

### 1 CONVENTIONAL VESSEL OPERATIONS

Vehicles that are not involved in cargo operations whilst a vessel is working, will not be admitted into the southern operational area (as depicted in the Safety Induction), except in an emergency, or in exceptional circumstances or for law enforcement agencies to carry out their duties.

- The Freight Operator will provide the Stevedores with the allocations for the next sailing.
- Stevedores will reserve inbound bays for goods as a priority.
- Outbound goods presented to the freight security gate will only be accepted into the RA subject to completion of the 'Trailer Presentation' form.
- Trailer numbers for loading and discharge will be presented to the Stevedores as early as possible before vessel arrival.
- 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, any conventional vessel freight operations taking place on the east berth **must cease** until passenger operations on the west have concluded.

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

- Drivers and Foreman must remain in constant radio contact with all parties.
- Further requirements of the Solent Stevedores Risk Assessments
- 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 the Ferry Operator. In addition to this and to help Stevedores assist the Ferry Operator during any period of disruption, the following information should be included:

- Request to move trailers and re-organise the RA 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. Ferry Operator will notify clients and request a revised load list for that vessel that evening, so the organisation can begin.

## 2 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 RA and made ready.
- Segregation of freight and passenger operations, within the car lanes, should be always maintained, 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 always maintained. 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'.

### 3 TOWING OF FREIGHT, STORES AND BAGGAGE PODS

The Ferry Operator will manage the towing and discharge of freight, stores and baggage pods, noting the following:

- Pod maintenance instructions.

Each shift will:

- Conduct Pod pre-use inspection
- Ensure defective pods are reported and returned for repair
- Ensure through provision of a Serviceable pod list that only serviceable pods are used
- Pod numbers for loading and discharge to be presented to Solent Stevedores as early as possible.

Solent Stevedores will load and discharge freight and baggage pods from ship to shore and visa versa as presented by Ferry Operator, noting the following:

- Pre shift inspections are to be completed on the towing vehicles before their use, any defects reported and the completed inspection form to be attached to the vehicle and is valid for 24hrs or until otherwise withdrawn.
- Pre-use inspections of empty baggage and freight pods should be completed and recorded by users.
- Requirements of defect reporting procedures
- The towing capacity of the towing vehicle, and specific pod towing restrictions as follows:
  - Maximum of TWO loaded Stores pod to be towed at one time.
  - Maximum of TWO loaded luggage pods are to be towed at one time.
  - When towing more than one empty pod, heaviest should be connected to the tractor first followed by the lighter pod Maximum of two empty pods to be towed at any one time.
- Further requirements of the Solent Stevedores Risk Assessment
- Drivers and Foreman must remain in constant radio contact.
- Solent Stevedores reserve the right to refuse to load and discharge freight and baggage pods from ship to shore and visa versa, on safety or operational grounds, at their complete discretion.

### 4 POD CONDITION AND SAFE WORKING LOAD

All parties will have made available the following information:

- Results of pre-use inspections
- Requirements of defect reporting procedures

Loading limits

- No baggage pod shall contain more than 40 bags (no bag should be checked in weighing more than 25kg)
- No freight/stores pod shall weigh more than 2000kg

## 5 ACCEPTANCE OF UNACCOMPANIED VEHICLES AND FREIGHT FOR SHIPMENT

### 5.1 GENERAL

The FO will manage the acceptance of unaccompanied vehicles and freight for shipment, noting the following:

- a) The FO is responsible for any unaccompanied vehicles entering the restricted area and it should only be accepted with a valid booking.
- b) Under exceptional circumstances members of the public engaged in dropping unaccompanied vehicles or freight must always be escorted by FO staff when within the RA.
- c) FO operator should liaise with the Stevedores to ensure the unaccompanied vehicle or freight is clearly identified on the appropriate load list presented to the Stevedores
  - i. late additions to the load list should be verbally acknowledged by the Stevedore Duty Foreman by radio.
- d) Hazardous freight – refer to SOP E002
- e) Release of unaccompanied vehicles through the freight gate, will require direct authorisation by the ferry operator.

