

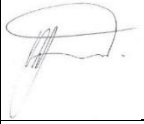




Standard Operating Procedure - 008

Baggage Belt and Baggage Handling Ops

June 2017

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		02/08/2017
ORIGINATOR	CONDOR / SOLENT STEVEDORE	APPROVED BY		
REFERENCES	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016 CONDOR FERRIES – YOUR TASK			
REVIEWS			REASON FOR REVIEW:	ADDITION OF APPENDIX 2 AND UPDATES TO SECTION 4.
By:	ABBY FARAHMAND	OPERATIONS MANAGER - POJ		02/08/2017
	NAME	POSITION	SIGNATURE	DATE
			REASON FOR REVIEW:	REMOVAL OF APPENDIX 2
By:	ABBY FARAHMAND	OPERATIONS MANAGER - POJ		07/08/2017
	NAME	POSITION	SIGNATURE	DATE

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SCOPE: Operation of the two existing baggage belts of the Elizabeth Terminal and manual handling of baggage both inbound and outbound.

1. POLICY

The operation of the baggage belt and movement of baggage by manual handling must be controlled to ensure safety and efficiency.

2. PURPOSE

To provide procedures and operational instructions, agreed by relevant parties, to control and manage foreseeable situations and requests.

3. RESPONSIBILITIES

The Port Authority are responsible at all times for ensuring the continued availability of the baggage belts, to include servicing and remedial maintenance and the start-up of arrivals belt when required.

Condor Ferries are responsible at all times for controlling baggage reception from their passengers.

Solent Stevedores are responsible at all times for controlling the baggage and belts during baggage operations.

4. FOOT PASSENGER BAGGAGE HANDLING

Condor Ferries will control the baggage reception from passengers within the terminal, noting the following:

- Requirements of Condor Manual Handling Risk Assessment
- Requirements of relevant security procedures
- Maximum personal baggage allowances, weights and sizes i.e. 20-25kg should be identified with a 'Heavy Baggage' label, over 25kg should not be accepted
- Applying correct destination stickers
- 'Daily Serviceable Pod List' to be compiled and submitted to the Solent Foreman as early as possible, but no later than one hour before arrival time
- Ensure sufficient number of baggage pods are available locally, to accommodate the baggage arising from the anticipated passenger volumes
- Requirements of SOP003 - Loading and Discharging Pods (Freight/Baggage)

Solent Stevedores will assist with baggage operations, rear of terminal to ship and visa versa, noting the following:

- Requirements of Solent Stevedores Risk Assessment JSS11 and JSS21
- Observation of destination stickers to ensure loading to correct destination pods
- Observation to identify baggage that requires additional attention i.e. fragile or oversize for example
- Requirements of SOP003 - Loading and Discharging Pods (Freight/Baggage)
- Baggage Belt Operating Instructions (attached Appendix 1)
- Location of inbound baggage belt 'Emergency Stop' buttons
- System Instruction SIOPS2417 – Baggage Maximum Pod Load.

Port Authority will assist with inbound baggage operations, inside the terminal building, noting the following:

- Ensure the start up the inbound baggage belt, when safe to do so, prior to baggage discharge
- Ensure the continued safe operation of the inbound baggage belt i.e. manning controls and reloading any spilt baggage within the baggage hall
- Requirements of internal Port of Jersey procedures for operation of the inbound baggage belt

APPENDIX 1

Checked Baggage conveyor belt

- **OPERATING CONTROL LOCATIONS**

- There are three locations which can be used to control this baggage handling system.



