

# Standard Operating Procedure (SOP)

## Vessel gangway access at Multi-Cargo

### Purpose

To provide safe access to and from vessels berthed at Multi-Cargo and the common user roadway.

### Who does this SOP apply to?

All personnel (PCBU's) that require access to vessels at Multi-Cargo (MC), including but not limited to POAL staff, security, stevedores, transport companies, vessel contractors, shipping agents, MPI and Customs.

### When does this SOP apply?

This applies to all vessels across MC berths, including:

- > Conventional vessels
- > Bulk vessels (including fishing vessels)
- > PCC / RORO
- > Layby vessels

### PPE required?

- > Hi-vis vest/shirt
- > Safety footwear

### Critical risks

- > Working Near Moving Plant or Vehicles
- > Working on or Near Water
- > Working with Stored Energy

### Hazards being controlled

Injury, fatality of personnel or damage to plant/equipment/cargo in the event of an unplanned collision while driving to a vessel gangway.

# SOP steps

POAL expect the gangway access route to:

- > Be setup by the vessels stevedore or chosen contractor.
- > Be in a safe area.
- > Be clearly delineated over the full length from the operational roadway to the ship gangway.
- > Delineation to be minimum 900mm high cones at maximum 1.0m centres, with both sides of the access route being clearly delineated.
- > Provide enough room within the delineated area for vehicles to park, manoeuvre and turn around.
- > Prior to the vessel arrival the access route needs to be discussed in the MC toolbox meeting.
- > Stevedore or chosen contractor to setup access on arrival of the vessel at berth.
- > Visitors to the vessel to park in the delineated area.

## **Mandatory recipients:**

All personnel that require access to vessels at MC including, but not limited to, POAL staff, security, stevedores, transport companies, vessel contractors, shipping agents, MPI and Customs.

## **Disclaimer:**

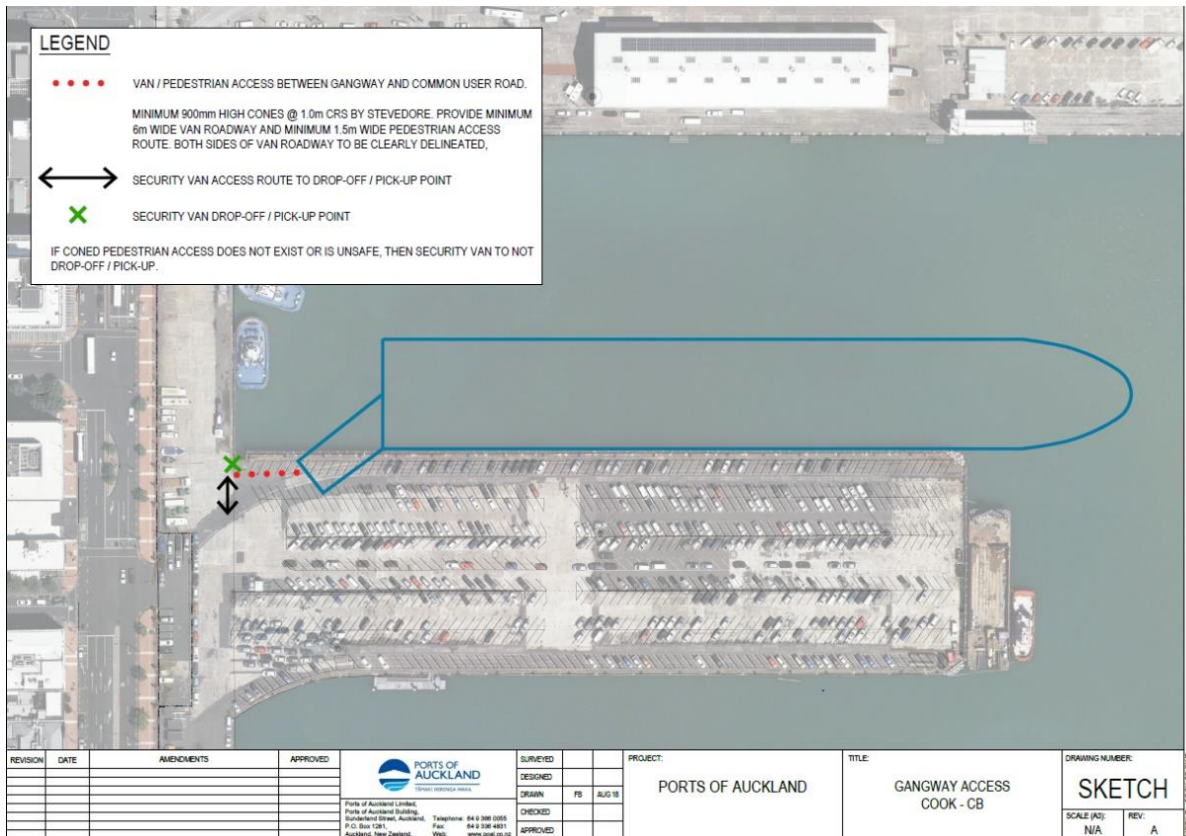
All personnel attending the vessel must satisfy themselves that the delineated route provided is safe and clearly marked. If the person is not satisfied with the safety of the route, they must not proceed and should pursue channels of communication, 1. Stevedore's supervisor 2. Multi-Cargo operations 3. Customer/Shipping agent.

Note: If contact cannot be made or clear delineation is not implemented in a timely manner, security will not service the vessel in the short term. Once clear delineation is in place and safe access is maintained security will recommence servicing the vessel.

