The Port of Virginia
Operational Standards

General Procedures 2
Terminal Safety Excellence Program 5
Ship-to-Shore Crane Operations 8
Straddle Carrier/Shuttle Truck 15
Slinger 22
Deckman 27
Barge Operations 29
Barge Operations – Richmond 30
Lasher 33
Linehandler 36
Rail Operations 40
Landbridge 45
Reach-Stacker/Top-Loader/Side-Loader 48
Rubber Tire Gantry 53
Rail Mounted Gantry - Remote Operator Station 55
Cantilever Rail Mounted Gantry - Remote Operator Station 56
UTR/Hustler/Translifter 59
Out-of-Gauge Cargo/Break Bulk 62
Large and Small Forklift 68
Vessel Clerk/Vessel Checker/DEC/Interchange/PPCY Checker 70
Foreman/Hatch Boss Responsibilities 71
Maintenance Operations 75
Container and Chassis Maintenance and Repair 81
Traffic Control Procedures 83
Empty Container Block Stow Tie-down Procedures 83
Virginia Inland Port Operations 84
Legend 85
Certified Instructors 86
Certification Authorities 87
POV Certification form 88
HRSA Certification form 89
Disclaimer 90

3/1/2020
**General Terminal Procedures**

1. Every person working on Port of Virginia property has the authority and obligation to STOP WORK if there is a condition or behavior that presents imminent danger to persons, equipment, or the environment.

2. While on Port of Virginia property, compliance with these operational standards is mandatory.

3. The top 5 reasons for fatalities at marine cargo terminals world-wide are pedestrians being hit by equipment, falls from height, suspended loads, lockout-tagout, and contractor control.

4. Three rules to live by are “Be Predictable”, “Never turn your back on the work” and “Do not rush”. It is not worth the risk to drive fast under the crane OR to rush getting back to parking OR to rush getting into the gang bus while the last move is being landed. Talk to people who have gotten injured while taking short cuts. Be on time…be steady…be consistent…and the production will follow.

5. When operating equipment, priority 1 is to clear your path of travel. Continuously scan your surroundings as people and objects in the work area will change without notice.

6. Fatigue, Distracted Driving, and Aggressive Driving are key contributors to mishaps. If you are too tired to work, please tell your supervisor. Employees are expected to arrive for work rested and ready to perform their duties and are therefore prohibited from dozing off or sleeping while sitting in company vehicles/equipment.

7. Employees who are involved in or witness a mishap or near miss may not leave the scene. Immediately report all incidents, near miss events, leaking containers, and spills to the AOM/superintendent, who is then required to follow the reporting procedures detailed in the POV Response Guide at [www.portofvirginia.com/stewardship/healthandsafety](http://www.portofvirginia.com/stewardship/healthandsafety)

8. Employees have the right to report work-related injuries and illnesses free from retaliation by their employer.

9. When maintenance is working on a piece of equipment, they are in authority. Operators, Deckman, Slingers, etc., must follow the directions of the maintenance technician until the maintenance technician releases the equipment back to the operator.

10. When an equipment operator has a maintenance problem, inform the supervisor that you are leaving the frequency to call maintenance. Coordinating through any 3rd party to relay maintenance needs is prohibited. This must be accomplished directly with maintenance.

11. During maintenance on any equipment/vehicle, the operator is required to remain with the equipment/vehicle unless it is their meal hour, cut time, or unless they have contacted the Operations AOM and received authorization to depart. Operators are required to switch into alternate machines when directed by Maintenance.

12. General purpose vehicles, such as company pickup trucks, must activate their roof beacon (or 4-way flashers if not equipped with a roof beacon) when on the dock/berth highway and they may not drive between containers that will result in exiting with a blind corner.

13. When on the dock, vendors/contractors must park at the stern of the vessel or on a crane leg and keys must remain in the vehicle.

14. Stop and sound the horn at the entry and exit of warehouses or maintenance facilities where visibility may be obstructed.

15. Upon detecting a petroleum or engine fluid leak, avoid the drains, pull over, shut down and inform maintenance.
16. Upon detecting a persistent smell of exhaust fumes in the cab of any equipment, shut down and promptly inform maintenance.

17. WARNING: When entering a vessel hold in which there is any question of a toxic atmosphere or insufficient oxygen, AOMs/superintendents are required to have the atmosphere tested. The vessel crew may accomplish this, but the stevedore representative is responsible to ensure it is satisfactory. Anytime the hold includes decomposing organic materials such as logs, steel that could be rusting, hazardous tank containers with gas, or any material that can have an adverse impact on the breathable air, the atmosphere must be tested.

18. Shorts are authorized for employees May 1 – Sep 30, except for Ship Gangs and Vessel Lashing Gangs at any time or for any employee who boards a vessel. CERES and CP&O do not permit shorts.

19. Mount and dismount equipment via the stairs/ladder while FACING the machine. Use 3-points of contact.

20. As a pedestrian, do not stand behind operating equipment. When crossing warehouse doors, look for forklifts. Make eye contact with operators before approaching.

21. When required to climb up or down a vessel gangway when an STS crane is working overhead, inform the Slinger, Deckman, or Vessel Foreman first so they may coordinate with the crane operator. Do not climb the gangway if cargo is being moved overhead.

22. The Terminal Transportation team will escort all vendors to the dock and will provide transportation for pedestrians such as vessel crews, pilots, etc. to and from the dock.
   a. DURING OPERATIONS: Terminal Transportation is required to notify the Dock Foreman/VC Checker by calling on the radio channel of the crane(s) working near the gangway prior to approaching the working area. Deliver pedestrians as close to the gangway as possible and instruct individuals to remain in the vehicle until cleared to dismount. When unable to establish communications, park at the stern of the vessel to pick up or drop off personnel.
   b. Terminal Transportation may not drive under an active STS Crane.
   c. If dropped off at the stern of the vessel, pedestrians will be required to walk between the crane and the bull rail to reach the gangway. Terminal Transportation will instruct pedestrians to not walk underneath a suspended load.

23. Lifting Basket Use
   a. General
      i. Inspect the basket, securing chains, and gate before use.
      ii. The work area must be level, free of potholes, and free of overhead obstacles.
      iii. Place the blades of the forklift into the pockets of the lifting basket until the back of the basket is against the carriage AND attach each chain (or ratchet strap) around the backrest to secure the basket to the forklift. Both chains must be connected.
      iv. The gate must be closed and secured before lifting.
      v. Keep hands away from pinch points between the basket and back rest.
      vi. Upon lifting, once the user signals to stop at the desired height, the operator must set the parking brake and REMAIN at the controls when the basket is elevated with a person inside.
vii. Transporting a person in the basket is prohibited, except for minor adjustments. A minor adjustment is defined as adjusting position on a given corner of the container, not between the ends of the container or between separate containers.

b. OOG Cargo
   i. Employees rigging an over-high load or installing plugs in a container may use a ladder OR a forklift with a lifting-basket and fall protection harness if outside of the lifting-basket.

c. Barge operations
   i. The basket will be staged on the dock next to the barge access point.
   ii. When working around an STS crane or other mobile equipment, the forklift operator must notify the Slinger/individual controlling traffic of the forklift operation.

d. OTRs Tarping a Load
   i. OTR drivers may use the lifting-basket connected to a forklift.
   ii. If proceeding outside the confines of the lifting-basket, OTR drivers must wear a fall protection harness.

24. Evacuation will be announced via Everbridge to all supervisors/managers who will announce this via radio. At NIT, evacuate via the South Interchange, Baker Street Gate, or the North Interchange. At VIG, evacuate via the Terminal Ops Building turnstiles, Marine Building turnstiles, Interchange, or Vendor Gate. At PMT, evacuate via the main interchange or the personal vehicle Gate. At the PPCY evacuate via the interchange or the truck exit gate. At NNMT, evacuate via the main entrance. At RMT, evacuate via the main entrance. At VIP, evacuate via the main entrance.

25. Effective January 1, 2020, all persons working as a Slinger/Deckman must hold a current Port of Virginia certification. Effective January 1, 2020, all employees operating as Line-handlers or Landbridge workers must hold a current Port of Virginia certification. Effective January 1, 2021, all persons working in OOG/CFS, as Foremen, or as Lashers must have a current Port of Virginia certification.

26. Ladders
   a. Read and follow all labels/markings on the ladder.
   b. Do not exceed the maximum load rating of a ladder. Be aware of the weight it is supporting, including the weight of any tools or equipment.
   c. Inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
   d. Maintain 3-points of contact (two hands and a foot, or two feet and a hand) on the ladder when climbing. Use a tool belt as necessary to keeps hands available for climbing. Keep your body near the middle of the step and face the ladder while climbing.
   e. Ladders must be free of any slippery material on the rungs, steps or feet.
   f. Be sure that all locks on an extension ladder are properly engaged.
   g. Do not use the top step/rung of a ladder as a step/rung.
   h. Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
i. A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.

j. Only one person at a time may use a ladder.

k. An extension ladder used to access an elevated surface must extend at least 3 feet above the point of support. (see diagram)

l. The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall. (see diagram)

m. When being transported, ladders must be secured in a vehicle ladder rack or stored within the vehicle bed.

n. Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Do not use a metal ladder near power lines or exposed energized electrical equipment.

o. Do not use a self-supporting ladder (e.g., step ladder) as a straight ladder or in a partially closed position.

p. Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.

q. Do not move or shift a ladder while a person or equipment is on the ladder.

➢ Terminal Safety Excellence Program (TSEP)
1. (TSEP) Vehicles and equipment must follow established traffic patterns and signage.
2. (TSEP) The Speed Limit is 20 mph, unless posted otherwise.
3. (TSEP) The use of cell phones or personal electronic devices, or wearing headsets, bluetooths or ear buds is prohibited while OPERATING a MOVING vehicle/equipment OR while OPERATING controls such as hoisting a spreader bar OR while on foot within 50 feet of cargo operations.
4. (TSEP) Seatbelt use is mandatory in a MOVING vehicle/equipment, to include the shoulder harness, if equipped.
5. (TSEP) An ANSI-2 vest/shirt that is yellow-green or orange AND safety shoes must be worn when outside on POV property, except in personal vehicle parking areas or when in/on a piece of equipment. This also applies on vessels. Terminal maintenance employees wear the authorized uniform. Motor carriers must wear closed-toe shoes. Eye/hand protection is required when exposed to or using a hammer, power saw, nail gun, chain cutter, grinder, drill, or during banding operations. Chain saw use requires safety glasses plus full face protection with helmet, chaps, and leather gloves. Working with vehicle batteries or parts washers requires safety glasses plus full face protection, apron, and gloves appropriate to the task.
6. (TSEP) Hard hats that are OSHA compliant must be worn when exposed to a vertical hazard such as under a ship-to-shore crane, in a transfer zone serviced by straddle carriers or rail mounted gantries, or on vessels. Hard hats are also required within 50 feet of operating cargo handling equipment or heavy equipment and when performing line-handler or landbridge duties. Bump caps are not acceptable.
7. (TSEP) Any action that adversely impacts the health or hygiene of employees, such as using bare hands to obtain ice from the ice machines, is prohibited. This also applies in work vehicles/equipment. Feeding or leaving food out for animals is prohibited.

8. (TSEP) Littering is prohibited. This includes depositing trash on the ground, in work vehicles/equipment, or the bed of a pickup truck.

9. (TSEP) Smoking/Vaping/E-Cigarette use is prohibited within 50 feet of cargo containers, on vessels, in work vehicles/equipment, inside buildings, or inside work booths.

10. (TSEP) Passing a MOVING vehicle/equipment is prohibited, unless road markings permit passing.

11. (TSEP) Driving or walking behind vehicles/equipment that are moving in reverse, within 50 feet, is prohibited.

12. (TSEP) In Break Bulk Cargo Areas, motor carrier operators must remain in their truck OR be greater than 50 feet from moving container handling equipment.

13. (TSEP) Headlight use is required by all MOVING vehicles/equipment between sunset and sunrise OR in reduced visibility due to weather. Driving a vehicle with a broken headlight is citable. Headlight use is not required when waiting in a line to discharge or receive cargo.

