


Standard Operating Procedure – 003NNQ

Cargo Storage and Movement on Quay

| COMPANY INSTRUCTION LEAFLET | |  SOLENTSTEVEDORES | | |
|-----------------------------|--|---|----------------------------|-----------|
| APPLICABILITY | LIFT ON LIFT OFF OPERATIONS WITHIN THE NEW NORTH QUAY | | | |
| CIL OWNER | SOLENT STEVEDORES OPERATIONS MANAGER | DATE ORIGINATED | | JULY 2018 |
| | | REVIEW DATE DUE | | JULY 2019 |
| ORIGINATOR | SOLENT STEVEDORES | APPROVED BY | | GTE |
| REFERENCES | SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016 CODE OF SAFE PRACTICE FOR CARGO STOWAGE AND SECURING (CSS CODE) HEALTH AND SAFETY AT WORK (FREIGHT CONTAINERS SAFETY CONVENTION) (AMENDMENT) (JERSEY) REGULATIONS 2017 CRANES & LIFTING APPLIANCES (JERSEY) REGULATIONS 1978 | | | |
| REVIEWS | | | | |
| By: | GREG ENGLAND | C&A MAN | PPE REQUIREMENTS | 04/09/18 |
| By: | GREG ENGLAND | C&A MAN | UPDATE LOGISTICS OPERATORS | 18/12/18 |
| | | | | |
| | | | | |
| | | | | |

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 - NNQ Site Plan | 5 |
| Appendix 2 – ISO Tank Inspection Quay Procedures | 6 |

1. SCOPE:

Cargo storage and movement in and around the RZ, with and without vessel on berth.

2. POLICY

The location and movement of cargo 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 storage location and movement of cargo in the non-tenanted areas of the RZ.

Quay Tenants are responsible at all times for cargo stored within their tenanted areas.

5. PROCEDURES –

CARGO SECURING

The safe securing of cargo for shipping and/or transport is the responsibility of the Quay Tenants in collaboration with the consignor, noting the following:

- “Accelerations acting on a ship in a seaway result from a combination of longitudinal, vertical and predominantly traverse motions. The forces created by these accelerations give rise to a majority of securing problems.”¹ Similar accelerations and forces can be experienced during crane lifting operations.
- The stevedores may refuse to lift cargo by forklift, top-loader or crane at their absolute discretion. The stevedores will then inform the appropriate company of the specific problem as soon as is possible.
- Cargo presented to stevedores for movement, shipping and/or loading to or from transport, must be securely attach to the lifting equipment i.e. within container or on top of the flat rack.
- Cargo securing equipment must be fit for purpose, in good order and free from defects.
- The lane ahead of the transport loading/unloading point, is specifically provided for securing of loads prior to going on the road. “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.”²
- ‘Out of Gauge’ cargo should be avoided whenever possible due to the increase in risk of damage to that, and/or surrounding cargo.
- Cargo ‘Out of Gauge’ above the container or flat rack may be refused by the stevedores to the risk of damage to the under belly of the spreader unit.

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

² IMO – Code of Safe Practice for Cargo Stowage and Securing (CSS Code)

- Accurate declarations of the ‘Gross Mass’ of cargo and containers is not only a SOLAS requirement³, but also very important in order to verify lifting appliance capacities. Instances of considerable discrepancies in cargo weight declarations must be reported to the Port Authority.
- Empty flatracks may only be stacked eight high when safely secured with twist locks, or up to five high safely secured with ratchet straps.

MOVEMENT AND STORAGE OF CARGO IN AND OUT OF TENANTED AREAS

The lifting and movement of cargo in and out of tenanted areas is the responsibility of those lifting the cargo (predominantly the Stevedores, but may also be conducted by Quay Tenants or an outside contractor dependant on movement method required), noting the following:

- Extreme care must be taken by drivers and pedestrians when traversing between the Operations area, Shared areas and Tenanted areas.
- Drivers must ensure that others in the vicinity are aware of their movement intentions, not assume they have seen and understood. Announcing vehicle entry into common and tenanted areas is appropriate, using the vehicle horn or radio.
- “Where a driver’s view is incomplete, and the vehicle could move in a way such that the driver cannot see the path of travel of their vehicle, then a system of work will be developed to enable them to work safely.”⁴
- Speed limits must be observed at all times.
- Reversing should be avoided whenever possible.
- All lifting operations must be conducted in accordance with Ports of Jersey guidance³ and local regulation.⁴
- All lifting appliances must be compliant with local regulation.⁴
- Requirements of PoJ Dangerous Goods RZ reporting requirements.
- Requirements of the Ports of Jersey ‘Permit to Work’ scheme where appropriate.

DANGEROUS GOODS MOVEMENT AND STORAGE ARRANGEMENTS

In storage, and compatibility management, of Dangerous Goods stored on the NNQ is the responsibility of the Quay Tenants, noting the following:

- The location of permanent designated Dangerous Good storage should be noted on the site plan. Any changes should be notified to Solent Stevedores for update and re-issue.
- Quay Tenants are required to give a list (including location) of what DG’s are on quay to the Security Guard at close of business - EVERYDAY.