# Berth access areas

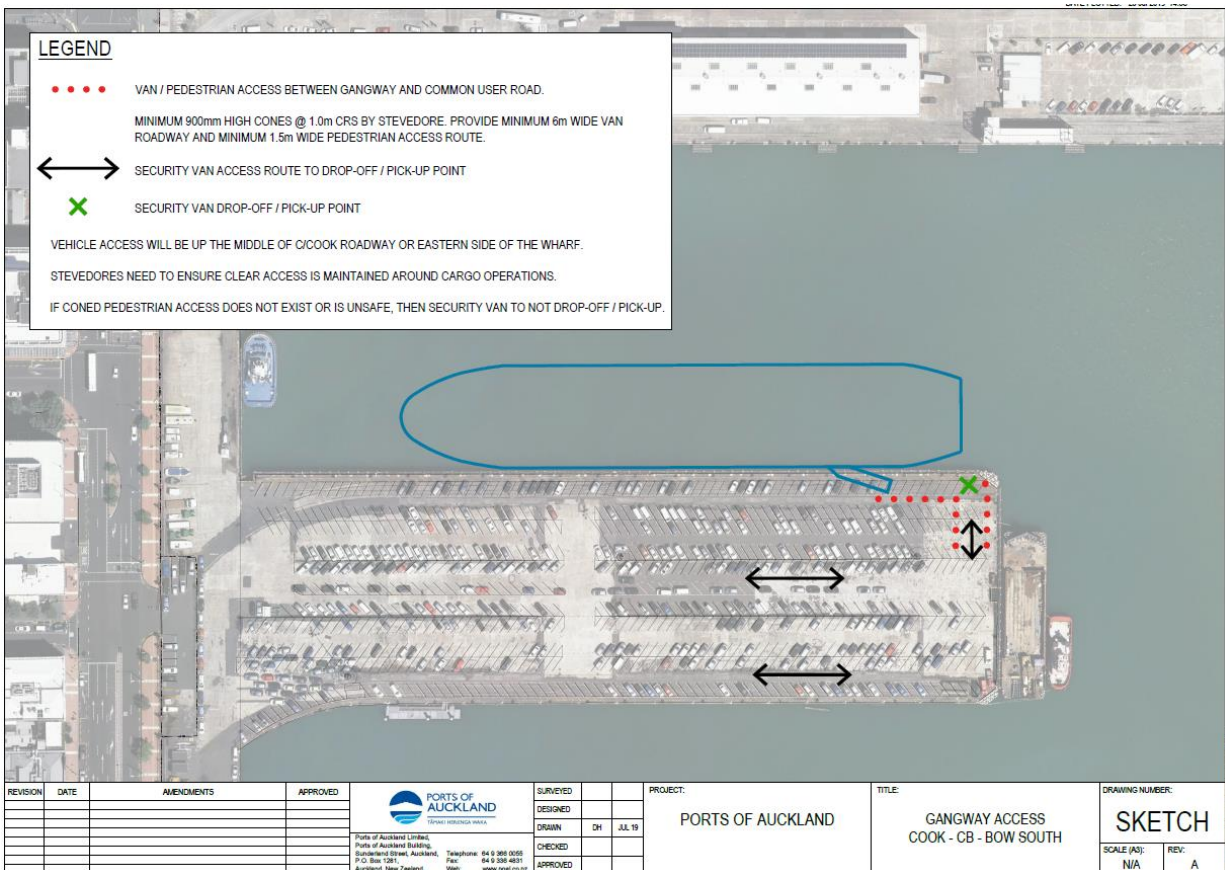
## Capitaine Cook (CB) bow north (Starboard side)

- > Vehicle/pedestrian access between gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by stevedores.
- > Provide minimum 6m wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.



**Capitaine Cook (CB) bow south (Port side)**

- > Vehicle/pedestrian access between gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Vehicle access will be up the Middle of C/Cook roadway or eastern side of the wharf.
- > Stevedores need to ensure clear access is maintained around cargo operations.
- > Vehicle access route to drop- off /pick-up point clearly indicated (black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.



**Bledisloe (B3) bow north (Starboard side)**

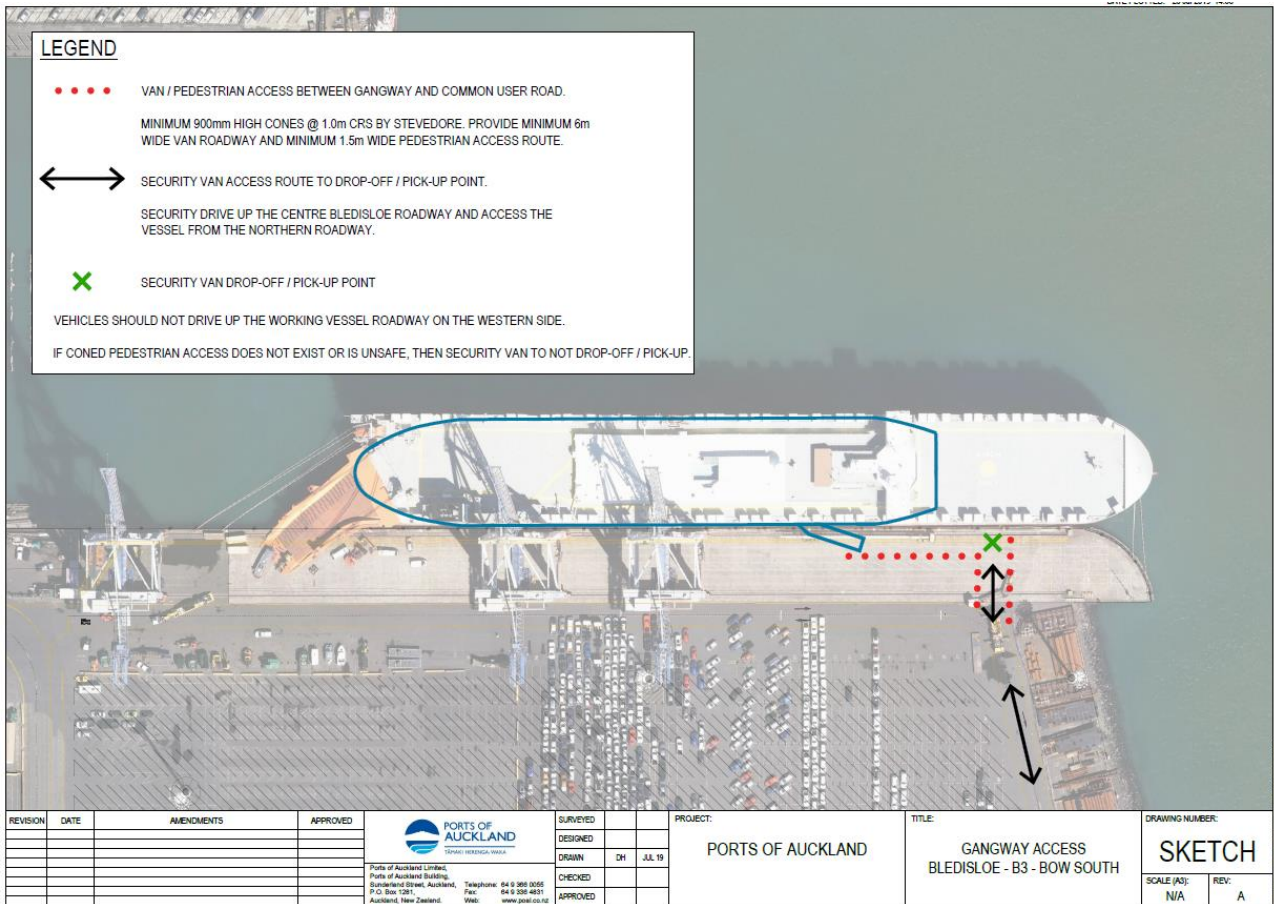
- > Vehicle/pedestrian access between Gangway and common user road.
- > Minimum 900mm cones @ 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.





