




Standard Operating Procedure - 005

Refuelling Within the RZ

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	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:	
By:			
	NAME	POSITION	SIGNATURE
			DATE
		REASON FOR REVIEW:	
By:			
	NAME	POSITION	SIGNATURE
			DATE

CONTENTS

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

SCOPE: The refuelling of vehicles and machines within the RZ.

1. POLICY

Refuelling vehicles and machines within the RZ must be controlled to ensure safety and efficiency.

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 the movement of vehicles and pedestrians when engaged by The Port Authority in their activities within the RZ, control of Main Gate Security activities as listed below, and control of any other vehicles or pedestrians that have gained access to the RZ but whom do not fall under the responsibility of 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, and the movement of vehicles and pedestrians when engaged by Condor Ferries in their activities within the RZ.

Solent Stevedores are responsible at all times for the control of vehicles and pedestrians when engaged by Solent Stevedores in their activities within the RZ.

4. RESPONSIBILITIES

Solent Stevedores will manage refuelling of their company vehicles in the compound, noting the following:

- Minimum Personal Protective Equipment requirements i.e. life jacket, high visibility clothing, hard/bump hat and safety shoes.
- Fuel must be stored in an appropriate, purpose made, storage facility.
- No mobile telephone use (i.e. all phones must be turned off) and no smoking when handling fuel and/or refuelling from the fuel tank.
- Engines "OFF" during refuelling.
- Do not leave pump or fuel hose unattended during refuelling.
- Avoid fuel contact with bare skin i.e. wear gloves and eye protection is necessary.
- In the event of a spill, inform your Foreman in the first instance, and Risk Assessment JSS20 – Spill Kit will apply.