CONDITION REPORTS**

Condor Ferries will manage freight trailer condition reporting by:

- Collecting inbound trailer damage reports and consignment notes from the vessel on arrival for use by the Freight Office.
- The Freight Office will review the inbound damage report, inspect the trailer and record any alleged new damage including the taking of photographs. (A condition report is completed for all and every trailer arriving in to the Island.)
- The Freight office will complete any required consignment notes. (The client provides the con not and or information and the Freight office completes the digital copy based on this information.)

- Damage thought to have been caused by Stevedore operations must be reported to the Stevedores Foreman immediately and always before the trailer is removed from the RZ. (providing this is known at the time! It is possible for the trailer to be noted as damaged on coming off the vessel but it may be the completion of working the vessel before Condor have the ability to report it to anyone.)

The Stevedores will monitor trailer condition:

- The Stevedore Foreman must inspect any damage claimed to be caused by stevedore company, BEFORE it leaves the RZ. He shall conduct an investigation and take photographs.
- Any damage found during pre-connection checks, or at any other time whilst in the care of the stevedore company, should be reported immediately to the Stevedore Foreman. The Stevedore Foreman should notify the Load Marshal, before the trailer is accepted, and complete the defect/damage report which is dual signed by the CF load marshal and Stevedore Supervisor.
- The Foreman will inform the Chief Officer (onboard) and/or Freight Office (shoreside) of any new or noted damage, the Chief Officer (onboard) and/or Freight Office (shoreside) will consult the original pre-shipping inspection report, update it or complete a new report as necessary.

### 3. TOWING OF TRAILERS

Condor Ferries will manage freight trailer movements:

- Load Masters must remain in constant radio contact with all parties.
- Trailer numbers for loading and discharge will be presented to the Stevedores as early as possible before vessel arrival.
- When Stevedore tugs are in operation, no vehicles must enter the lower operational area i.e. gap in wall between M18 and Bay 35, unless by prior arrangement with the Stevedore foreman.
- The CF vehicle must at all time have a functioning beacon on the roof, hazard lights illuminate and operate within the prescribed speed limit at all times.
- The CF vehicle operator must cease movements once the discharge of any vessel commences and take up position in the hut at the top of the relevant ramp.
- The security gate will be provided with the registration numbers for the authorised accompanied vehicles to enter the RZ.

Radio protocol for this action must be adhered to all times.

For clarity, the following callsigns should be used at all times by all parties.

Solent Stevedores Foreman	'Solent Foreman'
Condor Freight Load Marshal	'Load Marshal'
Condor Freight Office	'Freight Office'
Freight Security Gate	'Freight Gate'
Vessels Chief Officer	'Chief Officer'

- Chief Officer: 'Load Marshal, we are ready for the accompanied'
  - Load Marshal: 'thank you Chief Officer, break, Solent Foreman, please confirm when all tugs are stopped'
  - Solent Foreman: 'Load Marshal, confirm all tugs stopped'
  - Load Marshal: 'Thank you, making way to Freight Gate'
  - Load Marshal: 'Freight Gate, please allow accompanied freight through'
- When the accompanied is on the ramp ready for stowing and the load marshal is back in his shelter;
- Load Marshal: 'Solent Foreman, clear to proceed'
  - Solent Foreman: 'Thank you Load Marshal, [Foreman instruction to tugs to commence backload]'

The CF vehicle does not then move again until loading is complete and the tugs have parked up.

- When operating a conventional vessel on the East Berth, the compound must be 'set up' for this operation in advance:
  - all vehicles removed from the passenger loading lanes in the centre of the compound
  - chain barrier division removed
- When operating a Fast Ferry on the West Berth, operations will be conducted with use of a dedicated Banksman (car marshal) controlling the cross over points where there is conflict between passenger vehicles and freight vehicles. The Banksman is to be supplied by Condor or the Stevedore Company before operations are agreed to proceed by all parties.

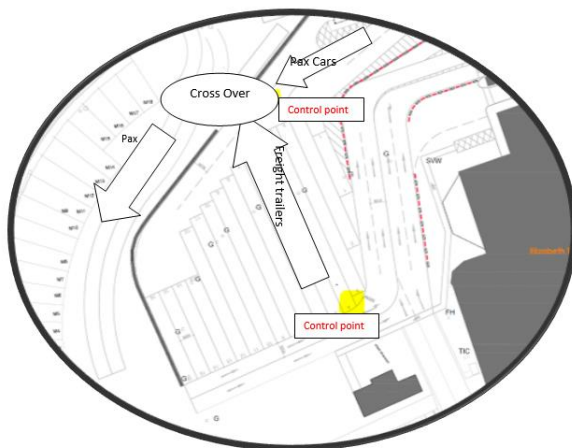


Diagram shows lay out and cross over points

- Tug operations must be stopped to allow passenger vehicle and foot passenger transportation to load and disembark conventional vessels.
- All and any shipping disruptions are notified to Stevedores and all freight clients by Condor Ferries. In addition to this and to help Stevedores assist Condor Freight during any period of disruption, the following information should be included:
  - Request to move trailers and re-organise the RZ in terms of specific requirements dependant on the nature of the disruption. This should be notified in good time to allow Stevedores to react accordingly. If the AM vessel call has not been completed,