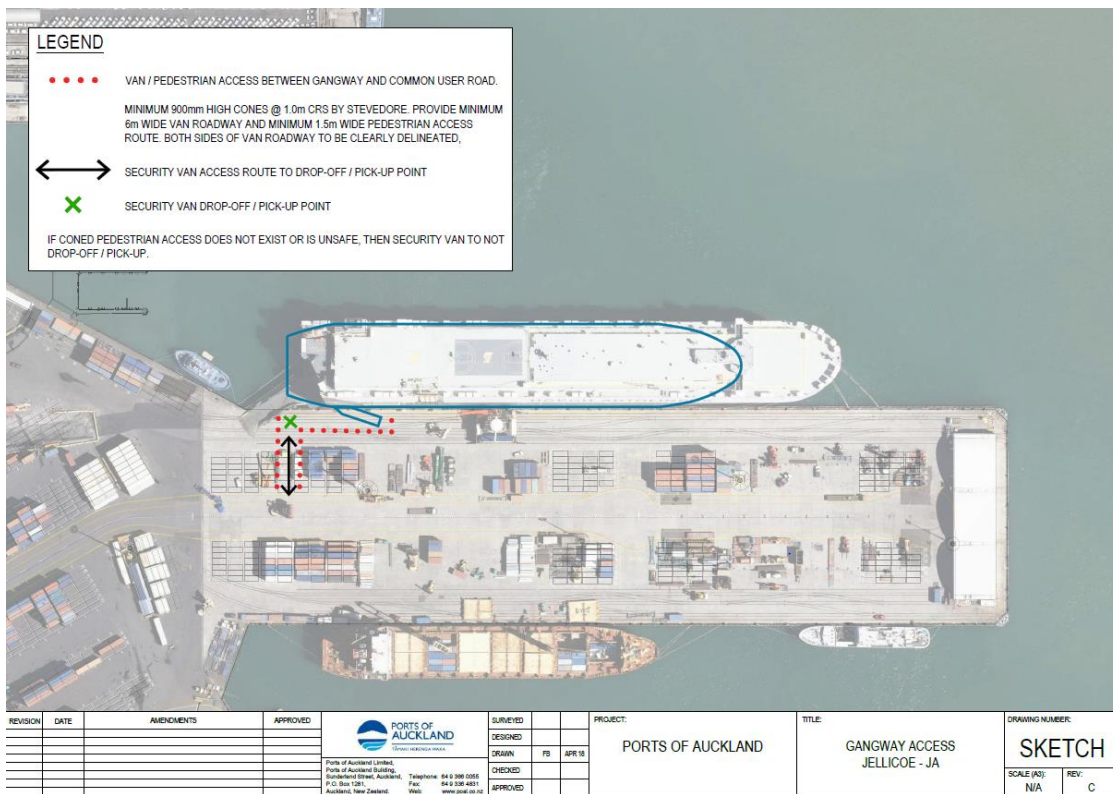
**Bledisloe (B3) bow South (Port side)**

- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Vehicles drive up the centre Bledisloe roadway and access the vessel from the Northern roadway.
- > Vehicles should not drive up the working vessel roadway on the western side.
- > If coned access does not exist or is unsafe then personnel must not access area.



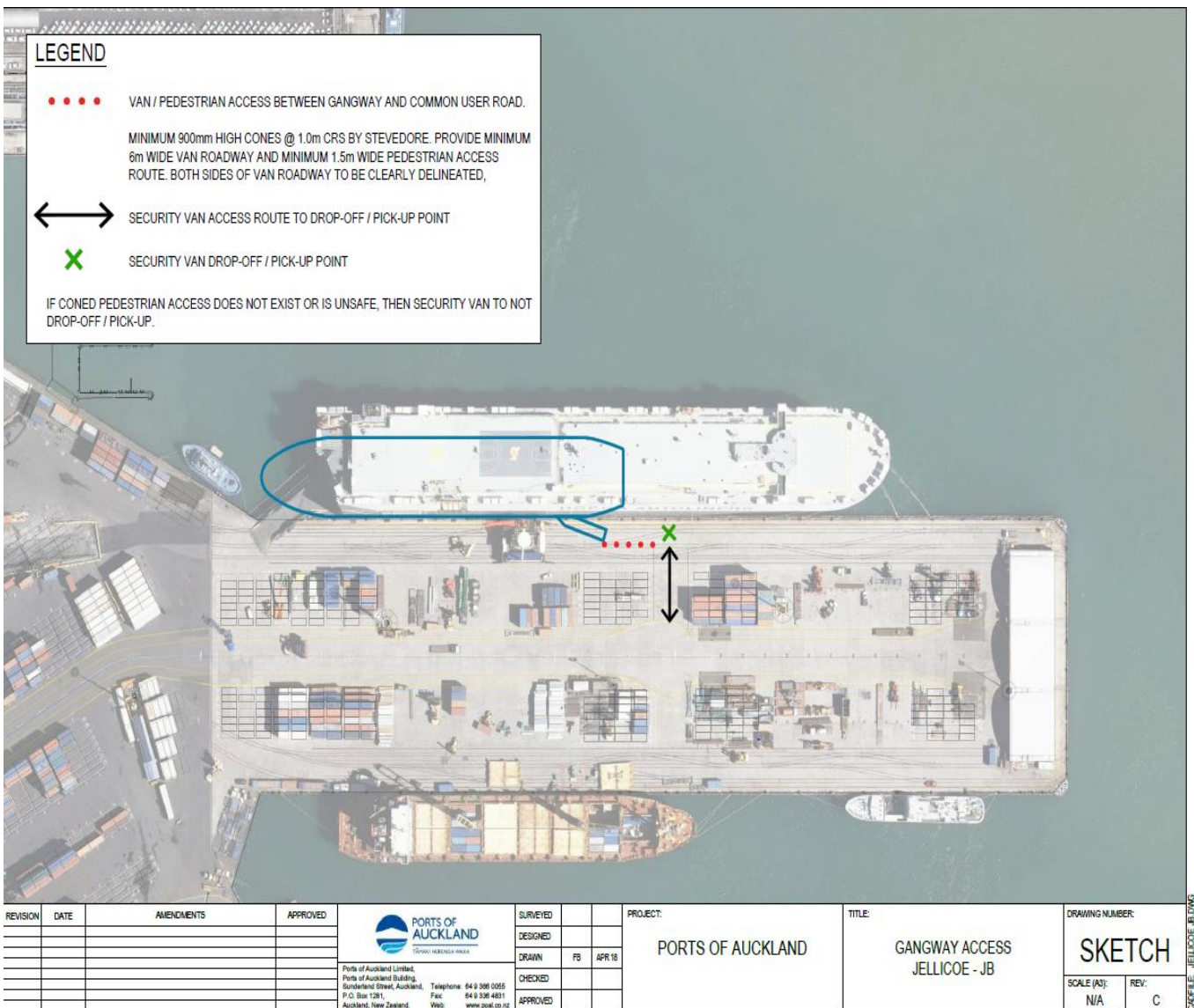
**Jellicoe (JA) bow North (Starboard side)**

- > Vehicle/Pedestrian access between gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop- off /pick-up point clearly indicated (black arrow & green cross)
- > If coned access does not exist or is unsafe then personnel must not access area.