14. (TSEP) Driving under idle Ship-to-Shore cranes, as a matter of convenience, is prohibited. Vehicle and equipment operators may only drive or park under idle cranes when necessary to perform their job.

15. (TSEP) Vehicles, equipment, cargo, GENSETS, and chassis must be parked in a marked location OR if operational needs require it, in a location that does NOT create a HAZARD. Handicapped parking violations and parking on the grass are included in this category. All vehicles/equipment must be properly secured when unattended with the emergency brake, as designed.

16. (TSEP) Personal vehicles are prohibited from entering areas in which cargo handling equipment operates, such as transfer zones, container stacks, rail yards, docks, piers, and break-bulk cargo areas. Access to these areas by company vehicles requires a placard on the driver and passenger side doors.

17. (TSEP) Equipment/vehicle operators must come to a complete STOP and then yield the right of way when departing container stacks or roadways, onto the berth highway.

18. (TSEP) When behind a Straddle Carrier or Shuttle Truck, do not follow closer than one-length/50 feet. On the Straddle Carrier Highway at NIT, break bulk loads may transit with an escort and pedestrians are prohibited.

19. (TSEP) Cargo handling equipment may only be operated on Port of Virginia property by employees who hold a valid Port of Virginia or HRSA certification.

20. (TSEP) A maximum of 3 vehicles/equipment may be parked on a crane leg AND be no wider than 3 vehicle widths from the hatch cover space AND remain behind the crane track yellow line AND move with the crane, within approximately two minutes. When a crane is down for maintenance or prior to operations, there is no restriction on the number of vehicles, as long as the adjacent crane is not affected.

21. (TSEP) Vehicles, equipment, and cargo may not be left unattended inside the yellow line that marks the crane tracks. Exception: Foreman/Checker Vehicles may park on the off-shore crane track.

22. (TSEP) Traffic on the berth highway must stop when directed by Slingers.
23. (TSEP) Driving vehicles/equipment requires unobstructed visibility or a spotter. Forklifts may carry multiple pin-bins, but only one-high. All small forklifts (9K or less) on the dock must have an elevated flag. When an operator is not at the controls or any vehicle/equipment, the emergency brake must be activated.

24. (TSEP) Sitting or leaning on a Pin Bin that is in an active STS Crane lane, is prohibited.

25. (TSEP) Vehicle/Equipment operators may not proceed within 50 feet of line-handlers that are securing/un-securing a vessel or within 50 feet of employees that are watering a vessel.

26. (TSEP) On Port of Virginia property, working above four feet requires fall protection unless protected by railings. On vessels, working above eight feet requires fall protection. When in the basket of an aerial lift, employees require fall protection any time the lift is moving OR the basket is above 4 feet. The use of a scissor lift or forklift lifting-basket does not require a harness.

27. (TSEP) Hot work and Confined Space operations require a permit. Control of stored energy must be in conformance with OSHA Lock-out/Tag-out requirements. Equipment that is down for maintenance must be clearly marked and secured to prevent use.

28. (TSEP) When IN or NEAR vehicle traffic, persons on foot OR elevated in an aerial lift, forklift lifting-basket, or scissor lift must be protected with traffic cones or physical barriers. A vehicle escort is required when a lift is being moved.

29. (TSEP) Driving through an operational area without the permission of the person controlling that operation, is prohibited. Moving a barrier that is intended to restrict access or entering an area/building that is marked as off limits, either on foot or in a vehicle, is prohibited.

30. (TSEP) Directing or supervising a Non-standard event or Management of Change action, without accomplishing an NSEP/MOC plan as outlined in the POV Response Guide, is prohibited.

31. (TSEP) Walking, standing, sitting or residing in anyway under a load or in an area where the load may fall or roll while it is not in a grounded position, is prohibited. This includes containerized cargo, break-bulk freight, equipment, or any other load.

32. (TSEP) Use the ladder when mounting or dismounting rail cars. Jumping on/off rail cars is prohibited. To shimmy along the side of a rail car is prohibited.

33. (TSEP) Container labeling must be in compliance with Port of Virginia Policy and HAZCOM regulations. Improper disposal of solid waste in the dumpsters, with a focus on regulated waste such as bulbs, batteries, and refrigerant containing devices, is prohibited.

34. (TSEP) Petroleum spills/used absorbents must be removed on the same day as a spill OR prior to forecasted rainfall, when given one hour of notice. The floor of maintenance spaces must be free of excess oil at the end of the shift.

35. (TSEP) Any person with supervisory or management authority who directs an action that requires the violation of a TSEP rule or who willfully tolerates non-conformance with a TSEP rule by an employee under their supervision, is subject to citation. The Port of Virginia VP of H&S approval is required prior to issuing this citation.

36. (Motor Carrier TSEP) Motor carriers may not loiter outside of the truck. At VIG, brief coordination with other motor carriers to determine who will back-in next is acceptable for up to two minutes, then drivers must be in their cab. Once backed into a transfer zone lane and waiting, motor carriers may remain in the truck, in the lane, or on the pressure mat. Using the yellow driver assistance phone and using the porta-toilets is always acceptable.
37. (Motor Carrier TSEP) Prior to container discharge, unlock all pins. At NIT/VIG, during container discharge/loading, motor carriers must remain on the pressure mat while container handling equipment is engaged with the container. At North NIT, motor carriers must have at least one foot in the booth from the time the Straddle Carrier proceeds over the rear of the chassis until the Straddle Carrier has backed away and is clear of the chassis. If unable to secure the locking pins, request assistance.

38. (Motor Carrier TSEP) Vehicles, equipment, cargo, GENSETS, and chassis must be parked in a marked location OR if operational needs require it, in a location that does NOT create a HAZARD. In GENSET mounting areas, motor carriers must remain in the booth with the sign that says, "Driver must stand here please".

39. (Motor Carrier TSEP) Motor Carrier movement to the dock or berth highway requires an escort. Exception: At PMT, motor carriers may use the road immediately next to the dock only to PICK-UP a container.

40. (Motor Carrier TSEP) At the PPCY, motor carriers must remain within the jersey walls on the paved surface. All traffic between the jersey walls is one-way with the exception of Kubotas using a designated lane. While WAITING to be loaded/unloaded or while BEING loaded/unloaded, Motor Carriers must either remain in the cab OR next to the cab door on the same side as the Side Loader. Secure locking pins and inspect containers only in an area protected from truck traffic. Driving or walking through container stacks is prohibited.

41. (Motor Carrier TSEP) During terminal operating hours that require a reservation, motor carrier entry into the terminal OCR portals when outside of the +/- 30 minute reservation window, is prohibited.

42. The TSEP policy is available at www.portofvirginia.com/stewardship/healthandsafety

➢ Ship-to-Shore Crane Operations

1. Communications
   a. The Foreman, Deckman, and Slinger are required to have a radio.
   b. Only the Crane Operator, Deckman, and Slinger may talk on the Crane Operator frequency, under normal circumstances.
   c. It is prohibited for the Foreman to circumvent the Deckman by calling out containers to the Crane Operator. This interrupts the process and generates unpredictability.

2. Moving the Crane
   a. The crane operator is responsible at all times to ensure the crane tracks and path of the boom are clear before gantry. The Deckman, Slinger, and Crane Maintenance all have a role to play, but the person with their hands on the controls, the crane operator, retains ultimate responsibility for the safety of the movement.
   b. The crane may not be moved over a vessel to prepare for operations while line handlers are securing the lines for the vessel. Since the gangway needs to be lowered and the nets set, there is sufficient time to move the crane after the line handlers have secured the vessel.
   c. DURING OPERATIONS, while moving the crane, radio contact with the Deckman and Slinger is required. Watch for the ship’s gear, antennas and lights on the house of the vessel, gangway, equipment parked on the tracks, and that the crane stairs are clear of any vehicle or object.
d. **BEFORE** or **AFTER OPERATIONS**, when there are no other employees present, the crane operator may move the STS crane, but must ensure clearance from all obstacles. If there is **ANY** question regarding clearance, a crane maintenance technician or other observer must be called to verify clearance.

3. Pin-bins
   a. **CAUTION:** When picking up pin-bins from the dock, ensure the STS Crane flippers are **NOT** in automatic. Workers in the vicinity can be struck.
   b. Pin-bin racks will be discharged to the ground, except when a hybrid shuttle truck is not available at VIG. Forklift operators may only pick up pin-bins when the rack is at its final point of rest and disconnected from the Hustler. Forklift operators may not pick up pin bins under the crane.
   c. NIT & VIG: Pin-bins may only be placed between Lanes 1&2 as well as between Lanes 3&4 and at least 5 feet outboard from the end of the 40’ container. The placement of middle pin-bins is permitted only during the discharge of twin 20s. If Coning Platforms are being used, pin-bins will be placed on the ends of the platforms in the designated holders.
   d. PMT: Pin-bins may be placed between Lanes 1&2. If cranes are working close it is also acceptable to place pin-bins between Lane 1 and the in-shore crane legs.

4. Deckman/Slinger Coordination
   a. If the Deckman and Slinger are not present and in position, crane operators are prohibited from discharging/loading containers, pin-bins, or hatch covers.
   b. The following tasks are **SENSITIVE** for coordination with the Deckman and Slinger.
      i. When discharging the deck, it is critical to identify stuck pins to prevent lifting multiple containers.
      ii. Any **BLIND** discharge…to prevent lifting multiple containers.
      iii. Discharging below deck 20s to identify a multiple lift that is caused by deck pins being used instead of dummy pins.
      iv. Loading above and below deck, to ensure all containers are “down.”
      v. Any **BLIND** load to prevent striking cell guides OR having the head block strike a container already on the ship.
      vi. Ensuring twist locks are properly engaged with the speed bar, hatch covers, and flat rack with the ends up or down.
      vii. Ensuring that hatch covers do not have any loose gear on top such as pins, wires, lashing rods or anything that might fall.
      viii. Slinger and Deckman must ensure that the center twist locks are in the down position prior to performing a twin pick.
      ix. Before replacing a hatch cover, ensure the Deckman checks the top container height to ensure the hatch cover will not crush the container.

5. Straddle Carrier/Shuttle Truck and STS spreader bar separation
   a. SC/STs may **NOT** enter under the crane when the spreader bar is coming in-shore from the vessel. (Yellow arrow pointing in-shore)
   b. SC/STs **MAY** enter under the crane when the STS spreader bar is landed on a grounded container in a lane off-shore of the SC/ST, with at least one lane of separation.
   c. The STS spreader bar may enter from the vessel to a lane **OFF-SHORE** of a SC/ST that is already established under the crane with at least **ONE LANE OF**
SEPARATION. One lane of separation must be maintained. (i.e. The STS spreader bar may come off the vessel into Lane 2 if there is already a ST/SC in Lane 4.)

d. If one lane of separation cannot be obtained, STS operators will wait with the bar over the vessel. STS operators may also hold with the bar in the back reach when necessary. At no time may the bar pass over a SC/ST.

6. Coning Platforms
   a. A maximum of two coning platforms, placed in Lanes 2 and/or 4, may be used for container operations. Pin bins will be placed on each end of the platform inside the holding bracket. Platforms may also be used in the back reach.
   b. When platforms are NOT being used, containers will be floated in Lanes 2 and 4 as if the platform were in place, while the gang completes the pinning/de-pinning process. Lanes 1 and 3 will remain clear of activity and will serve as safety lanes. The worker must vacate Lanes 2 and 4 prior to SC/ST entry or exit.
   c. When gantrying from one bay to another, the STS Crane shall carry the platform at a height just above the pavement. Pin bins may be left in the platform rack holders when being moved from bay to bay.
   d. WARNING: The Slinger is responsible to ensure that all pins are removed from the container corner castings prior to shuttle truck/straddle carrier pickup. In the event that there is a stuck pin, the Slinger will coordinate with the Dock Foreman/VC Checker to place the container with the stuck pin on a trailer-train/bomb-cart. At no time should a container with pins be placed in the container stacks as this can cause an inadvertent lift.