GENERAL CARGO MOVEMENT AND STORAGE ARRANGEMENTS

- *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)*

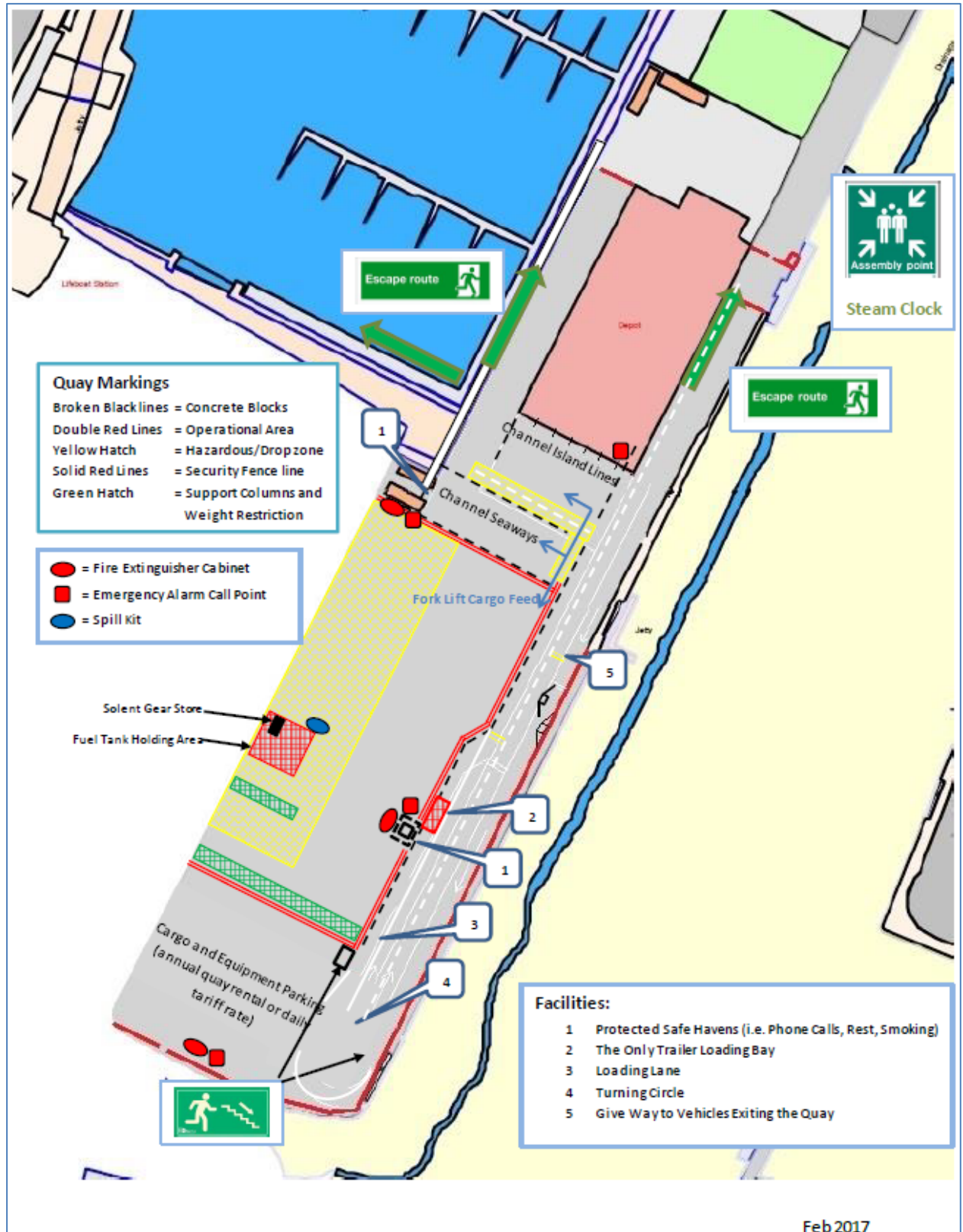
³ SOLAS VI Regulation 2

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

- Containers must be CSC Plated in accordance with local regulation.⁵
- A maximum of 2 x ISO fuel tanks may be stored on the quay, accept when vessel on berth and tanks are transiting before and following such.
- To avoid any confusion, Quay Tenants are asked to provide stevedores with written lifting equipment numbers when requesting cargo.
- Whilst every effort will be made to accommodate lifts when requested, the Quay Tenants with their ship on the berth will always have priority of stevedoring resources.
- Cargo stored outside of tenanted areas are subject to demurrage charges at standard Ports of Jersey tariff rates.

⁵ HEALTH AND SAFETY AT WORK (FREIGHT CONTAINERS SAFETY CONVENTION) (AMENDMENT) (JERSEY) REGULATIONS 2017

ANNEX 1



Feb 2017

ANNEX 2



ISO Tank Inspections Quay Procedures

Vessel Arrival

- Before ship arrival print off individual inspection sheets of tanks manifested (copies should also be in the ships bag as a backups)

Discharge from Ship

- When ship docks ensure an appointed ship's crew member must watch the crane attaching and discharge all tanks and notify shore staff of any new damage caused

Inspection of tanks

- Tanks to be inspected once landed on quay (trailer) against the sending ports inspection sheet
 - All damage to be recorded any new damage to be noted on a new form and photographed
 - New damage to be agreed and signed for by Stevedore Foreman
 - Information to be sent to the stevedore management and claims@ferryspeed.com
 - Claims will notify appropriate company of the pending claim

Vessel Departure

Inspection of tanks

- Tanks to be inspected before loading on ship
 - New inspection sheet to be completed marking all damages
 - Copy of inspection sheet to be placed in ships bag for receiving port
 - Inspection sheets to be scanned to receiving port

Loading onto ship

- When the tanks are loaded ensure an appointed ship's crew member watches the crane attaching and reloading all tanks
 - Any new damage will be photographed (in addition to being noted)
 - Information to be sent to the stevedores and senior management