**Jellicoe (JA) bow south (Port side)**

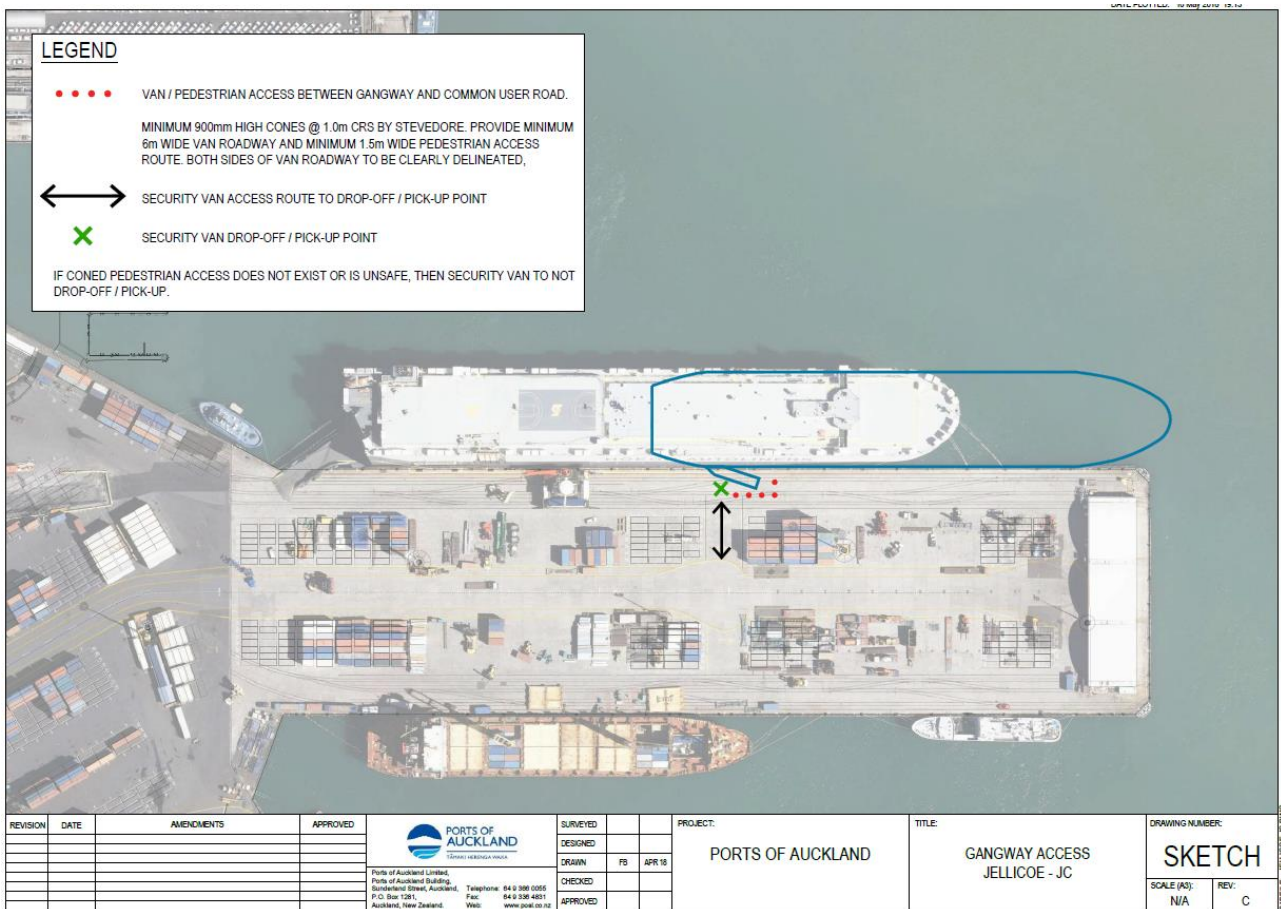
- > Vehicle/Pedestrian access between gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (black arrow & green cross).
- > If coned access does not exist or is unsafe, then personnel must not access area.