7. Loading/Discharge
   a. NIT & VIG: For DISCHARGE, Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Deckman, and Slinger.
      i. Discharge from below deck (no pins) is permitted to all lanes.
      ii. Discharge from above deck (with pins) is permitted only to lanes 2 and/or 4, with or without coning platforms.
      iii. Containers may only be worked 1-high on the dock when using the platforms.
   b. NIT & VIG: For LOADING, Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Deckman, and Slinger.
      i. Loading containers below deck (no pins) is permitted from all lanes.
      ii. Loading containers above deck (with pins) will be accomplished only from lane 2 and/or 4, with or without coning platforms.
      iii. Containers may only be worked 1-high on the dock if using the platforms.
   c. NIT & VIG: For Loading and Discharging AT THE SAME TIME (“Coming and Going”), Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Deckman, and Slinger:
      i. With BOTH load and discharge having pins, ONLY discharge to Lane 4 and ONLY load back from Lane 2.
      ii. With NEITHER load or discharge having pins, ONLY discharge to Lane 3&4 (in-shore lanes) and ONLY load back from Lane 1&2 (off-shore lanes).
      iii. If containers with BOTH pins and without pins are being cycled, remove the platform in the lane being used for containers without pins and keep the
platform in the lane for containers with pins (i.e. Lane 4 for discharge or Lane 2 for load back).

d. At no point may a grounded container be placed in a lane next to a platform that is being used for pin work. Doing so would remove the lane of separation needed for the protection of the individuals on the ground. To be clear, a grounded container MAY be placed in a lane next to a platform that is NOT being used for pin work.

e. PMT: Discharge and load-back as directed by the Foreman.

f. The Slinger is required to keep their hand on the container OR their hand outstretched in view of the crane operator whenever the gang is still pinning or de-pinning a container.

g. WARNING: Longshoremen may not stand next to or lean on the legs of the crane in the area that a 45 foot container could swing and hit the crane legs.

h. WARNING: Do not suspend a container or empty spreader bar over the inshore walkway of the vessel while waiting to come in-shore as personnel walk in these areas. Also, do not lift a container over the gangway when personnel are on the gangway.

i. WARNING: If a SC/ST comes in contact with the bar, TROLLEY In/Off Shore away from the machine to prevent a second impact.

j. CAUTION: SC/STs may not pull in to adjacent lanes with employees between them, thereby trapping a person between two machines.

k. CAUTION: When the bar is set to lift a 40 foot container and the Twin-20 warning activates, prior to calling maintenance to obtain an over-ride, confirm with the Deckman whether it is a 40 foot container or Twin-20s.

l. Note: When planning clerks stow a vessel, the #1 hazard for having containers wedged in a cell and causing damage is having an empty 20 foot container matched up next to a heavy 20 feet container. For ANY unbalanced load, such as a 40 foot grain container, crane operators must slow down and attempt to level the load with the trim option.

m. Note: When lifting a yacht, ensure that the crew complies with the federal prohibition against riding the load.

n. Note: If working a hatch next to the house of a vessel, if smoke is coming into the cab, contact the foreman to have the vessel stop or at least reduce the production of smoke.

o. The Lift and Shift (six inch rule) will be used in the following situations.

i. Hard In-Shore On-Deck DISCHARGE requires the load to be floated slightly (approximately 6 inches)…then slid one foot toward the dock to ensure the pins are free from the container/flat-rack below, before hoist. The Deckman must closely observe these lifts.

ii. Hard Off-Shore On-Deck DISCHARGE requires the load to be floated slightly (approximately 6 inches)…then slid one foot toward the river to ensure the pins are free from the container/flat rack below, before hoist. The Deckman must closely observe these lifts.

iii. Lifts in the “second position from Hard Off-Shore” also require the same procedure, unless there are containers in the Hard Off-Shore position.

p. Ship movement during operations causes a significant risk. If the vessel is moving, have the Deckman tell the foreman/vessel crew to tighten the lines. If they fail to act, contact the vessel supervisor.

q. The OSHA rule governing the lifting of bundled flat racks has been modified to allow lifting bundled flat racks that are locked together using the manufacturer's
guidelines. Generally, this means that no more than four flat racks may be lifted per bundle as long as they are connected via the locking mechanisms built into the flat racks specifically for that purpose.

r. Overall, if it does not look right...slow down and ask for assistance. If the stowage plan says a load is NOT over-high...but it LOOKS like an over-high...confirm it.
s. NIT Only: When stacking containers on the dock, only stack a maximum of two-high.
t. VIG Only: Take the bar out of “auto” after a twin pick...and verify it is out of “auto” when entering the crane cab, so that the bar does not automatically open and cause impact to the vessel or containers in its path.

7. Production Tips (Optional)
a. When loading 20s that will be stacked > 4-high, load the forward end of the hatch 2-high all the way across, then gantry 20 feet and load the aft end of the hatch 2-high all the way across, then switch back to the forward end, etc. unless otherwise directed by the AOM/Foreman.
b. If the vessel is listing and loading 20s below deck, Trim the bar so it goes into the cell guide evenly, then remove the trim upon exiting the cell guide, unless otherwise directed by the AOM/Foreman.
c. When discharging 20s from below deck with the bow of the vessel riding higher out of the water than the stern, discharge forward end containers first...unless directed otherwise by the AOM/Foreman.

8. Hatch Cover Operations
a. The Slinger and General Longshoreman must be present in the back reach before the Crane Operator hoists a hatch cover from the vessel or the dock. The Slinger must inform the Crane Operator, “Operator, back-reach is Clear” to communicate that the back-reach has been inspected and found to be clear of pedestrians, vehicles, or any other obstructions. Once this call has been made, Slingers and General Longshoremen may not swap out.
b. The “Slow down” trigger will be engaged when removing or replacing hatch covers, until clear of obstacles on the vessel.
c. CAUTION: When crane operators swap out, it is important to check that the vessel has not shifted because the hatch covers may no longer be aligned with the hatch. This may cause the hatch cover to strike the vessel or containers on board.

9. Over-High Bar/Speed Bar
a. When in doubt regarding the height of a load, use the Over-High bar.
b. The manual Over-High bar may be used above or below deck without restrictions.

10. Lifting Personnel Aloft
a. Ensure one employee has a radio and establish communications prior to movement.
b. Place the spreader bar on the ground to enable employees to mount safely.
c. Use caution with slow and smooth movements when a person is riding the spreader bar.
d. Place the spreader bar in the 20 foot position for movement into or out of a cell guide.
e. Communicate with the Deckman if going below deck to ensure a clear path and prevent snagging the bar on a cell guide.
f. Never move personnel with wires/auxiliary gear attached to the bar. These wires can snag during movement and cause the bar to tilt.
g. For personnel mounting/dismounting, land the spreader bar squarely on a container OR place the spreader bar against the side of a container to prevent the bar from sliding or swinging.

h. WARNING: Do not move the bar until personnel are securely inside and the cage is closed/chain is secured.

11. Rescue Cage Operations
   a. Prior to lifting the Rescue Cage, ensure that the safety chains on all four corners are attached. Wait for the direction of the Slinger before lifting.
   b. Following discharge from the vessel, be sure to disconnect the safety chains before disconnecting the spreader bar to resume operations.

12. Loading to a chassis
   a. With Pins
      i. The driver pulls a chassis under crane and the slinger spots the chassis 2-3 feet forward of where the front edge of the container will land. WARNING: Employees may not proceed out from under the crane into the line in order to unlock pins in advance of arriving under the crane.
      ii. The crane operator lands the container on the gooseneck and holds it, allowing the ship gang members to remove pins. WARNING: When removing front pins, do not step into the bite.
      iii. CRITICAL STEP: After the pins are removed, the Slinger verifies that all employees are clear. This includes getting verification from the pin-man to the Slinger's side that the pin-man diagonal from the Slinger, is clear.
      iv. The Slinger then instructs the hustler operator to back up until the container comes into contact with the chassis bolster.
      v. The Slinger then radios or signals the crane operator to lower the aft end of the container until it lands on the 2 locking pins.
         a. WARNING: When discharging a closed 40' Flat Rack to a chassis, after landing, before disconnecting the bar, the Slinger must pull the UTR forward slightly to ensure the flat rack does not swing forward and hit the cab of the UTR.
      vi. NOTE: At PMT, blue trailer trains have open corners that allow the crane operator to land the container and then the gang to remove the pins after the crane releases it. It is critical that the Slinger does not release the Hustler Driver to move until verifying that all employees are clear of all four corners per the procedure above.

2. When a 20' tank is being loaded onto a bomb-cart, ensure the 20' tank is centered forward/aft so that all four corners of the tank frame are securely resting on the steel surface of the bomb-cart within the side rails. Loading a 20' tank onto the forward or aft end could result in a corner of the tank frame not being supported, thereby allowing the tank to roll off.
a. Without Pins
   i. Slinger ensures the front pins are pulled-out in preparation for the container to be
      loaded.
   ii. Driver pulls chassis under crane and the slinger spots the chassis on the mark
       where the front edge of the container will land.

13. Lasher Coordination
    a. In general, if one container is found locked...there will likely be others. When in doubt,
       slow down and have the Deckman take a close look.
    b. When a pin is stuck during 4/5/6/7-high operations, performing a vertical tandem lift is
       prohibited.
       i. Use the cage of the spreader bar to bring the lasher into position.
    c. Do not stack 40’ containers on top of 45’ containers. This is prohibited because the
       lashers are not able to access the locking pins.
    d. Lashers may be called during operations on vessels with “lever operated” locking pins or
       even “standard pins” to assist with unlocking the bad pins that re-lock. This is important
       to prevent a multiple lift.

14. Degraded Operations
    a. Gantry Motion: If the gantry motion is inoperative, the crane will be pushed into
       place, and the operation will continue.
    b. Trolley or Hoist Motion: If the trolley or hoist motion is inoperative, the crane will be
       placed out of service until the repairs can be completed.
    c. Boom Lights: During the hours of dusk to dawn, if all of the boom lights are
       inoperative, the crane will be placed out of service. Illumination for cargo transfer
       operations shall be of a minimum light intensity of five foot-candles.
    d. Radio: If the radio is inoperative, the crane operator will be issued a hand held radio,
       and the operation will continue.
    e. Sill Beam Arrows: If the sill beam light arrows are inoperative, the operation will
       continue. If the arrows are partially inoperative, the AOM will ensure that
       maintenance covers the device.
    f. Back Reach/Lane Camera View
       i. Only the farthest in-shore lane may be used when the monitor is not
          functioning.
       ii. The Crane Operator will report the monitor problem to the AOM.
       iii. The AOM will communicate to the Maintenance Team and Stevedore
            Superintendent that the monitor is inoperative.
       iv. The Maintenance Team will make the monitor repair a high priority.
v. The Stevedore Superintendent will communicate to the Dock Gang and Ship Gang that the monitor is inoperative.

15. Post-Operations
   a. When finished, contact the AOM to determine where to park the crane. Then notify maintenance, accomplish the move, and complete the “boom up” sequence. The crane operator is responsible to accomplish this process until four minutes after the end of operations. After this time, maintenance is responsible for the move.

16. CMI Crane specifics at NNMT
   a. Hatch Cover Operations
      i. Ships crews are responsible for moving the vessels hatch covers using ships gear.
      ii. The CMI Operator shall ensure the CMI crane is clear of any ships gear movements.
   b. Loading to a flatbed/mafi/ground position
      i. Driver pulls the flatbed/mafi under the crane and the Slinger spots the flatbed/mafi and centers the load.
      ii. Every load will undergo a test lift of approximately 6 inches with a move to the side to ensure the freight is balanced, free of obstructions, and to preventing shock loading.
      iii. The crane operator floats the load over the flatbed/mafi/ground and holds it, allowing the ship gang members to ensure proper alignment. **WARNING:** Do not step into the bite of the tires.
      iv. The Slinger then radios/signals the crane operator to lower the load until it lands on the flatbed/mafi/ground.
   c. Maintenance Coordination
      i. Only maintenance will switch between “Light” and “Heavy” mode on the CMI. A collective decision must be made by the Superintendent, AOM, Vessel Foreman, Crane Maintenance, and the crane operator what operating mode to perform in, and when to transition to a different mode.