## 6 TRACKED VEHICLES

This procedure covers the unloading or loading of vehicles that have metal tracks, this procedure does not cover the small tracked vehicles that have rubber tracks, mitigating against damage to the linkspan surface.

- The responsibility and control of the movement of any vehicle across the linkspan rests with the shipping company operating at the berth.
  - The control and operation of the tracked vehicle may be carried out by Stevedores or the owners/operators of the equipment.
  - The weight of the tracked vehicle and low load [if used] must be considered when requesting a berth.
- a. Loading and Unloading
    - i. Method 1 the tracked vehicle is shipped on a low loader.
    - ii. Method 2a – Discharging – a low loader is taken to the vessel and collects the tracked vehicle from the vessels deck. However this system may not be possible due to the size of the tracked vehicle or may require side loading which is not practical. Loading of the tracked vehicle via the rear of the low loader.
    - iii. Method 2b – Loading – a low loader collects the tracked vehicle from site or marshalling yard and delivers to the vessel. Same restrictions as 2a.
    - iv. Method 3 – Loading and discharge. Protective matting in suitable and manageable lengths [manual handling issues - 6M to 10 M lengths] is laid on the surface in line with the tracks.

- v. The tracked vehicle moves forward and stops just prior to the end of the matting. The matting already freed by the vehicle is collected and transferred in front of the vehicle and the process is repeated.
  - vi. Method 4 – Loading and discharging. A low loader with rear ramps is reversed down the linkspan until the rear is in the vicinity of the stern ramp. The rear fingers of the low loader are lowered onto the stern ramp and the tracked vehicle is then loaded or unloaded onto the vessel. If there is a swell present this causes too much movement of the stern door to allow the low loader to operate. The low loader may position itself as close as is safe for the operation to continue.
- b. Control of the operation.
- i. The control of the operation is under one person who will be positioned so that the vehicle driver can see him at all times and will take instruction to move when the controller is satisfied that all personnel are clear.
  - ii. If Method 3 is used the controller is to be satisfied that the mats are in place and all personnel are clear before the vehicle moves across the next section.
  - iii. The designated person in control is to be an experienced freight operator at supervisor level.
  - iv. Signals to the driver by the controller should be by hand signals and may be backed up by a whistle.
  - v. Signals between the driver and the controller are to be agreed before the operation commences.
  - vi. Positioning of the tracked vehicle on the vessel is under the control of the loading officer who will arrange for matting or timber to be positioned in its final position.

## 7 TRADE CARS

When a conventional vessel is alongside working, no trade vehicles can be delivered into the RA or collected from the RA, this is also applicable 20mins either side of the sailing times.

Note. The stevedore foreman should liaise with the security gate to ensure this is carried out.

- a) If a trade car is delivered during this period, they should be instructed to park the vehicle outside the restricted area until collected by the FO. If this cannot be facilitated, by the FO, then the FO should arrange for an alternative time for drop off.
- b) FO should liaise directly with the trade car companies to ensure the above is adhered to.
- c) If the RA is experiencing high volumes of freight the FO should liaise with the trade car companies to request their earliest removal.
- d) If a company or individual presents a vehicle to the security gate, but they do not hold a temporary period pass they should liaise with the FO to make appropriate arrangements for collection/delivery outside of the RA.
- e) Trade cars may be subject to demurrage charges as per published tariff.

- f) NO TRADE VEHICLE CAN BE COLLECTED OR DELIVERED BETWEEN THE FOLLOWING TIMES:-  
Mon to Sun – 0600 to 0830 and 1830 to 2130.
- g) Conventional vessel outside normal scheduled times i.e. tidal or weather delay then trade cars will be stopped twenty minutes [20] before the expected arrival time. Notification will be made to the Freight Gate by VTS of ETA / ETD as 2.1.4.
- h) Mon to Sun – 0831 to 1829 may have restrictions in place due to density of traffic within the port, however Ferr Operator and the security gate will inform the company / drivers of these times and what restrictions are in place.
- i) Trade cars can only be delivered, to the port, within 12 hours of the sailing that they are booked.