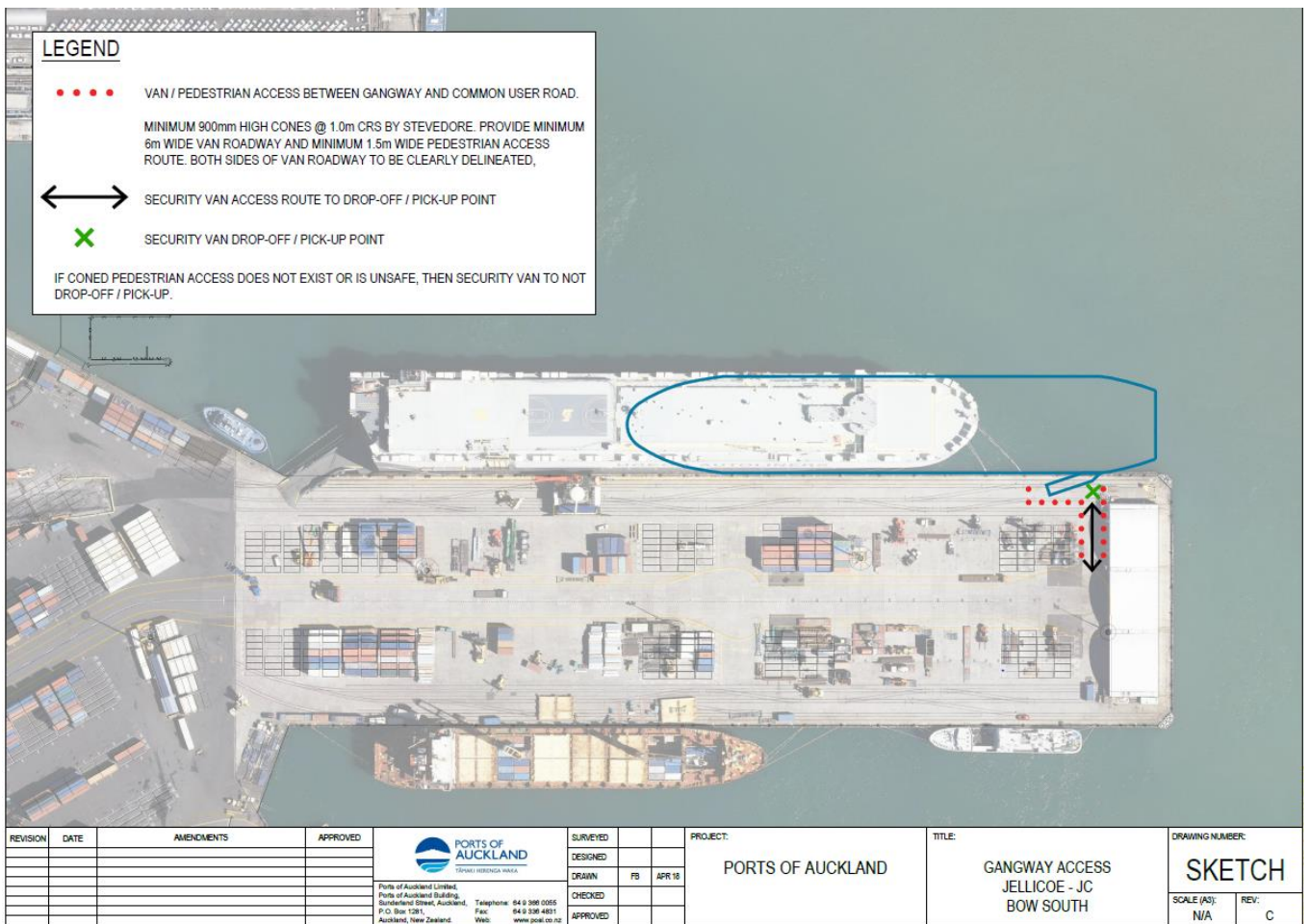
**Jellicoe (JC) bow north (Starboard side)**

- > Vehicle/pedestrian access between gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by stevedores.
- > Provide minimum 6m wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (black arrow & green cross)
- > If coned access does not exist or is unsafe then personnel must not access area.



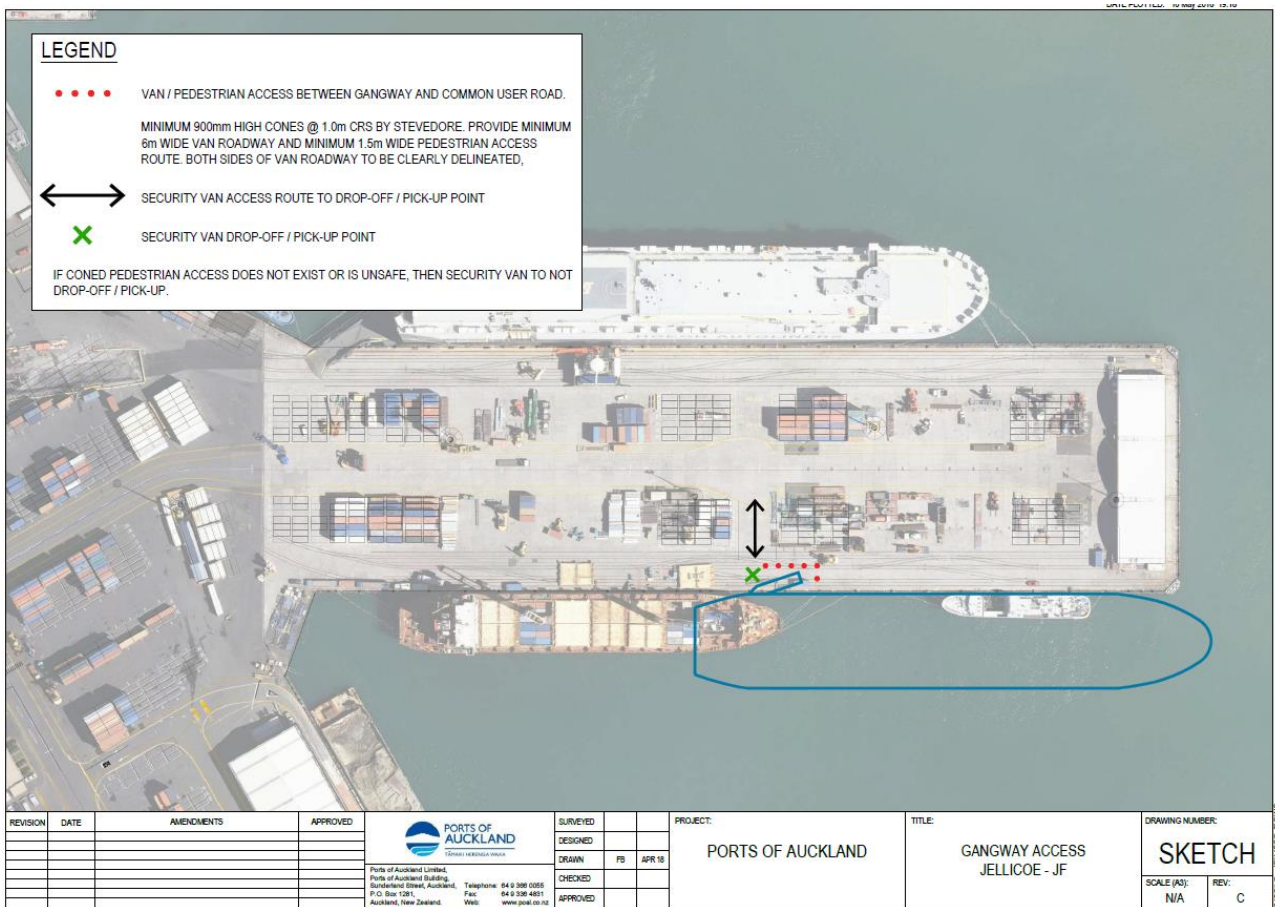
**Jellicoe (JC) bow South (Port side)**

- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.