- **Straddle Carrier/Shuttle Truck**
  1. Inspect all machines before use. Inform maintenance if there is any damage or leaks. Ensure that the following items are in good working condition: seatbelt, horn, wipers, flashers, tires, brakes, steering system, and signal light panel. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected. Wipers are not required unless it is actively raining. Lights are not required for daytime operations. Notify maintenance of any cracked windows. Ensure the operator’s cab video monitoring system is not obstructed.
  2. Only Straddle Carriers/Shuttle Trucks assigned by Maintenance may be used.
  3. Know your equipment. If uncertain about a function such as speed of the bar, visual cues, or general sounds…ask an instructor or maintenance. Use a figure-8 to correct wheel misalignment.
  4. Operators are ultimately responsible for clearance at all times while operating and the number one priority for any operator is to visually clear any and all obstacles. To do this requires clear windows. If the windows are fogged over, recognize that there are several
ways, depending on the specific type of machine, to accomplish defrosting the windows. If unsure, ask maintenance for the proper procedure.

5. To compensate for blind zones, constant clearing is critical. Use a continuous forward and back rocking motion.

6. Visual illusions are real. Sun glare and shadows can impact the operator’s ability to safely land a container. Utilize the blinds or sunglasses anytime in doubt to ensure a safe and accurate landing.

7. The lap belt is required to be worn during operations.

8. Please be sure to log-in with your port number. At NIT, operators should not go to the rack with a pending move, however, if another operator is still logged-in with a pending move when the replacement operator enters the equipment, be sure to notify “base” to verify that the move is complete. Then log-off and log-on with the correct port number.

9. Prior to departing the rack, check the direction of the tires to ensure that the Straddle Carrier/Shuttle Truck will not impact the rack and accomplish a 360 degree visual check to ensure it is clear to proceed. For Straddle Carriers, lower the bar to the two-high or lower position and for Shuttle Trucks, lower the bar to the one-high position before leaving the rack and stay next to the jersey wall.

10. When pulling out, use caution for pedestrians/vehicles and maintain 5 MPH Maximum, until clear of the entire parking area.

11. If leaking…move away from the drains and shut the machine down completely. For Straddle Carriers, use the E-Stop and then verify engine shut-down and for Shuttle Trucks use the SQUARE engine stop button on the arm rest and then verify engine shut-down.

12. Please report any loose debris on top of containers (Large rocks, lashing gear, etc.) to a supervisor.

13. Avoid braking suddenly, especially when the load is in the 3-high or 2-high position or when cornering, because of the tipping hazard. Braking suddenly also presents a hazard to others who are following. A common cause of sudden braking includes operators who are not prepared for their turn point to enter the stacks or by operators responding to a change in tasking on the computer screen.

14. To avoid contact with uneven pavement, rail tracks, or low obstacles, please carry containers 2-3 feet off the ground. A “Red Line” indicates this height at VIG.

15. When entering or departing the Waterside zone at NIT/VIG or the Container Stacks at NIT North, use caution for vehicles working near the stacks or entry gates between the stacks.

16. When inside the container stacks/buffer zones/transfer zones, Straddle Carriers/Shuttle Trucks must have a lane of separation when passing each other or they must wait to enter. Equipment may not pass in adjacent lanes because Straddle Carriers/Shuttle Trucks will be occupying the same wheel lanes.

17. Straddle Carriers/Shuttle Trucks may ONLY enter/depart from one designated side of the assigned crane. Traffic is prohibited from entering/departing from the other side.

18. Straddle Carriers/Shuttle Trucks will enter under the crane CAB-FORWARD. Use caution to ensure there is clearance from the end of the platform before turning.

19. When turning from the main travel lanes on the Berth Highway to approach the Ship to Shore crane, use an approximate 90 degree turn. Do not cut the corner across the back-reach. This is the same when going from the crane back to the Berth Highway.
20. Loading/Discharge
   a. NIT & VIG: The STS spreader bar AND Straddle Carriers/Shuttle Trucks may be between the legs of the crane at the same time only under the following conditions.
      i. SC/STs may NOT enter under the crane when the spreader bar is coming in-shore from the vessel. (Yellow arrow pointing in-shore)
      ii. SC/STs may enter under the crane when the STS spreader bar is landed on a grounded container in a lane off-shore of the SC/ST, with at least one lane of separation.
      iii. At no time may a SC/ST enter under the STS crane off-shore of the spreader bar.
      iv. The STS spreader bar may enter from the vessel to a lane OFF-SHORE of a SC/ST that is already established under the crane with at least ONE LANE OF SEPARATION. One lane of separation must be maintained. (Example: The STS spreader bar may come off the vessel into Lane 2 if there is already a ST/SC in Lane 4.)
      v. If one lane of separation cannot be obtained, STS operators will wait with the bar over the vessel. STS operators may also hold with the bar in the back reach when necessary. At no time may the bar pass over a SC/ST.
   c. NIT & VIG: For DISCHARGE, Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Deckman, and Slinger.
      i. Discharge from below deck (no pins) is permitted to all lanes.
      ii. Discharge from above deck (with pins) is permitted only to lanes 2 and/or 4, with or without coning platforms.
      iii. Containers may only be worked 1-high on the dock if using the platforms.
   d. NIT & VIG: For LOADING, Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Deckman, and Slinger.
      i. Loading containers below deck (no pins) is permitted from all lanes.
      ii. Loading containers above deck (with pins) will be accomplished only from lane 2 and/or 4, with or without coning platforms.
      iii. Containers may only be worked 1-high on the dock if using the platforms.
   e. NIT & VIG: For Loading and Discharging AT THE SAME TIME (“Coming and Going”), Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Deckman, and Slinger.
      i. With BOTH load and discharge having pins, ONLY discharge to Lane 4 and ONLY load back from Lane 2.
      ii. With NEITHER load or discharge having pins, ONLY discharge to Lane 3&4 (in-shore lanes) and ONLY load back from Lane 1&2 (off-shore lanes).
      iii. If containers with BOTH pins and without pins are being cycled, remove the platform in the lane being used for containers without pins and keep the platform in the lane for containers with pins (i.e. Lane 4 for discharge or Lane 2 for load back).
   f. At no point may a grounded container be placed in a lane next to a platform that is being used for pin work. Doing so would remove the lane of separation needed for the protection of the individuals on the ground. To be clear, a grounded container MAY be placed in a lane next to a platform that is NOT being used for pin work.
21. During Vessel Ops, go CAB-FORWARD under the crane.
22. **WARNING**: Before entering under the Ship-to-Shore Crane, look and listen to find the spreader bar and determine if it is coming in-shore. Use the light arrow system to assist with locating the spreader bar. If ever in doubt as to who has the right of way or entrance procedures, STOP outside of the crane legs and do not proceed until the STS crane spreader bar is working over the vessel.

23. **WARNING**: Do not attempt to pull under the crane until verifying that all persons are clear of Straddle Carrier/Shuttle Truck travel lane.

24. Do not enter under the STS Crane when ship-gang members are marking lines on the ground according to the spreader bar position.

25. Do not enter under the STS Crane when ship-gang members are discharging and/or loading break-bulk cargo. When Break-Bulk cargo is lashed to a flat rack, it is considered to be containerized.

26. The Slinger will stand at the opposite end from that being used for Straddle Carrier/Shuttle Truck entry in order to see all equipment movement.

27. Straddle Carriers/Shuttle Trucks will comply with Slinger direction to STOP, and will remain stopped, until released by the Slinger.

28. The standard Slinger hand signal to command a STOP is a raised closed fist. The standard radio call for an emergency stop is “STOP, STOP, STOP.”

29. Pin-bins may only be placed between Lanes 1&2 as well as between Lanes 3&4 and at least 5 feet outboard from the end of the 40’ container. The placement of middle pin-bins is permitted only during the discharge of twin 20s. If Coning Platforms are used, pin-bins will be placed on the ends of the platforms in the designated holders.

30. Slow down (to a stop if necessary) during ANY change under the STS Crane. This includes departing from under the STS with intent to reposition due to system error, departing from under the STS and then making a decision to re-enter for any reason, or while approaching the STS and then making a lane change decision.

31. After departing from under the crane, under no circumstances do we re-enter before locating the spreader bar. This is a common cause of mishaps.

32. When departing from under the STS Crane, the cab of the Straddle Carrier/Shuttle Truck must be past the crane leg before turning 90 degrees toward the Berth Highway.

33. **WARNING**: Use caution for pedestrians or vehicles around the legs of the Ship-to-Shore Crane.

34. When departing from under the STS Crane, yield the right of way to vehicles already established on the berth highway.

35. Place re-stows so they will not interfere with operations entering and exiting under ANY working crane. A clear path must be provided for equipment and vehicles.

36. Approach Reefers cab forward, and verify that the reefer is unplugged before pulling away.

37. When approaching a wheel box, proceed cab forward and ensure the driver is accounted for…also use caution for an adjacent wheel box where another driver may be unlocking a chassis.

38. The OSHA rule governing the lifting of bundled flat racks has been modified to allow lifting bundled flat racks provided that they are locked together using the manufacturer’s guidelines. Generally, this means that no more than four flat racks may be lifted per bundle.
as long as they are connected via the locking mechanisms built into the flat racks specifically for that purpose.

39. When entering the parking area, use caution for pedestrians/vehicles and maintain 5 MPH Maximum. The spreader bar must be placed in the 20’ position.

40. When parked, prior to shutting down, turn the steering wheel slightly to the right so that the SC/ST will automatically turn slightly away from the rack so that the next person does not hit the rack when pulling away.

41. After parking, inform maintenance of any caution light or fault prior to exiting the cab. Then raise the spreader bar all the way up, close the door and windows, and log out. Before getting out of the seat, ensure that the parking brake is engaged and the machine is out of gear and that the machine is turned off. A good indication that the machine is still in gear is either a motion tone when outside the cab or active external strobe lights.

42. When exiting, please remove all Paperwork and Personal Debris.

43. When Straddle Carrier or Shuttle Truck operators have a maintenance problem, inform the supervisor that you are leaving the frequency to call maintenance. Coordinating through any 3rd party to relay maintenance needs is prohibited. This may only be accomplished directly with maintenance.

44. When Maintenance Technicians are performing troubleshooting on Straddle Carriers or Shuttle Trucks in the field, they will approach and park so that the operator can see the technician, if room permits. Technicians will not touch the ladder unless visual contact with the operator has been made. Operators are required to remain on the “Pier Watch” maintenance frequency.

45. When operating under an STS Crane, Rubber Tire Gantry, or RMG, the SC/ST/UTR may proceed under an empty spreader bar that has been secured for maintenance. Operators may not proceed under an empty spreader bar that is being used during operations.

46. When a spreader bar has a suspended container that will not release, the lanes directly below and next to the hung container will not be used. (i.e. if the container is suspended above Lane 3, then Lanes 2, 3, and 4 will be closed.) Maintenance will place jersey barricades in front of all (3) lanes.

47. Waterside Buffer Area (WSBA) light system
   a. Red/Red means that the RMG is occupying the WSBA OR that it is coming into the WSBA. Entry with a Red X is prohibited.
   b. Green/Green means that entry is authorized.
   c. Green/Yellow means that a ST has entered the WSBA and the system sees the ST. Upon entry, if the lights remain Green/Green it means that the high mounted laser does not see the ST. Depart the WSBA without delay and inform maintenance.
   d. Red/Yellow means that there is a SC/ST in the WSBA and that the RMG wants to enter. SC/STs are prohibited from entering at this time.

48. When there is a system fault due to an unauthorized entry of a SC/ST or any number of other reasons, the RMG will stop moving and the spreader bar will stop moving. Either maintenance or ROS operators must take over manually under this condition. It is critical to ensure that there is no RMG use or movement while a SC/ST is in the WSBA.

49. Holding the WSBA “open” for other SC/STs is prohibited.

50. Stack containers a maximum of two high in the WSBA.
51. While waiting to enter the WSBA, hold in the back-reach area or in front of the WSBA within the lines. Do not loiter on the berth highway.