MAIN CONTROL PANEL (WALL MOUNTED) COMPLETE WITH MAIN SYSTEM ISOLATOR



REMOTE (INTERNAL) OPERATOR CONTROL STATION



REMOTE (EXTERNAL) OPERATOR CONTROL STATION

- **SYSTEM START UP FROM MAIN CONTROL PANEL**

- Turn isolator on
- Turn the Emergency stop Reset key to reset position (Emergency stop lamp will go off)
- Press Hand safe Reset pushbutton if illuminated (lamp will go out)
- Press Fault Reset pushbutton if illuminated (Lamp will go out)
- Turn key switch to Auto

- **NB - The system should not be run in manual under normal operation as this will override built in safety features.**
- Press the Auto Start pushbutton (lamp will start to flash until the system has fully started). At this initiation point an audible sounder will warn persons within the adjacent vicinity that the conveyors are about to start. Once running the sounder will mute.
- If either fault light will not clear, do not run the system and call an engineer / TTS Duty Officer.
- **SYSTEM START UP FROM REMOTE X- RAY OPERATOR CONTROL STATION**
 - Check Main Control Panel to confirm power is on and auto/manual switch is in auto.
 - Clear any fault lights showing by pressing the relevant reset button. This can also be done from the remote Operator Control Stations.
 - Press the Auto Start pushbutton (lamp will start to flash until the system has fully started). At this initiation point an audible sounder will warn persons within the adjacent vicinity that the conveyors are about to start. Once running the sounder will mute.
- **EMERGENCY STOP / HAND-SAFE**
 - If an emergency stop has been operated. The system will stop and will not restart until the emergency stop has been cleared. The emergency stop reset key has to be turned to reset the system before you can restart the conveyors by pressing the auto start pushbutton. Keys have been fitted to all three Operator Stations.
 - If a hand safe has been operated. The system will stop and will not restart until the hand-safe reset pushbutton has been pressed. Once the alarm is cleared the system may be restarted by pressing the auto start pushbutton.
- **Baggage Back-Up**
 - If baggage is left on the conveyor and not removed it will activate a sensor on the roller section of the conveyor (last section).
 - If this event continues and bags back-up, eventually this will cause a second sensor to become activated on the preceding conveyor which will cause the conveyor to stop. **No fault alarm will show as this is not a system fault.**
 - Once the bags have been removed, the system will restart automatically. NB Both sensors have to be cleared before the system will run. If the baggage had backed-up extensively this may cause the internal conveyors to become stopped. In this situation the baggage reset pushbutton will need to be pressed to initiate re-starting the internal conveyors. This button is located outside.



BAGGAGE RESET BUTTON

- **OVER-LENGTH BAGS**
 - If an over-length bag is detected, an audible alarm will sound for 2 seconds. The conveyor will stop and the bag will be positioned on conveyor EC05.
 - To remove the bag, the side wall of EC05 must be lowered.
 - After the bag has been removed and the side wall locked back in-position the restart pushbutton must be pressed. An audible warning will sound before the system re-starts.
- **FAULT LAMP**
 - The fault lamp will be illuminated under the following fault conditions:
 - Photocell is blocked.
 - Solution – Remove blockage and press fault/reset pushbutton, then press auto/start
 - Isolator is in the off position.
 - Solution – Turn isolator on
 - Fire door has gone passed its limit.
 - Solution – Raise or lower fire door in manual
 - Motor protection overloads have tripped.
 - Solution - **Call out the Service Provider.**
- **Manual System Shutdown**
 - Press Auto Stop pushbutton
 - Conveyor system will shut down after all bags have run clear.
- **AUTOMATIC SYSTEM SHUTDOWN**
 - The system will automatically shut down if there has been no activity for a set period of time (30 minutes)

- **X- RAY OPERATOR CONTROL STATION**



This unit is located by the fire door to the Condor check-in baggage conveyor.

- **HAND SAFE/ TRIP / RESET**
 - If a Hand-safe device has been operated the system will stop and will not restart until the Hand-safe Reset pushbutton has been pressed. Once the Hand-safe fault light has been cleared the Auto Start pushbutton must be pressed before the system will start.
- **BAGGAGE REQUEST**
 - Press the Bag Request pushbutton (middle button) to automatically stop the conveyor when a bag passes through. This is to enable the X-Ray operator to safely remove the bag from the conveyor and pass it through the X-Ray machine.
- **SYSTEM RESTART**
 - To restart the conveyor after the bag has been removed, press the system restart button (bottom pushbutton)
 - The middle pushbutton shall be pressed (bag request pushbutton) if it's required by the Operator for the conveyor to become stopped for safe access to the next bag.