this can be done at the time or shortly afterwards as Stevedores are on site. CF will notify clients and request a revised load list for Clipper that PM so the organisation can begin.

The Stevedore Company will load and discharge freight trailers from Condor vessels as presented by Condor Ferries, noting the following:

- Drivers and Foreman must remain in constant radio contact with all parties.
- Further requirements of the Solent Stevedores Risk Assessment JSS16
- Further requirements of the Solent Stevedores Risk Assessment JSS17
- Reversing manoeuvres to be kept to the minimum possible distances.
- Turning manoeuvres, to allow reversing down the ramp, to be done as close to the top of the ramp as possible.
- Solent Stevedores reserve the right to refuse to load and discharge freight trailers from ship to shore and visa versa, on safety or operational grounds, at their complete discretion and any such occurrence is to be notified to the load marshal and chief officer without delay.
- Tug operations must be stopped to allow passenger vehicle and foot passenger transportation to load and disembark.
- If at any point any driver or Foreman considers that the safe operation has been compromised or is at risk, tug operations are to be stopped until the hazard has been removed.
- All and any shipping disruptions are notified to Stevedores and all freight clients by CondorFerries. In addition to this and to help Stevedores assist Condor Freight during any period of disruption, the following information should be included:
  - Request to move trailers and re-organise the RZ in terms of specific requirements dependant on the nature of the disruption. This should be notified in good time to allow Stevedores to react accordingly. If the AM vessel call has not been completed, this can be done at the time or shortly afterwards as Stevedores are on site. CF will notify clients and request a revised load list for Clipper that PM so the organisation can begin.

## HSC Freight Operations

Prior to vessel arrival:

- A number of vehicle check in lanes may need to be shortened, at the discretion of the Stevedore Foreman, to ensure there is sufficient manoeuvring space for tug/s to operate safely.
- Tug/s and driver/s are on station and ready when the vessel arrives.
- If Freight Units are to be loaded, they should be within the RZ and made ready.
- Segregation of freight and passenger operations, within the car lanes, should be maintained at all times, through use of physical barriers and/or Car Marshals.

Upon vessel arrival:

- Segregation of freight and passenger operations on the linkspan and vessel's vehicle decks should be maintained at all times. This is achieved through traffic management, co-ordinated by the Loading Officer and Stevedore Foreman.
- Should disembarking foot passengers remain on the linkspan, but discharging passenger vehicles are clear of the linkspan - the Loading Officer has the option to load passenger vehicles onto the vessels Upper Vehicle Deck (before commencing Freight Unit movements).
- The Stevedore Foreman and Loading Officer will agree the planned sequence of events, as soon as possible.
- If passenger cars are being loaded before Freight Unit movements, the Loading Officer must confirm with the Stevedore Foreman when the linkspan and lower car deck are clear of passengers – at which point the Freight Unit movements can commence.
- Pax operations may only resume once the Stevedore Foreman advises the Loading Officer that freight ops have been completed.
  
- NOTE that the:
  - Loading officer (Chief Officer, as Master's representative) has overall control of loading operations on the vessel side of stern ramp/linkspan interface.
  - SSL Foreman has overall control of the Freight Unit movements shoreside.
- Any requested exceptions to this standard operating procedure to be expressly agreed between Loading officer, Stevedore foreman, Freight Marshal and Car Marshal, and details of such subsequently reported by the Stevedore Foreman in their 'Vessel Operations Report'.

## 4. PARKING OF ROAD VEHICLES CARRYING DANGEROUS GOODS.

Condor Ferries will manage the loading, discharge and storage of Hazardous Goods within the RZ noting the following:

- Requirements of the IMDG Code Classifications and compatibilities i.e. to provide guidance to the Stevedores and Main Gate Security to ensure there is no risk of Classification conflict between Hazardous Cargos when parked in close proximity within the compound.

### Main Gate Security

- 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.

The Stevedores will load and discharge Hazardous Goods from Condor vessels as presented by Condor Ferries, noting the following:

- 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.