**Jellicoe (JE) bow North (Port side)**

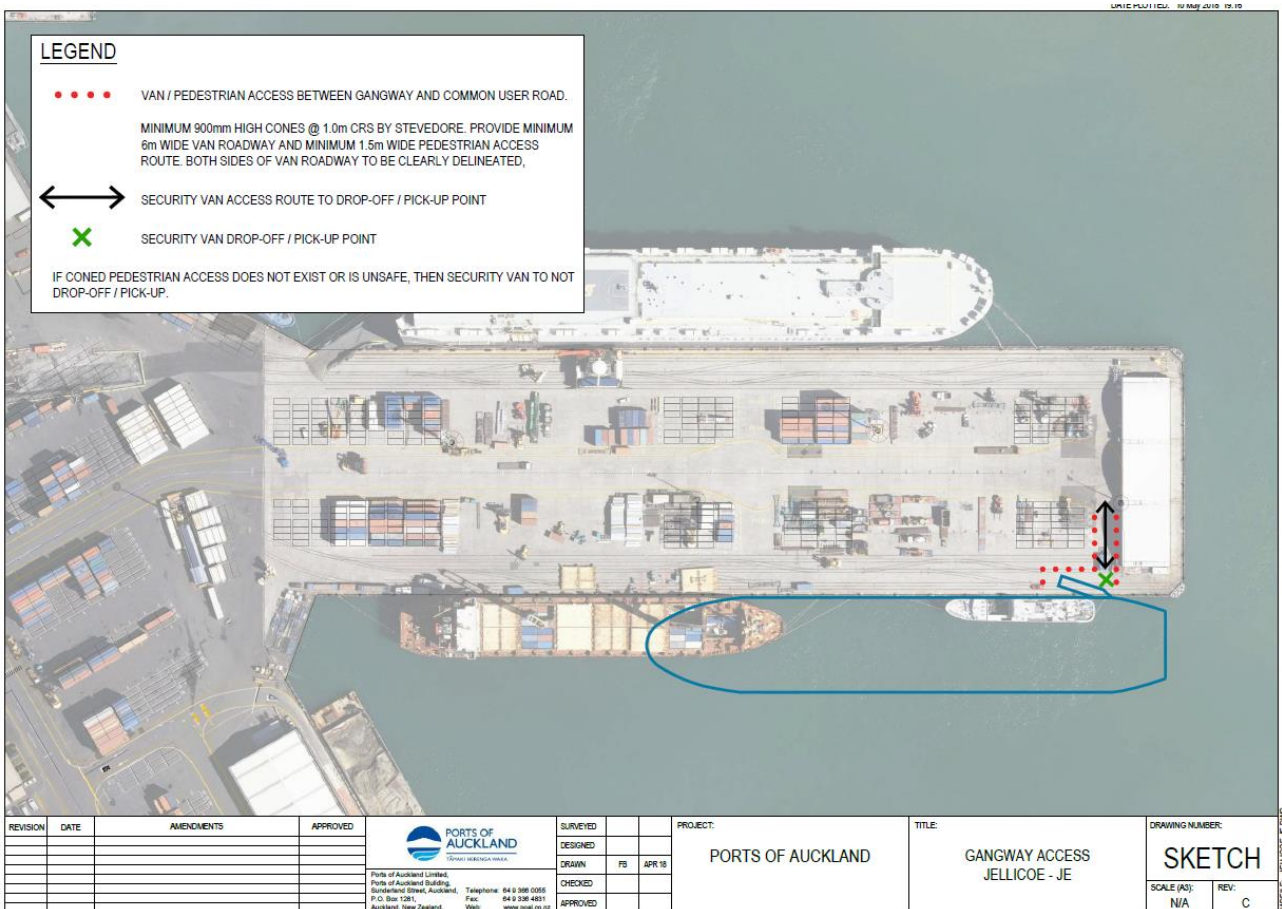
- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route. Both sides of van roadway to be clearly delineated.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.





**Jellicoe (JE) bow South (Starboard side)**

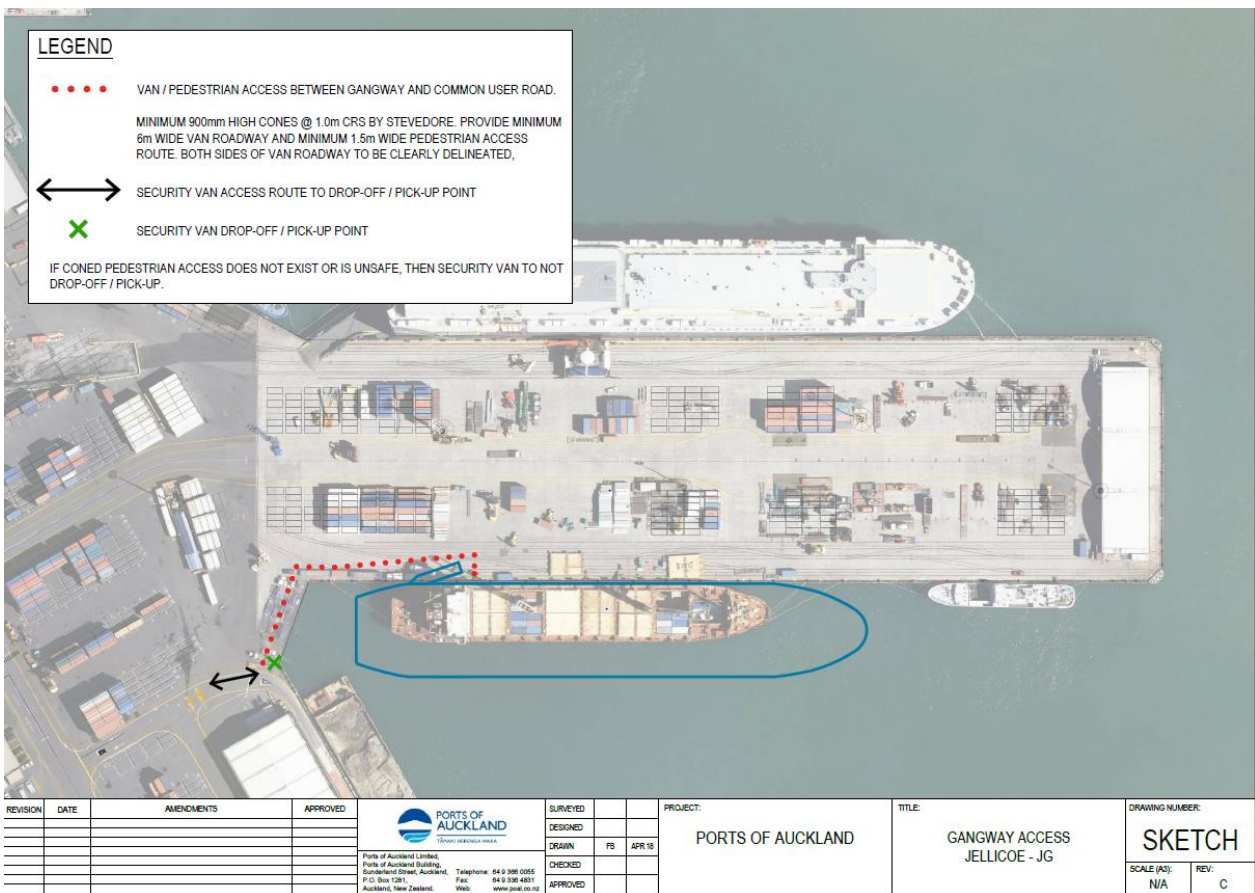
- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop- off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.





