




Standard Operating Procedure - 010

Conventional Ferry Disruption

May 2019

COMPANY INSTRUCTION LEAFLET		 PORTS OF JERSEY YOUR ISLAND GATEWAY		
APPLICABILITY	CONDOR OPERATIONS WITHIN PORT OF JERSEY			
CIL OWNER	HEAD OF SHORE OPERATIONS	DATE ORIGINATED		21/05/2019
		REVIEW DATE DUE		JANUARY 2020
ORIGINATOR	CONDOR / SOLENT STEVEDORES	APPROVED BY		LOUISE STAFFORD HARBOURS MANAGER
REFERENCES	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE			
REVIEWS			REASON FOR REVIEW:	
BY:				
	NAME	POSITION	SIGNATURE	DATE
			REASON FOR REVIEW:	
BY:				
	NAME	POSITION	SIGNATURE	DATE

SCOPE

This document sets out the operating procedures used by Condor Ferries and Solent Stevedores in the management of the Trailer Park and RZ within Elizabeth Harbour during times of disruption to conventional ferry sailings. It covers these four main areas:

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

BACKGROUND INFORMATION

- 86 Trailer bays
- Capacity of central area of RZ = 6 trailers
- Capacity of Car lanes (west berth operation) = 20 trailers
- Capacity of Car lanes (east berth operation) = 12 trailers
- KEY:
CLM = Condor Load Master PSM = Passenger Service Manager HSC = High Speed Craft
RZ = Restricted Area

PROCEDURE

1. LIAISON WITH PASSENGER SERVICES MANAGER (PSM)

- a) Condor Load Master (CLM) to check if there are HSC sailings.
- b) If HSC are scheduled CLM to liaise with the PSM regarding what areas can be used within the car lanes for trailers.

Note. The capacities stated above are maximums and loads on HSC sailings will dictate how much of the car lane area can be used for trailers.

2. TRADE CARS

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

3. 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) CLM should communicate to the Freight Gate that No trailers should be accepted into the freight park stating a time to review this decision – communication between the Freight Gate and the Condor Load Master is essential.
- c) CLM to communicate to Freight Gate how many spaces should be reserved for the inbound trailer allocations.
- d) If the vessel is working the **West Berth** – CLM to arrange:
 - ✓ A minimum of 25 trailers to be moved from trailer bays to the car lane area and central area. *Ref. 1,a & b
- e) If the vessel is working the **East Berth** – CLM to arrange
 - ✓ Up to 18 trailers should be moved from trailer bays to the car lane area and central area. *Ref. 1,a & b

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) CLM 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.

5. TRAILER PARK FULL

- a) If the trailer bays reach their capacity the Freight Gate need to communicate this to the Condor Load Master as soon as possible.
- b) The Condor 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 dependant on 1, a & b.

6. TRADE CARS – TO BE CONFIRMED BY HARBOUR AUTHORITY

An area outside the operational area south of Elizabeth Marina known as the 'Golden Ball' has been designated as a trade car over flow temporary holding point. There is a gate on the Elizabeth Marina eastern wall that secures the area from the public and allows the area to become part of the RZ.

- a) CLM on receipt of the load manifest for the inbound vessel the previous evening identifies that the number of inbound trade cars **exceed 45**, will need to take the following steps:
 - i. Inform the Harbour Authority – St Helier VTS - that the Golden ball area will need to be activated informing of the number of expected trade cars and ETA of the vessel.
- b) The Harbour Authority will arrange for a security sweep of the area and the gate to be closed 1 hr prior to the arrival of the vessel to secure the area.
- c) When vehicles are parked within the Golden Ball area they should be oriented such that trade car companies or Condor staff can drive them out with minimal manoeuvring.
- d) When relocating trade cars to this area, Stevedores and Condor staff must ensure they follow internal procedures and Elizabeth Harbour SOPs for safe exiting of the Golden Ball area into the main RZ.
- e) The gate should remain closed during freight operations once the trade cars have been discharged into the area.
- f) Condor must ensure that the area is clear of Trade cars by 1200 the same day so that the area can be returned to public use.
- g) Once the trade cars have been collected by their respective companies, Condor must notify the stevedores who will re-open the Golden Ball area back to the public and re-secure the main RZ.