52. While WAITING to enter the WSBA, keep the container in the 1-high position. If the container is held higher than this, it blocks the vision of other SC/STs traveling on the Berth Highway.

53. When there are operators in separate lanes waiting to enter the WSBA with red X’s, please be courteous and allow the first operator that arrived to enter the WSBA once you have the green arrows. Otherwise, one or both shuttle trucks will “fail”.

54. Please note the door direction when entering the WSBA and ensure that the doors face the water. If the doors are open, report this to operations.

55. WARNING: Do not place a container with twist locks into the WSBA.

56. When maintenance is working in the waterside buffer area or LSTZ, the lanes directly below the spreader bar and the lane(s) adjacent to the maintenance activity will not be used. (i.e. If maintenance is working in Lane 2, then Lanes 1 and 3 will also be closed. Maintenance will place jersey barricades in front of all closed lanes, and is prohibited from occupying the buffer lanes. Maintenance is also prohibited from occupying the space between the RMG in the WSBA and the stack, i.e. row 202.

57. Straddle Carriers/Shuttle Trucks are prohibited from driving behind the maintenance activity. For example, if maintenance is working in Lanes 2, 3, and 4, proceeding into Lane 1 to retrieve a container behind maintenance in Lane 2, 3, or 4 is prohibited.

58. In snow or ice conditions, if immobilized or without traction, call maintenance. Do not allow another SC/ST to push your machine and do not spin the tires as this will cause drive train damage.

**NIT Specific Procedures**

1. When parking POVs on 6th street, please do not stand in or near the road.

2. Straddle Carriers/Shuttle Trucks are not permitted to “cut through” container rows or pads in which they do not have active moves. (i.e. Do not cut through the 100 rows to get to the 200 rows.)

3. At North NIT, the container row next to the roadway in the P1 and the Q1 pads will have a maximum of 2-high containers. The second row in will have a maximum of 2-high containers in the two 20’ positions on both ends of the row. This is to enable acceptable Shuttle Truck visibility. These 2-high restrictions are established in XPS.

4. When parking near container stacks, the vehicle will be parked within the safety lines by the light pole.
   a. Use flashers or beacon.
   b. The radio will be turned off and the windows lowered.

5. It can be difficult to read vessel paperwork while in motion due to vibration. After unlocking from the container that is being delivered, a good technique is to quickly glance at the paperwork and determine the row of the next container, PRIOR to moving.

6. Straddle Carrier entry into an area with “Men Working” displayed on the computer screen is prohibited and may not be waived by anyone.
7. **WARNING:** Side-Loaders/Top-Loaders/Reach-Stackers/Straddle Carriers are prohibited from using the South Berth south access road that becomes Railroad Avenue. High Voltage power lines make this path unusable.

8. Due to the cab design, Straddle Carrier 121 may not be used for vessel operations.

9. **When a 20’ tank is being loaded onto a bombcart,** ensure the 20’ tank is centered forward/aft so that all four corners of the tank frame are securely resting on the steel surface of the bombcart within the side rails. Loading a 20’ tank onto the forward or aft end could result in a corner of the tank frame not being supported, thereby allowing the tank to roll off.

10. **NIT Rail Transfer Zone:** When approaching the Rail Transfer Zone, the primary concern is to verify that the UTR Driver is visible. Do not begin to come over the rear of the chassis/bombcart/container until the UTR operator is standing next to the cab in plain sight.

11. **NIT Rail Transfer Zone:** When approaching a UTR to REMOVE a container, approach cab forward.

12. **NIT Rail Transfer Zone:** When removing a container from a CHASSIS, lift the rear of the container off of the pins just enough to enable shifting the rear of the container away from the Straddle Carrier cab. Once able to see the rear pins, then slide the container backwards until just clear of the front pins and begin a gentle hoist.

13. **NIT Motor Carrier Transfer Zone:** Equipment operators working the Transfer Zone must remain on the TRANSFER ZONE radio frequency unless switching briefly to BASE CHANNEL to call the Checker/AOM or maintenance.

14. **NIT Motor Carrier Transfer Zone:** When approaching the Transfer Zone, the primary concern is to verify that the Truck Driver has at least one foot in the booth before entering the lane. If unable to see the Truck Driver in the booth, do not proceed.

15. **NIT Motor Carrier Transfer Zone:** The Straddle Carrier operator may load/remove a container only if the motor carrier operator has at least one foot in the booth. Otherwise, loading/removing the container is prohibited.

16. **NIT Motor Carrier Transfer Zone:** When approaching a truck to REMOVE a container, approach cab forward.

17. **NIT Motor Carrier Transfer Zone:** When removing a container, lift the rear of the container off of the pins just enough to enable shifting the rear of the container away from the Straddle Carrier cab. Once able to see the rear pins, then slide the container backwards until just clear of the front pins and begin a gentle hoist.

18. **NIT Motor Carrier Transfer Zone:** Do not move the container or pull away until re-verifying that the Driver is “clear.”

19. **NIT Motor Carrier Transfer Zone:** After the container has been loaded, pull back until “just clear” of the container to observe from a different vantage point to look at the rear bolsters.
and determine if the load is properly seated. This will reduce the probability of being called back for an adjustment.
20. NIT Motor Carrier Transfer Zone: If there is a problem, do not allow the truck driver to participate…get the Groundman. Under all circumstances, do not move back onto the container, unless the Driver has at least one foot in the booth.
21. NIT Waterside Buffer Area: Stack containers a maximum of two high in the WSBA.
22. North NIT Straddle Carrier Groundman Responsibilities
   a. The Groundman is responsible to unlock UTR chassis pins and to assist with OTR adjustments. The Groundman is not responsible for unlocking OTR chassis pins.
   b. Only proceed to a stack/lane when instructed by the equipment operator/AOM.
   c. Upon arrival, park in a position to block the stack/lane and stand next to the booth, remaining clear of any suspended load.
   d. Notify and receive acknowledgment from the SC operator via visual signal or radio call to STOP all movement before proceeding toward the container/chassis.
   e. Direct the OTR/UTR driver to remain in the booth while the groundman is working.
   f. Once finished and clear of the operating space, notify the SC operator via radio that it is safe to resume operations.

 ➢ Slinger
   1. Communications
      a. Establish communications with the crane operator when starting the job. Otherwise, minimize communications. Only the Crane Operator, Deckman, and Slinger may talk on the Crane Operator frequency under normal circumstances.
      b. The Slinger is responsible to ensure that ship gang members maintain awareness on the location of the bar. General Longshoremen are also responsible to maintain awareness on the location of the bar.
      c. The Slinger is responsible to enforce proper parking at the vessel. Lashers are required to park at the aft end of the vessel, in Lane 1, if clear. Do not allow anyone or anything to park on the crane tracks, except the foreman/checker parking on the off-shore tracks.
      d. Hand Signals
i. The standard Slinger hand signal to command a STOP is a raised closed fist. The standard radio call for an emergency stop is “STOP, STOP, STOP.”

ii. The Slinger is required to keep their hand on the container OR their hand outstretched in view of the crane operator whenever the gang is still pinning or de-pinning a container.

2. Moving the Crane

a. Prior to STS Crane movement, the Slinger will verbally confirm for the crane operator that the tracks are clear on the dock.
b. When the STS crane is about to move and when it is in motion, the Slinger will walk in advance of the crane and ensure that there are no obstacles in its path, both on the vessel side and in the crane back-reach. Pay special attention when moving the crane past the gangway at PMT.

3. Preparation for Operations
a. Lines need to be drawn at both ends of the spreader bar, dark enough so that the SC/STs can see them. If not, the container will start with a swing when brought to the vessel and potentially hit objects due to tight conditions. If Platforms are used, chalk lines are not required.
b. SC/STs may not enter under the STS Crane when ship gang members are marking lines on the ground.
c. WARNING: Touching the STS spreader bar is prohibited, except for maintenance personnel. Do not approach or start to mark lines on the ground until after the spreader bar is landed on the ground.
d. Forklift operators may only pick up pin-bins when the rack is at its final point of rest and disconnected from the Hustler. Picking up pin-bins under the crane is prohibited.
e. NIT & VIG: Pin-bins may only be placed between Lanes 1&2 as well as between Lanes 3&4 and at least 5 feet outboard from the end of the 40 foot container. The placement of middle pin-bins is permitted during the discharge of twin 20s. If Coning Platforms are used, pin-bins will be placed on the ends of the platform in the designated holders.
f. PMT: Pin-bins may be placed between Lanes 1&2. If cranes are working close it is also acceptable to place pin-bins between Lane 1 and the in-shore crane legs.

4. Operations General
a. Slingers will stand at the opposite end from that being used for SC/ST/UTR entry in order to see all equipment movement.
b. Shuttle Trucks and Straddle Carriers will comply with Slinger direction to STOP, and will remain stopped, until released by the Slinger.
c. The Slinger is responsible to ensure that general longshoremen do not turn their backs on the SC/ST or a container that is being moved and that they walk three feet directly away from the container after removing or installing a twist lock to enable the crane operator to see them. General Longshoremen are also responsible for this precaution.
d. The Slinger is responsible to ensure that General Longshoremen walk directly back to the legs of the crane without cutting the corner in Lane 4 (farthest in-shore lane under the crane) and that General Longshoremen do not walk under the spreader bar or under a load. General Longshoremen are also responsible for this precaution.
e. The Slinger will notify the STS Crane operator of pedestrian traffic on the gangway and restrict any overhead movement while personnel are using the gangway.
f. WARNING: Sitting, leaning, or standing next to the in-shore crane legs in the area that a container would swing and hit the crane legs upon a no-notice shutdown, is prohibited.
g. Straddle Carriers/Shuttle Trucks may not pull in to adjacent lanes with employees between them, thereby trapping a person between two machines.
h. VIG: The landside door of the small cab on the waterside crane leg may not be used and will remain locked at all times.

5. Straddle Carrier/Shuttle Truck and STS spreader bar separation
a. SC/STs may NOT enter under the crane when the spreader bar is coming in-shore from the vessel. (Yellow arrow pointing in-shore)
b. SC/STs MAY enter under the crane when the STS spreader bar is landed on a grounded container in a lane off-shore of the SC/ST, with at least one lane of separation.
c. The STS spreader bar may enter from the vessel to a lane OFF-SHORE of a SC/ST that is already established under the crane with at least ONE LANE OF SEPARATION. One lane of separation must be maintained. (i.e. The STS spreader bar may come off the vessel into Lane 2 if there is already a ST/SC in Lane 4.)
d. If one lane of separation cannot be obtained, STS operators will wait with the bar over the vessel. STS operators may also hold with the bar in the back reach when necessary. At no time may the bar pass over a SC/ST.

6. Coning Platforms
   a. A maximum of two coning platforms, placed in Lanes 2 and/or 4, may be used for container operations. Pin bins will be placed on each end of the platform inside the holding bracket. Platforms may also be used in the back reach.
   b. When platforms are NOT being used, containers will be floated in Lanes 2 and 4 as if the platform were in place, while the gang completes the pinning/depinning process. Lanes 1 and 3 will remain clear of activity and will serve as safety lanes. The worker must vacate Lanes 2 and 4 prior to SC/ST entry or exit.
   c. WARNING: The Slinger is responsible to ensure that all pins are removed from the container corner castings prior to shuttle truck/straddle carrier pickup. In the event that there is a stuck pin, the Slinger will coordinate with the Dock Foreman/VC Checker to place the container with the stuck pin on a trailertrain/bombcart. At no time should a container with pins be placed in the container stacks as this can cause an inadvertent lift.

