




# Standard Operating Procedure - 003

## Loading and Discharging Pods

*January 2018*

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>	JANUARY 2019
<b>ORIGINATOR</b>	CONDOR / SOLENT STEVEDORE	<b>APPROVED BY</b>	L.STAFFORD PORT OPERATIONS MANAGER
<b>REFERENCES</b>	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016 CONDOR FERRIES		
<b>REVIEWS</b>		<b>REASON FOR REVIEW:</b>	
<b>By:</b>			
	NAME	POSITION	SIGNATURE
			DATE
		<b>REASON FOR REVIEW:</b>	
<b>By:</b>			
	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 loading and discharge of freight, stores and baggage pods during passenger and freight vessel 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. TOWING OF FREIGHT, STORES AND BAGGAGE PODS

Condor Ferries will manage the towing and discharge of freight, stores and baggage pods, noting the following:

- Condor 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
- Communication of Maximum GROSS pod weight loading allowances to Solent
- *When Aquamar and Battricks deliver into the RZ in order to load CI Link pods for St. Malo, they need to be escorted through from the Freight Gate to the pod working area between the linkspans. This is normally done, due to time constraints, whilst GW is working.*
- *This has however, recently, been undertaken prior to the GW commencing discharge – SCS has written to both companies to encourage this practice and undertake to make it the standard operating procedure for this business. This would in effect negate the need for the delivery vehicles to be escorted to the vessel during stevedoring operations.*
- *Should this not be viable as a longer-term solution with the clients then the same practice would need to be adopted as when the accompanied vehicles are escorted to the vessel.*

Solent Stevedores will load and discharge freight and baggage pods from ship to shore and visa versa as presented by Condor Ferries, 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 ONE Freight 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.
- Condor to advise of all Freight Pod weights prior to towing. If in doubt of the weight of the pod, pod must be taken to weighbridge and weighed. Weighbridge ticket to be presented to Condor Management and copy presented to Solent Foreman.
- Further requirements of the Solent Stevedores Risk Assessment JSS23.
- 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.

### 3. 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

### 4. ELECTRICAL LEADS

Condor Ferries will manage all electrical leads:

- All leads will be periodically tested and inspected with records maintained for a minimum of 24 months. Defective leads will be repaired by a competent person or replaced as required
- All leads will be inspected prior to use
- All leads will have designated and maintained stowage arrangements
- All persons approved to connect/disconnect leads shall have undergone specific training and that training shall be recorded.
- No person without training shall connect/disconnect an electrical lead.