## 7.1 DEMURRAGE

- a) Quay rental charges for short shipped trailers are at the cost of the logistics operator
- b) Quay rental charges for trailers left on quay are at the cost of the freight operator
- c) Refer to General direction 16

## 8 Release/Pick Up of Unaccompanied Vehicles and Freight

FO will manage the release/pick up of unaccompanied vehicles and freight, noting the following:

- a) FO should organise for the unaccompanied vehicles to be dropped off at the security freight gate, for collection by the customer. FO should liaise with Stevedores if assistance is required.
- b) Should members of the public require access to the ERA, engaged in picking up unaccompanied vehicles or freight, they must report to the FO offices in the first instance.
- c) All personnel entering the restricted area must be in possession of a temporary day pass.
- d) Members of the public who require access must always be escorted by FO staff. Under no circumstances should they be moving around the dock operational areas on foot.
- e) Release from the compound, through main security gate, will require direct authorisation by FO.
- f) If a vehicle is deemed unroadworthy the FO should co-ordinate the safe removal of the vehicle with the owner.

## 9 Accompanied Freight

Vehicles checked in by FO are held at the Elizabeth trailer park entrance adjacent to the security gate.

- a) FO marshal notifies stevedore foreman and security gate they are ready to embark the vehicles.
- b) The security gate should validate the entry of every vehicle into the RA by checking the boarding card.

- c) The security gate should conduct the necessary security searches on the vehicles.
- d) The security gate must notify stevedore foreman and FO marshal when the vehicles are entering the RA.

## 10 Checking Outbound Trailers

The FO will manage the outbound trailer checks, noting the following:

- a) Checkers must remain in constant radio contact with stevedore foreman and freight security gate.
  - i. Checkers must not continue with checks whilst vessel freight operations are being conducted.
- b) Checkers must always make their location visible to others within the RA, staying within the vicinity of their parked vehicle or agree directly with the stevedore foreman on another visible indicator of which bay they are located in.
- c) The 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.
- d) The 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.

## 11 Freight vessel disruption

Four main areas:

- Disruption to evening sailings
- Morning sailing is a Jersey first rotation
- Trailer Bays are at capacity
- Excess number of Trade Cars

### 11.1 BACKGROUND INFORMATION

- 86 Trailer bays
- Capacity of central area of RA = 6 trailers
- Capacity of car lanes (west berth operation) = 20 trailers
- Capacity of car lanes (east berth operation) = 12 trailers

### 11.2 EVENING SAILING DISRUPTION

If the evening sailing is cancelled the result is an increase in the number of inbound trailers on the next sailing into the island and a backlog of outbound trailers.

- a) Outbound trailers need to be managed to accommodate the increase in inbound trailers.
- b) Load Marshal should communicate to the Freight Gate that No trailers should be accepted into the freight compound stating a time to review this decision – communication between the Freight Gate and the Stevedore Foreman is essential.
- c) Ferry Operator should communicate 3b to their customers.
- d) Stevedore Foreman is to communicate to Freight Gate how many spaces should be reserved for the inbound trailer allocations.
- e) If the vessel is working the **West Berth** – Load Marshal to arrange (Subject to 10.2):

- ✓ A minimum of 25 trailers to be moved from trailer bays to the car lane area and central area.
- f) If the vessel is working the **East Berth** – Load Marshal to arrange (Subject 10.2):
  - ✓ Up to 18 trailers should be moved from trailer bays to the car lane area and central area.

### 11.3 TRADE CARS

- a) Load Marshal to organise for any remaining trade cars in the central area to be moved into the corners of the RA and freight pods areas to create more room.

### 11.4 JERSEY FIRST MORNING VESSEL

- a) 1, a & b are not applicable as it will not affect HSC sailings at this time of day
- b) Load Marshal to arrange with Solent Stevedores for all short-shipped trailers from the evening sailing the previous night to be moved to the central freight area / car lanes after the vessel departs.

### 11.5 TRAILER PARK FULL

- a) If the trailer bays reach their capacity the Freight Gate need to communicate this to the Load Master as soon as possible.
- b) The Load Master will make the decision to park trailers in the central area and car lanes. Number of trailers to be parked in the central area will be dependent on 10.1.