7. Discharge and Loading
   a. NIT & VIG: For DISCHARGE, Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Deckman, and Slinger.
     i. Discharge from below deck (no pins) is permitted to all lanes.
     ii. Discharge from above deck (with pins) is permitted only to lanes 2 and/or 4, with or without coning platforms.
     iii. Containers may only be worked 1-high on the dock when using the platforms.
   b. NIT & VIG: For LOADING, Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Deckman, and Slinger.
     i. Loading containers below deck (no pins) is permitted from all lanes.
     ii. Loading containers above deck (with pins) will be accomplished only from lane 2 and/or 4, with or without coning platforms.
     iii. Containers may only be worked 1-high on the dock if using the platforms.
   c. NIT & VIG: For Loading and Discharging AT THE SAME TIME (“Coming and Going”), Crane Operators will follow the directions of the CERES/CP&O Foreman, in conjunction with the Hatch Boss, Deckman, and Slinger.
     i. With BOTH load and discharge having pins, ONLY discharge to Lane 4 and ONLY load back from Lane 2.
     ii. With NEITHER load or discharge having pins, ONLY discharge to Lane 3&4 (in-shore lanes) and ONLY load back from Lane 1&2 (off-shore lanes).
iii. If containers with BOTH pins and without pins are being cycled, remove the platform in the lane being used for containers without pins and keep the platform in the lane for containers with pins (i.e. Lane 4 for discharge or Lane 2 for load back).

d. At no point may a grounded container be placed in a lane next to a platform that is being used for pin work. Doing so would remove the lane of separation needed for the protection of the individuals on the ground. To be clear, a grounded container MAY be placed in a lane next to a platform that is NOT being used for pin work.

a. Containers may be stacked a maximum of two-high by Straddle Carriers on the dock and under the crane. Containers will only be worked 1-high on the dock if using the platforms.

b. PMT: Discharge and Load-back as directed by the Foreman.
   i. **WARNING:** During load-back from a chassis, the Slinger must keep their eyes on the chassis as the container is lifted to ensure there are no stuck pins and that the chassis/hustler is not lifted. Keep one hand on the microphone.

8. Sensitive lifts
   a. The Slinger must be especially aware to ensure twist locks are properly engaged with the over-high bar, hatch covers, and flat rack with ends up or down.

b. Hatch Covers
   i. If Deckman and Slingers are not present, crane operators are prohibited from discharging/loading containers or hatch covers.

   ii. The Slinger and a General Longshore worker must be in the back reach before the Crane Operator hoists a hatch cover from the vessel or the dock. Before stepping off the bus, always look overhead for hatch covers/containers that are being lowered. The Slinger must inform the Crane Operator, “Operator, back-reach is Clear” to communicate that the back-reach has been checked and found to be clear of pedestrians, vehicles, or any other obstructions. Once this call has been made, Slingers and General Longshoremen may not swap out until the hatch cover is on the ground. Be assertive to stop traffic in both lanes of traffic at NIT and PMT. Mark each corner with a cone upon landing.

   iii. **CAUTION:** When crane operators swap out, it is important to check that the vessel has not shifted because the hatch covers may no longer be aligned with the hatch. This may cause the hatch cover to strike the vessel or containers on board.

   c. Twin picks require the Slinger to provide visual confirmation that the center twist locks are in the “down” position prior to performing the twin pick. If not, inform the crane operator.

   d. The OSHA rule governing the lifting of bundled flat racks has been modified to allow lifting bundled flat racks provided that they are locked together using the manufacturer’s guidelines. Generally, this means that no more than four flat racks may be lifted per bundle as long as they are connected via the locking mechanisms built into the flat racks specifically for that purpose.

9. Loading to a chassis
   a. With Pins
i. Driver pulls chassis under crane and the slinger spots the chassis 2-3 feet forward of where the front edge of the container will land. WARNING: Employees may not proceed out from under the crane into the line in order to unlock pins in advance of arriving under the crane.

ii. Crane operator lands the container on the gooseneck and holds it, allowing the ship gang members to remove pins. CAUTION: When removing front pins, do not step into the bite.

iii. CRITICAL STEP: After pins are out, Slinger verifies that all employees are clear. This includes getting verification from the pin-man to the Slinger’s side that the pin-man diagonal from the Slinger, who cannot be seen by the Slinger, is clear.

iv. Slinger then instructs the hustler operator to back up until the container comes into contact with the chassis bolster.

v. Slinger then radios/signals the crane operator to lower the aft end of the container until it lands on the 2 locking pins.

vi. NOTE: At PMT, blue trailer trains have open corners that allow the crane operator to land the container and then the gang to remove the pins after the crane releases it. It is critical that the Slinger does not release the Hustler Driver to move until verifying that all employees are clear of all four corners per the procedure above.

b. Without Pins
   i. The Driver pulls a chassis under the crane and the slinger spots the chassis on the mark where the front edge of the container will land.

10. Out of Gauge/Break Bulk
   a. Please see the Out of Gauge/Break Bulk section in this document.

11. Gang Bus
   a. In the parking area, the Gang Bus must be parked in a designated space.
   b. When the STS moves, the Gang bus must move with it.
   c. Do not touch/adjust the knob at the end of the parking brake lever. This knob adjusts the parking brake tension and can cause the brakes to go out of adjustment.

---

**Deckman**

1. Communications
   a. Only the Crane Operator, Deckman, and Slinger may talk on the Crane Operator frequency under normal circumstances. It is prohibited for the Foreman to circumvent the Deckman by calling out containers to the Crane Operator. This interrupts the process and generates unpredictability.

2. Preparations for Operations
   a. If Deckman and Slingers are not present, crane operators are prohibited from discharging/loading containers or hatch covers.
   b. The Deckman is responsible to know if there are any Pin-bins that will be discharged.
   c. The Deckman is responsible to check for damaged cell guides after the hatch covers are removed before the start of loading or discharging containers. If damage is found, inform the crane operator.

3. Operations
a. The Deckman’s position is on deck to assist the Crane Operator. If the Deckman is not present, crane operators must wait. If support is needed, contact the vessel supervisor.
b. Ship Gang members are not permitted to sit in chairs while on board vessels. Personal chairs are not permitted on vessels.
c. Do not walk underneath a lashing operation.
d. When discharging the deck, it is critical to identify stuck pins to prevent lifting multiple containers at the same time.
e. During Blind lifts, the Deckman acts as the eyes of the Crane Operator to prevent lifting multiple containers.
f. Any blind load requires the Deckman to observe in order to prevent striking cell guides OR having the head block strike a container already on the ship.
g. Twin picks require the Deckman to visually confirm that the center twist locks are “down” prior to performing the twin pick. If not, inform the crane operator to do so.
h. The Deckman must be especially aware to ensure that twist locks are properly engaged with the over-high/speed bar, hatch covers, and flat racks with the ends up or down.
i. The Deckman is important while loading above and below deck, to ensure that all containers are “down.”
j. The OSHA rule governing the lifting of bundled flat racks has been modified to allow lifting bundled flat racks provided that they are locked together using the manufacturer’s guidelines. Generally, this means that no more than four flat racks may be lifted per bundle as long as they are connected via the locking mechanisms built into the flat racks specifically for that purpose.
f. Discharging Hatch Covers
   i. Prepare for the hatch cover removal when deck containers are down to “one-high” and therefore have no pins.
   ii. Ensure that Lashers have removed turnbuckles on the ends and that lashing gear will not impede the lift. Some hatch covers have turnbuckles attached that need to be laid flat.
   iii. Ensure that there are no pins, wires, lashing rods, or twist locks on top of the hatch cover or anything else that might fall.
   iv. Ensure that a container is not resting on the hatch cover.
   v. Check forward and aft to ensure no 45’ containers are blocking the hatch cover.
   vi. Verify that there are no reefer cords across the hatch cover.
   vii. Ensure that hatch covers are unlocked.
   viii. CAUTION: When crane operators swap out, it is important to check that the vessel has not shifted because the hatch covers may no longer be aligned with the hatch. This may cause the hatch cover to strike the vessel or containers on board.
   ix. Anytime the hatch cover is being replaced, ensure the hatch cover does not crush cargo in the bay. Often containers are miscoded and a high-cube may be sticking out and thus be crushed.
   x. When a container is being loaded on top of a hatch cover, ensure it is locked to the hatch cover.

4. Gang Bus
a. Follow the established traffic pattern on the berth highway and drive in the correct lane on right side of double yellow line.
b. In the parking area, the Gang Bus must be parked in a designated space.
c. When the STS moves, the Gang bus must move with it.

➢ Barge Operations

1. Preparation for Operations
   a. Ensure there is a life vest present for the Deckman and additional vests for any person who goes on the other side of the bull rail or for anyone who would like one. There are emergency life vests in the life ring cabinet on every crane.
   b. Ensure there is a Fall Protection Harness and Wand present to go aloft.
   c. Verify that there is a walking bridge OR spreader bar cage to mount or dismount the barge. If not, obtain a forklift with a lifting-basket to mount the barge.
   d. Determine the plan for unlashing 5&6 high containers.

2. Mounting the Barge
   a. Use a walking bridge OR spreader bar cage as the primary means to mount or dismount the barge. If a forklift with a lifting-basket is used, a spotter needs to be present to verify the distance to the edge of berth to minimize the gap between the basket and the barge.
   b. Wait until the forklift is in position before any person steps into or out of the basket.

3. Beginning of Operation/Unlashing
   a. All gang members will assist with unlashing except for the two Slingers who will assist with checkers, traffic, pin-bins etc.
   b. When unlashing any container that is 4-high or higher, there will be 2 lashers handling the lashing rod, one to hold the base and raise it while the other helps “walk” it up. Once the rod is leaning against the container, the secondary man is to act as a spotter to ensure the rod holder does not trip and to assist in handling the rod if needed.
   c. When going aloft to unlash 5/6-high containers, there will always be two longshoremen acting as a team. One longshoreman must have a radio and be in contact with the Deckman.
   d. When unlashing 5/6-high stacks, there are two options.
      i. The Primary option is to unlash all of the 5/6-high containers at the beginning of the barge. When transferring from one 5/6-high stack to another, remain in the cage on the spreader bar until safely landed on the container stack. Once aloft, the lashers may re-enter the cage and be lifted off of the current stack for gantry to the next stack OR the lashers may re-enter the cage, be lowered to the dock, step out of the cage, wait for the crane to gantry, re-enter the cage and be lifted to the next 5/6-high stack.
      ii. The Secondary option is to unlash the 5/6-high stacks each time the crane gantries to a new stack.

4. Barge Foreman Duties
   a. The foreman assigns container locations on the barge and monitors yard operations.
   b. If the foreman is not present to assign/monitor moves, the operation will stand-by and wait for instructions.
   c. The Foreman communicates with the Deckman about where the containers are planned to be landed and what freight is coming off of the barge.
d. The Foreman may not communicate with the Deckman on the crane operator's channel. Only the slinger, Deckman and crane operator may talk on the working channel.

5. Barge Deckman Duties
   a. Remain on the Barge throughout the entire Operation
   b. Watch the operation to alert the crane operator of any risk for damaging containers or break bulk freight.
   c. Only the Slinger, Deckman, and crane operator may talk on the working channel.
   d. Communicate with the crane operator and slinger throughout operation via radio and ensure there is no outside chatter on crane operator frequency.
   e. Do not instruct the crane operator to begin working until the entire hatch has been unlashed/unlocked at the beginning of the job.
   f. Ensure containers are being placed in their proper location.
   g. Ensure containers are properly locked in place with no loose pins.
   h. When necessary, call via radio for a general longshore worker to setup the deck of the barge with pins.
   i. When necessary, call for a general longshore worker to assist with bad twist-locks.

6. General Longshore worker Duties (If added)
   a. Setup pins on the deck
   b. Be a second set of eyes on the other side of containers for the Deckman.
   c. Secure/cut loose pin-bins with wires on the bow of the barge.
   d. Be responsible for broken or bad locks on 5/6-highs and utilize lashing poles to unlock bad pins.
   e. Begin lashing containers throughout the operation to speed up finishing time.

7. Specifics for the “Columbia Barges”
   a. The Deckman’s Life Jacket will be worn during the ENTIRE operation.
   b. All gang members will assist with unlashing except for two Slingers to assist with checkers, traffic, pin-bins etc.
   c. At the end of the operation, lashing will be performed by the ship and dock gang.

