




Standard Operating Procedure - 001

Vehicle and Pedestrian Movements

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

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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 interaction between pedestrians and vehicles 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

2. VEHICLE MARSHALLING – WITHIN RZ

Condor Ferries will conduct vehicle marshalling activities within the RZ, as follows:

- Vehicles that are stored or have been permitted to enter the RZ not involved in dock operations will be prevented from entering dock operations areas. The provided concrete barriers segregating trailer bays and vehicle loading lanes are to be checked and in place before passenger vehicle access commences
- “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.
- Pedestrians must remain on designated pedestrian walkways where available, otherwise be escorted by a member of staff.
- Vehicle marshals shall remain in constant radio contact.
- Nominated Load/vehicle land Marshals shall coordinate assistance from the Stevedores, through the Stevedore Duty Foreman.
- Nominated Load/vehicle land Marshals shall coordinate collection/scanning of Boarding and Landing cards where required.
- The vehicle access security gate must be closed on completion of vehicle loading operations.

The Stevedore Company may assist in the vehicle marshalling whenever possible/available, under the instruction of Condor

3. PASSENGER VEHICLE LOADING/DISCHARGE SHIP-RZ-SHIP

(Condor: Your Task – Jersey, Car marshal, SeaTrav 4a, 4b & 8)

Condor Ferries will manage passenger vehicle loading and discharge, noting the following:

- Nominated vehicle marshals shall act as liaison with the vessel to coordinate the landside operations when loading and discharging the vessel.
- Passenger vehicle movement on linkspans, during freight operations must be closely coordinated by Condor, to ensure there is no conflict between vehicles and tugs.
- Bicycle riders must dismount to transit linkspans.
- Motorcycle riders must wear helmets when transiting linkspans.

The Stevedore company will load and discharge pods and unaccompanied vehicles as presented by Condor, in accordance with the following:

- Contents of SOP003 Loading and Discharging Pods (Freight/Bag).
- Contents of SOP004 Unaccompanied Freight.

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

4. FOOT PASSENGER LOADING/DISCHARGE SHIP-RZ-SHIP

(Condor: Your task – Jersey, SeaTrav 1, 2a &2b)

Condor Ferries will manage foot passenger loading and discharge, ensuring the following:

- Foot passengers must be directly supervised at all times when walking next to unguarded edges where there is a risk of falling from height and/or no segregation from moving vehicles.
- Passengers who are mobility impaired must be given due consideration and assistance where required.
- Pedestrian movement on linkspans, during freight operations must be closely coordinated by Condor, to ensure there is no conflict between any vehicles, tugs and pedestrians.
- Foot passengers loading or discharging via a linkspan at the same time as vehicles, must be directly supervised and remain on the segregated walkways provided.

The Stevedore Company will manage passenger loading and discharge over the gangway, noting the following:

- Requirements of SOP007 Gangway Operation.

5. CHECKING OF UNACCOMPANIED VEHICLES

Condor Ferries will manage unaccompanied vehicle checks, noting the following:

- Contents of SOP004 Unaccompanied Freight.
- Contents of SOP009 Main Gate Security.
- “Vehicles that are not involved in dock operations will not be admitted into dock operations areas.
- “Pedestrians should be strongly discouraged from moving around in dock operations areas on foot.”²
- Pedestrians must remain on designated pedestrian walkways where available.

6. CHECKING OUTBOUND TRAILERS

Condor Ferries will manage checking outbound trailers, noting the following:

- “Pedestrians should be strongly discouraged from moving around in dock operations areas on foot.”³
- Checkers must remain in constant radio contact with all parties.
- Checkers must not continue with checks whilst freight operations are being conducted i.e. tugs are moving.
- Checkers must make their location visible to others within the RZ at all times i.e. stay within the vicinity of their parked vehicle or agree directly with the Stevedore Forman on another visible indicator of which bay they are located in.

7. LIAISING WITH VESSEL CHIEF OFFICER

Condor Ferries will manage liaison with the Chief Officer in relation to loading and discharge requirements through the Nominated Load/vehicle land Marshals, ensuring the following:

- Nominated Load/vehicle land Marshals must remain in constant radio contact with all parties.

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

- Nominated Load/vehicle land Marshals shall coordinate assistance from the Stevedores, through the Stevedore Duty Foreman.
- Requirements of SOP002 Loading and Discharging Trailers.