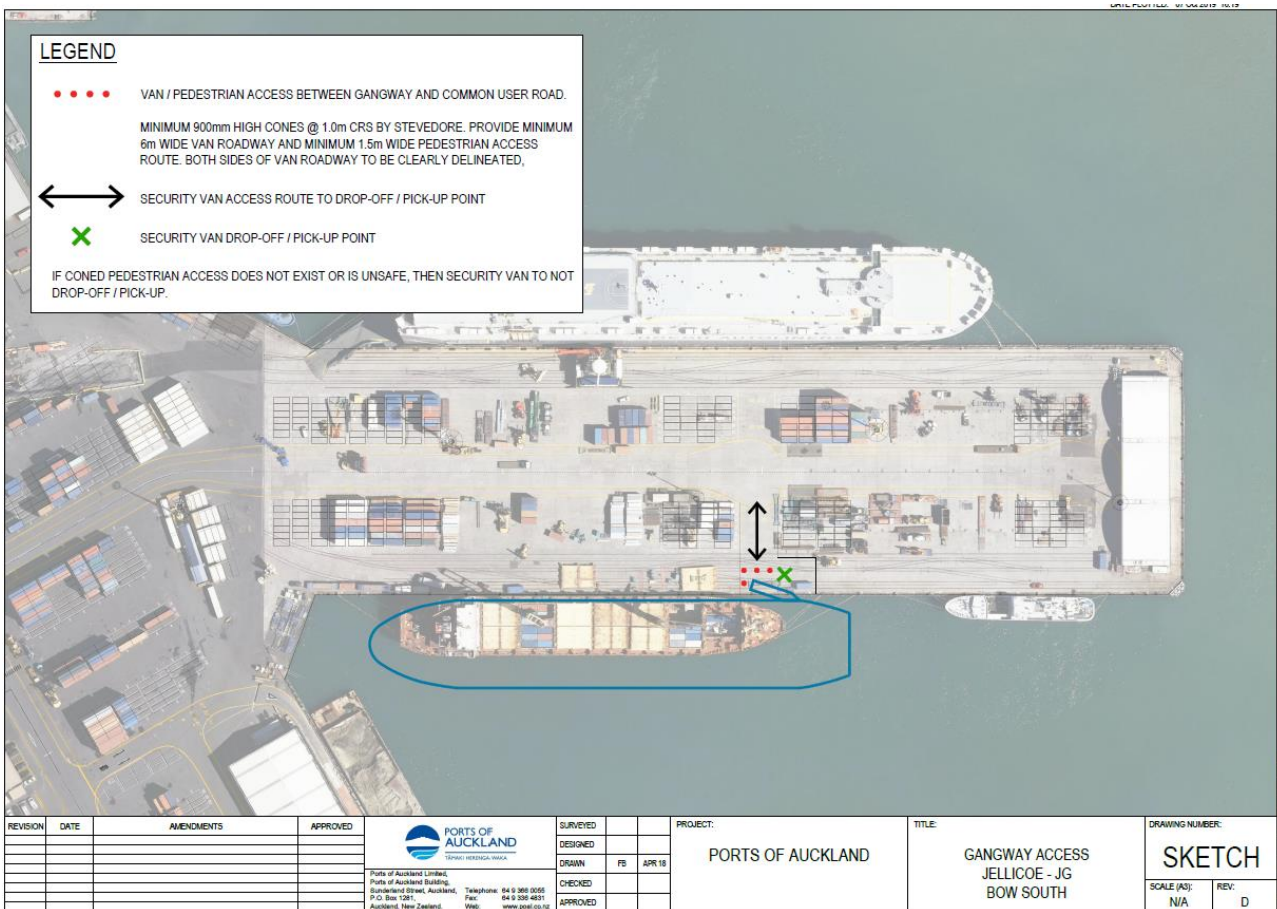
**Jellicoe (JG) bow North (Port side)**

- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.



**Jellicoe (JG) bow South (Starboard side)**

- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route. Both sides of the roadway to be clearly delineated.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.



**Freyberg (FB) bow South (Port side)**

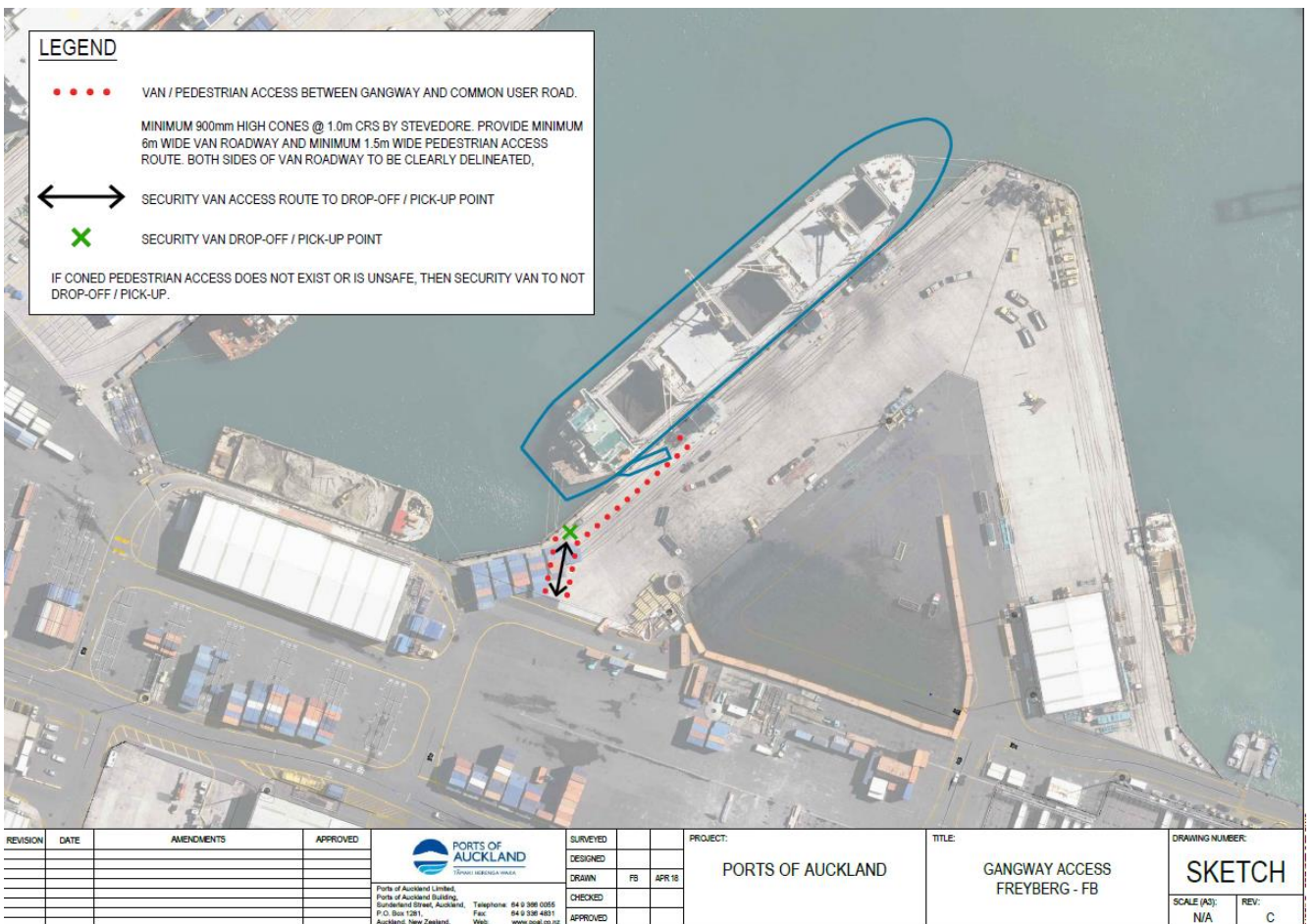
- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones @ 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.