8. Specifics for the “Richmond Express” and “Virginia Express”.
   a. The Deckman’s Life Jacket will be worn during the ENTIRE operation.
   b. Unlash/setup pin-bins at the bow of the barge with the help of a general longshore worker.
   c. The Deckman will go into the hold to unlock pins.
   d. A general longshore worker is to setup the deck pins/self-locking pins in the “hold” of the vessel.
   e. At the end of the operation, a general longshore worker will setup the pin-bin wire gear on the dock to be loaded back onto barge. Once the pin-bin is at rest, a general longshore worker will unhook the pin-bin on the barge.

Barge Operations - Richmond Marine Terminal

1. Communication
   a. Only the Crane Operator, Barge Checker, and Flagger may talk on the “Crane 1” channel, under normal circumstances.
b. The Barge Checker will have 2 radios: one on “Crane 1” and one that will flip between “Yard 1” and “Yard 2”.
c. Dock personnel will utilize the “Yard 2” channel and Hustler Drivers/Toploader Operators will use the “Yard 1” frequency to communicate with the Barge Checker.

2. Prior to Operations
a. The Crane Operator will walk the crane using the remote unit from a clear and protected area at ground level while verifying a clear crane path.
b. The Barge Checker will ensure the Checkers Booth is in place and all discharge paperwork is distributed to the Toploader Operator(s).

3. During Operations
a. Any person who goes on the other side of the bull rail must wear a life vest. There is an emergency life vest in the life ring cabinet on the pier and in the Barge Checker booth.
b. When moving the crane during operations, the Barge Checker will walk in advance of the crane to ensure a clear path while in communication with the crane operator. The Crane Operator is ultimately responsible to ensure that the crane tracks and the path of the boom are clear.
c. Dockmen SHALL NOT turn their back on a container while it is suspended from the spreader bar at any time.
d. Sitting or leaning on Pin Bins that are in operational lanes, is prohibited.
e. Containers may NOT be stacked on top of each other. Containers MAY be placed adjacent to each other on the dock.
f. At the completion of operations, no one may leave the operational area until released by the AOM on duty.

4. Discharge from Crane to Bomb Cart
a. The Hustler driver will pull in next to the crane and open the back door to hear the Crane horn signal/speaker system. The Crane operator will float the load over the bomb cart and use one horn blast for the driver to stop and two blasts for the driver to reverse/switch direction.
b. Once the container is landed, Dockmen will remove the pins and place them in the pin-bins. Do not place pins on the ground as this causes a trip hazard.
c. As a container is being discharged, the Barge Checker will communicate the “stack number” to the Dockmen who will write it on the end corner of the container where they are standing.
d. The Lead Dockman will stand forward of the UTR on the driver’s side and MUST verify the clearance of all personnel around the bombcart prior to directing the UTR to pull away.

5. Discharge from Toploader to Bomb Cart
a. The Crane Operator will float the container until the Dockmen remove the pins and the Lead Dockman signals that all personnel are clear. Then the Crane Operator will place the container on the ground.
b. During discharge, the Barge Checker will state the stack number for each container and after it is on the ground, the Dockmen will write the stack number on the side of the corner where they are standing.
c. Once all Dockmen are clear of the area, the Lead Dockmen will signal this to the Toploader Operator.
d. The Toploader will then pick up the container and back up to allow the Hustler driver to pull adjacent to the container. The Toploader Operator will signal the proper positioning of the bombcart/chassis for loading with one blast for stop and two blasts to reverse/switch direction.
b. When driving through the Customs Portal, the Hustler Driver will announce the stack location on the “Yard 1” channel.

6. Loadback from Bombcart
   a. Dockmen will stand in the designated pin area, which will remain a minimum of 25 feet in advance of the crane.
   b. Hustler Drivers will approach the area following the direction of the Lead Dockman.
   c. Once the hustler has completely stopped, the Dockmen will approach and pin up the container.
   d. The Dockmen will back away from the chassis, and once personnel are clear, the Lead Dockman will signal to the Hustler Driver to pull forward and depart the area.
   e. Hustler Drivers waiting in line must remain at least 20 feet behind any bomb cart with personnel working around it.

7. Flagger responsibilities on the barge
   a. Wear a USCG approved floatation vest. Use the portable extension ladder to mount the barge. One of the Dockmen must hold the ladder when personnel are climbing up or down the ladder.
   b. The Flagger is the eyes and ears to assist the Crane Operator. The Flagger will assist the Crane Operator particularly in the following sensitive tasks:
      i. To ensure all containers are “down.”
      ii. To monitor the list/trim of the barge.
      iii. To communicate with the tug crew and Barge Checker if any stowage issues occur.
   c. If the Flagger directs the Crane Operator to stop at any time, either by radio communication of “STOP, STOP, STOP”, or by the STOP hand signal, the Crane Operator must cease all movement until the Flagger communicates it is safe to resume operations.
   d. It is the responsibility of the Flagger to communicate the container stowage location to the Crane Operator. The Barge Checker will inform the Flagger of the desired storage location according to the Stowage Plan.

8. Post Operations
   a. When stowing the crane, the Flagger will walk in advance of the crane to ensure a clear path. The Crane Operator and Flagger will then secure the crane in the designated location, turn off the power, and plug in the shore power connection at the charging station.
   b. The Lead Dockmen will ensure that the Barge Checker booth is moved to the bulk storage warehouse and all dock pin-bins are placed on the North end of the berth.
c. Hustler drivers will park their equipment in the parking area behind the Maintenance facility. Equipment must be cleared of trash, windows and doors closed, and parking brakes set. Dismount equipment while facing the stairs.

d. Top Loader operators will park their equipment in the wash area. Equipment must be cleared of trash, windows and doors closed, parking brakes set, and the power switch turned to the “OFF” position. Dismount equipment while facing the stairs.

e. The Barge Checker will submit all final paperwork to the AOM on duty.

➢ Lashers

1. Preparation for Operations
   a. The primary risks of lashing include being struck by falling objects, being struck by falling rods, falling through an open personnel hatch, slip/trip/fall hazards, and soft tissue strains.
   b. Personal protective equipment.
      i. Safety shoes (metatarsal protection and heal protection recommended)
      ii. ANSI-2 Hard hat (mountain climbing style)
      iii. A clean and visible ANSI-2 vest, shirt, or coverall. The use of high visibility clothing has value in alerting crane operators to the presence of lashers. The vests are available in a pull-away “Velcro” version to avoid snags.
      iv. Work gloves are required.
      v. Employees must wear fall protection when within 3 feet of the edge that would result in a fall of 8 feet or more.
      vi. Consider taping of wrists for extra support and elbow pads.
      vii. Safety glasses are recommended due to dust.
      viii. Foam ear plugs are recommended.
   c. Exercise caution for Reefer cords, which can cause a trip hazard.
   d. Park the gang bus in lane one at the stern of the vessel. If this is blocked or unsafe, park on the leg of the STS Crane and leave keys in ignition.

2. Lashing Operations - General
   a. Employees shall not walk or work within three container cells outboard of an active hatch or in the aisles adjacent to this area while containers are being loaded or discharged so that at no time are containers moving overhead or in a position where a twist-lock could fall and strike a lasher.
   b. Do not work below another lasher. Do not work above any person.
   c. Work with a partner when connecting/disconnecting lashing rods. Partners are to assist with moving heavy gear, placing lashing rods into position, securing turnbuckles, and when using actuator poles to unlock twist-locks in the uppermost tiers.
   d. Do not leave lashing rods “hanging” or unsecured. Lashing gear shall be lowered to the deck so it is not freely hanging from the corner casting. When a container is landed on a container stack, it can knock out lashing rods, causing them to fall.
   e. The ship’s crew is tasked with providing the turnbuckles and lashing rods. If gear is not available, report the issue to the Ship’s Crew and Vessel Foreman, and follow the directions of the Superintendent.
   f. It is the responsibility of the ship’s crew to remove loose gear left on the hatch covers from previous ports. It is the Lashers responsibility to report these deficiencies to the Ship’s Crew and Vessel Foreman. A hatch cover may not be moved with loose gear on it.
g. Ensure personnel access hatches at the top of ladders are CLOSED or protected with a railing in the work area. Stepping into one of these open hatches can result in injury or items can fall through to the level below.
   i. If you open a personal access hatch, announce to everyone, “open hatch”.
   ii. Only one person at a time may climb or descend a ladder protected by a personnel access hatch.

h. Lashers are responsible to ensure that no individuals are walking or working in the area below the lashing operation. In addition, do not permit other workers within the length of a lashing rod in the event that a rod slips from a lasher’s grip.

3. Unlashing
   a. Unlashing and the Lash-back should be viewed as one job.
   b. When removing a lashing rod, keep a firm grip on the rod and slide the hook/top end along the container until the bottom end is resting on the deck, to reduce the amount of weight being handled. Then use a hand over hand process to walk the top end down until the rod is at shoulder height. Do not throw the rod and do not release the rod until it is close to the deck.
   c. Unlash rods and gear and place them neatly on the walkway, away from hatch access openings and ladders, to prevent slips, trips, and falls. Loose gear left on deck is a trip hazard and it can fall to decks below. Also, picking up gear that is not stowed neatly is much more work.
   d. Do not allow rods to hang over the edge of a catwalk. When picking up these rods, it can upset the one hanging over and cause it to fall.
   e. When a pin is stuck during 4/5/6/7-high operations, use the cage of the spreader bar to go aloft.

4. Lashback
   a. The Lashing plans are on the ladder at the bay or by the house. If it is not there, have the boss ask the vessel crew.
   b. Do not pre-hang rods. When a container is landed, it can cause the rod to fall.
   c. When installing rods, give them a shake to ensure the rod is securely in the corner casting.
   d. When tightening a turnbuckle, pull the tool and do not push. Also, do not jerk…use a smooth motion. Pay attention to avoid hitting obstructions, which causes bruises and lacerations. The most common injury is hand injuries.

5. Procedure for working within three feet of the container edge when exposed to a fall of eight feet or more.

<table>
<thead>
<tr>
<th>ORDER OF OPERATION</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foreman and/or Supervisor</td>
<td>Supervise Two longshoremen as they prepare to go aloft. Verify trained with Wand system.</td>
</tr>
<tr>
<td>2</td>
<td>Two employees going aloft</td>
<td>Obtain an approved harness, self-retracting web lanyard (SRL) fitted with a double lock snap and a maximum arrest</td>
</tr>
<tr>
<td>Step</td>
<td>Task Description</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Two employees going aloft</td>
<td>Inspect harness, SRL, and Wand prior to use. (i.e. Visual cracks, welds, hand grip, functionality of jaws and tie-off anchor plate.)</td>
</tr>
<tr>
<td>4</td>
<td>Two employees going aloft</td>
<td>Take Handheld Radio. Enter Spreader Bar Cage and be careful to not hit E-Stop.</td>
</tr>
<tr>
<td>5</td>
<td>Person Performing Work</td>
<td>Connect the SRL double lock snap to the anchor eye on the head of the wand.</td>
</tr>
<tr>
<td>6</td>
<td>Person Performing Work</td>
<td>Before approaching the corner casting pull out sufficient web lifeline to enable reaching a full arm’s length with the wand.</td>
</tr>
<tr>
<td>7</td>
<td>Person Performing Work</td>
<td>Rotate the head of the wand slightly so that the anchor jaws are parallel to the top opening hole of the casting.</td>
</tr>
<tr>
<td>8</td>
<td>Person Performing Work</td>
<td>Approach corner casting at a 45 degree angle. The user must stay at least 3 feet away from edge.</td>
</tr>
<tr>
<td>9</td>
<td>Person Performing Work</td>
<td>Squeeze the handle partially while inserting the locking jaws into the corner casting.</td>
</tr>
<tr>
<td>10</td>
<td>Person Performing Work</td>
<td>Before work starts the wand handle must be lifted without squeezing the handle to verify that the head is locked into the corner casting.</td>
</tr>
<tr>
<td>11</td>
<td>Person Performing Work</td>
<td>After finishing, do not unlock wand from corner casting until at least 3 feet away from the edge.</td>
</tr>
<tr>
<td>12</td>
<td>Person Performing Work</td>
<td>Squeeze the release handle and remove the wand</td>
</tr>
<tr>
<td>13</td>
<td>Person Performing Work</td>
<td>Back away from area and return to operations.</td>
</tr>
</tbody>
</table>