**Freyberg (FB) bow North (Starboard side)**

- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.





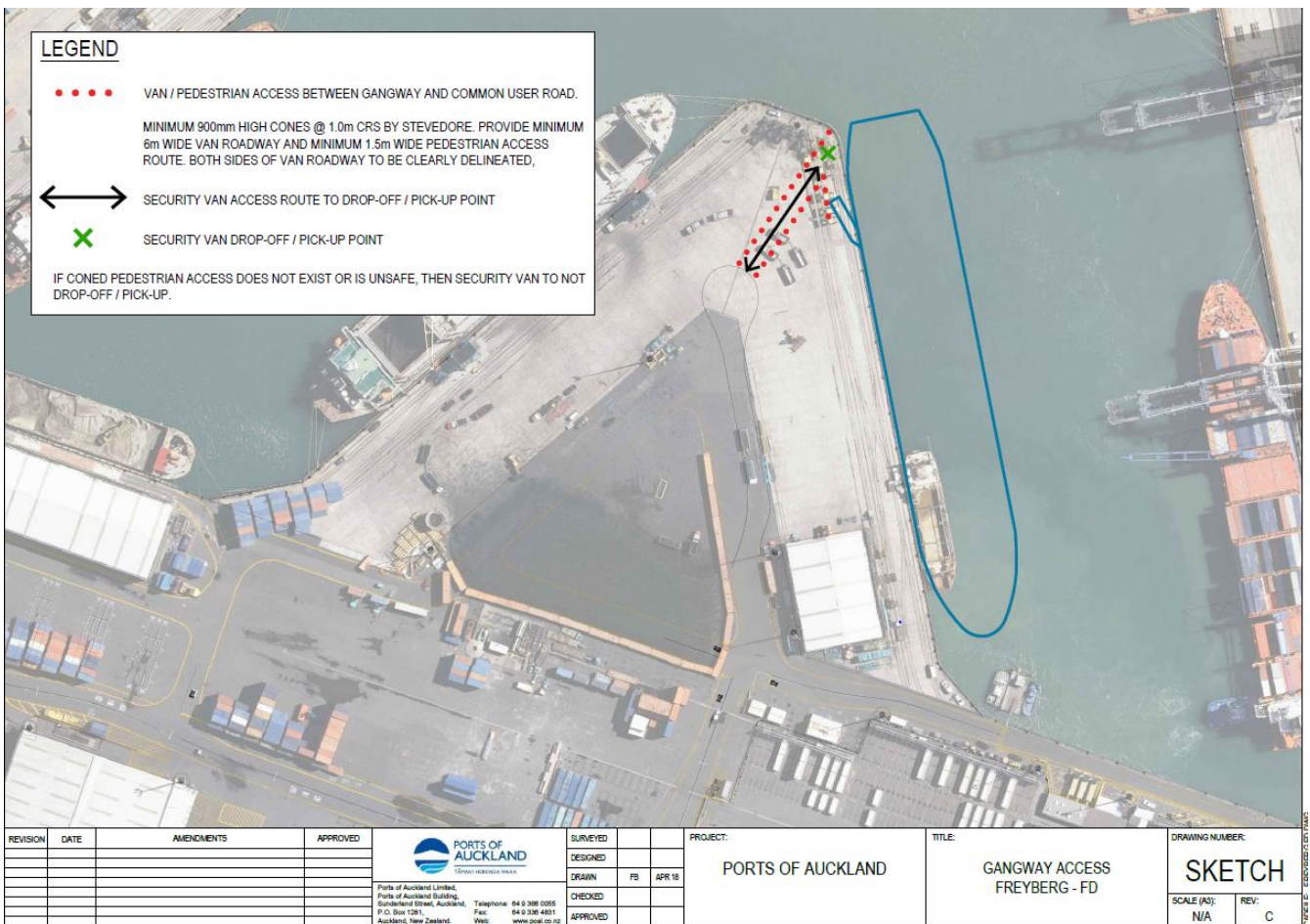
**Freyberg (FD) bow North (Port side)**

- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.



**Freyberg Bravo (FD) bow South (Starboard side)**

- > Vehicle/Pedestrian access between Gangway and common user road.
- > Minimum 900mm cones 1.0m CRS by Stevedores.
- > Provide minimum 6m Wide van roadway and minimum 1.5m wide pedestrian access route.
- > Both sides of the roadway to be clearly delineated.
- > Vehicle access route to drop-off /pick-up point clearly indicated (Black arrow & green cross).
- > If coned access does not exist or is unsafe then personnel must not access area.



# Version Changes to SOP

Version number	Date	Changes Made
1	07/10/2020	Document created
2	04/01/2024	Updated to new branding
3	26/06/2024	Added version changes section Added hazards being controlled section