6. Procedure for fall rescue with the Container Top Anchor Wand System.
<table>
<thead>
<tr>
<th></th>
<th>AOM/Superintendent</th>
<th>Call 440-7070. Notify Vessel Manager that an employee has fallen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Other aloft worker</td>
<td>Obtain Rescue Pole with rope and pre-attached hardware.</td>
</tr>
<tr>
<td>3</td>
<td>Other aloft worker</td>
<td>Be properly locked in with aloft gear to perform rescue.</td>
</tr>
<tr>
<td>4</td>
<td>Other aloft worker</td>
<td>Connect Large Hook on rope to Crane Spreader Bar.</td>
</tr>
<tr>
<td>5</td>
<td>Other aloft worker</td>
<td>Kneel or lay, extend Rescue Pole, Connect Carabineer into D-Ring located on the back of victim’s harness and pull the Rescue Pole free.</td>
</tr>
<tr>
<td>6</td>
<td>Other aloft worker</td>
<td>Double check to insure Carabineer is securely attached to the victim’s D-Ring.</td>
</tr>
<tr>
<td>7</td>
<td>Other aloft worker</td>
<td>Move to safe position to see both the victim and the crane operator.</td>
</tr>
<tr>
<td>8</td>
<td>Other aloft worker</td>
<td>Signal crane operator to gently lift the victim and place him on the container top.</td>
</tr>
<tr>
<td>9</td>
<td>Other aloft worker</td>
<td>Release the rescue line and the Container Top Wand connected to the victim when safe to do so.</td>
</tr>
<tr>
<td>10</td>
<td>Other aloft worker</td>
<td>Ensure that victim is maintained in sitting position to guard against potentially fatal effects of Suspension Trauma. It is REQUIRED that victim stay in a sitting position for AT LEAST 20 minutes.</td>
</tr>
<tr>
<td>11</td>
<td>Other aloft worker</td>
<td>Ensure victim safety harness leg straps are loose enough to allow blood circulation. Release to first responders.</td>
</tr>
</tbody>
</table>

- **Linehandlers**

  1. **Standard Terms**
     a. Header – The line handler responsible for leading the team to accomplish safe and efficient docking/sailing operations. The Header is also responsible for ensuring there is adequate transportation to the dock.
     b. Line handlers – Group of employees who ensure that each vessel is safely and efficiently moored to the dock, in all weather conditions, 24/7. Line handlers are an important part of the Port of Virginia operation and represent the port as the first employees to be seen upon arrival of vessels and the last to be seen upon departure.
     c. Bow - the forward part of the hull of a vessel.
     d. Stern - the rear section (or aft) of a vessel.
e. Moored – To fix or tie-down a vessel to one place such as a bollard or cleat with lines, cables, or chains.

f. Bollard – A strong nautical post for mooring vessels.

g. Cleat – A device with two projections pointing in opposite directions to which a line can be tied to secure a vessel.

h. Heaving Line – A light weight line with a heavy knot or other weight near the end that is attached to the heavy mooring line. The heaving line is thrown by the vessel crew onto the dock surface so that line handlers may pick it up and pull it until safely gaining access to the mooring line.

i. Mooring Line – A heavy gauge material line that is used to secure vessels to the bollard or cleat. Head lines, spring lines, and breast lines are mooring lines.

j. Head Line/Stern Line – This is the mooring line that extends from the bow/stern of the vessel and is secured diagonally to the bollard or cleat. While being attached to the bollard, line handlers must exercise caution to not step on the line, reach between the bollard and line, or touch the line as the vessel tightens the line with a winch.

k. Spring Line – This is the mooring line that extends from the side of the vessel on a diagonal to a bollard or cleat. The same caution must be exercised as used with a Head Line.

l. Breast Line – This is the mooring line that is rarely used and extends from the side of the vessel straight to the dock, not on a diagonal.

m. Pig Tail – The piece of rope attached to the heaving line and mooring line.

2. Vessel Pre-Arrival

   a. Vessel less than 600 feet.
      i. 4 persons to dock – 2 at stern and 2 at bow.
      ii. 2 persons to sail – both at one end of the vessel at a time.
b. Vessel more than 600 feet.
   i. 6 persons to dock – 3 at stern and 3 at bow.
   ii. 4 persons to sail – 2 at stern and 2 at bow.

3. All vessels shifting without a tugboat shall have a minimum of six line handlers.
   d. Final time for personnel to decline a job is 30 minutes prior to vessel arrival and the header must find a replacement.

3. Line handler Arrival at Terminal
   a. Pick-up the forklifts
      i. To operate a forklift, operator must be certified by HRSA.
      ii. Line handlers will have experience in the ground position before performing the forklift position. Only the header may waive this requirement.

4. Key Safety Procedures
   a. Priority #1 is to ensure a safe working space to secure the vessel.
   b. Arrive at the job location with proper safety gear to include ANSI-2 safety vest and hard hat, safety shoes, leather gloves, and a USCG approved flotation vest. The personal flotation device (PFD) is also required even when driving the forklift and the snap must be secured.

   c. WARNING: NEVER step “in the bite” of the line. This means that if there is a slack line, never step in the area that the line would travel if tension were applied without notice.

   d. Keep feet clear of entanglement with the lines at all times.

   e. WARNING: NEVER place hands in a pinch point.
f. **WARNING:** Remain clear of the snapback zone because if a line parts or snaps, the energy is dangerous.

5. Docking Administrative Items
   a. Headers must check Marine Radios in and out at the Equipment Distribution Center at NIT and the security front desk at VIG.
   b. Line handlers will wait in the assigned vehicle at the designated “foot-mark” on the dock that is communicated to the Header by the Harbour Master.
   c. Contact the Docking Pilot via Marine Radio and inform them that line handlers are in position. [Moran 65a or 80a // McAlister 9 or 10 // Ship-to-Ship 13]
   d. Confirm the footmark that the vessel is scheduled to berth and if there is a conflict, contact the harbor master, the Vessel AOM, or the Vessel Manager.
   e. The pilot guides the vessel to the berth with tugs to assist the vessel to the assigned “foot-mark.”
   f. If the vessel is not at the correct footmark, instruct the Docking Pilot to move the vessel to the correct footmark.

6. Linehandler Forklift Operations
   a. Never assume that the forklift is seen by operators of other equipment.
   b. Maintain a safe speed appropriate to the task. For example, when near or under the STS Crane, the maximum speed for a forklift is a walking pace.
   c. Do not park in the yellow area that marks STS Crane rails.
   d. Forklifts will move along the dock on the Berth Highway.

7. Linehandler Vessel Docking Operations
   a. When line handlers request that maintenance move a crane to enable a safe working surface to secure a vessel, the crane will be promptly moved.
   b. The crane may not be moved over a vessel to prepare for operations while line handlers are securing the lines for the vessel. Since the gangway needs to be lowered and nets set, there is sufficient time to move the crane after the line handlers have secured the vessel.
   c. Line handlers will ensure vessel crews acknowledge their presence before handling lines on each end of the vessel.
   d. The Heaving Line is thrown to the surface of the dock. Line handlers will maintain at least two lanes of space from the off-shore crane rail while the heaving line is thrown to prevent being struck. Establish eye contact with the vessel crew member and then point to the location where the heaving line should be thrown. If a crew member ever throws the heaving line directly at a line handler, call the Port Police at 757-440-7070.
   e. The ground line handler will then begin to pull the heaving line toward the dock, which will then give way to the mooring line as it is pulled in.
i. If the mooring line is too heavy to be pulled in by the line handler to the forklift on the dock, attach the Heaving Line to the forklift and use the forklift to bring the mooring line to the dock.

ii. WARNING: After connecting the line to the forklift, do NOT raise the hooks higher than the forklift seat to prevent tipping over.

f. Immediately untie the heaving line from the mooring line before securing the pig tail to the forklift. Prior to securing the pigtail to the forklift, be sure to be on the land-side of the lines.

g. Warning: Do not place hands/arms on or near the mooring lines when retrieving the heaving line until the vessel crew clearly acknowledges Linehandler intended actions.

h. The line handler then removes the mooring line(s) from the forklift and places the Mooring Line onto the bollard or cleat.

i. These steps are repeated until all lines are given by the vessel crew and the vessel is secured to the dock.

j. When one Linehandler is untying the lines, the other Linehandler must continuously watch the vessel crew to protect against unplanned actions.

k. Do not stand or lean on bollards or cleats or mooring lines at any time.

8. Linehandler Vessel Sailing Procedures

a. Line handlers will wait at the vessel to be sailed. If a vessel has not completed operations at the time the lines were ordered, the line handlers will wait until the vessel operation is finished before proceeding to the berth.

b. Caution must be taken when removing the lines from the bollard or cleat.

i. Ensure the lines are completely slack before pulling on the lines.

ii. Before pulling the line from the bollard or cleat, be careful to pull ONLY at the open part of the eye and NEVER place hands between the line and the bollard.

c. Contact the Sailing Pilot via Marine Radio and inform them that line handlers are in position. [Moran 65 or 80 // McAlister 9, 10, or 77 // Ship-to-Ship 13]

d. Once the Mooring lines are slackened, the line handlers remove each line from the bollard/cleat in the order slackened by the vessel crew.

e. This action is repeated until all mooring lines have been removed from the bollards/cleats and the vessel is released from the dock.

➢ Rail Operations for Locomotive/Trackmobile Operators

1. General

a. A Supervisor pre-shift safety talk and a job briefing are required with on-dock rail employees at the beginning of each shift. The talk must include the layout of the yard for those not familiar, expected rail activity, and equipment/vehicle operator responsibilities for controlling speed and maintaining a safe distance from on-dock rail operations.

i. NIT: The AOM will provide the Header with a plan of action for OUTBOUND trains. The Header must ensure the outbound trains are properly positioned in location at the times designated by the AOM.
ii. NIT: The Header will ensure that there are tracks available at the main gate and back
gate to receive INBOUND trains for the times specified by the AOM. Inbound trains
will be spotted/placed in the Central Rail Yard (CRY).

b. No use of cell phones or personal electronic devices, to include wearing a headset/bluetooth/ear buds while OPERATING a MOVING vehicle/equipment. According to federal
law, these distractions must be stowed out of sight of the operator or anyone with safety
related duties.

c. Expect movement on any track, in any direction, at any time.

d. Persons may not touch or climb on locomotives, trackmobiles, or rail cars unless it is
required to accomplish their official rail duties.

e. Do not crawl beneath rail cars or attempt to mount/dismount moving rail cars.

f. Do not stand on the track in front of an approaching engine or rail car.

2. Header Responsibilities

a. The Header supervises the overall tasking for the train movement. All persons employed
on the train must obey the Headers instructions, unless the instructions will result in an
unsafe operation or violate POV Operational Standards.

b. Ensure that the POV Operational Standards are followed and have personnel re-trained
when there is a non-conformance.

c. Supervise the Groundman with respect to setting rail switches for the movement.

d. Place bad order cars on TTX working tracks, unless directed to a different location by the
AOM.

e. Ensure that personnel are certified to perform the requirements of the
Locomotive/Trackmobile Operator, Groundman, and Flag Person.

f. Authorize personnel to take breaks, when needed.

3. Locomotive Operator (“Engineer”) Responsibilities

a. Prior to Operations

i. Complete an Exterior Inspection. Report any visible leaks and ensure that the
locomotive steps, railing, lights, and windows are in good condition. Use caution when
walking in the track area and ensure proper footing due to loose gravel and rail ties.

ii. Complete an Interior Inspection. Ensure that the seat, horn, windows/wipers, and
lights are in good working condition.

iii. If any of these items are not working, inform maintenance and the AOM and do not
accept the equipment until the safety item is addressed. Wipers are not required
unless it is actively raining.

b. Engine start

i. Climb the Engine steps while ensuring 3-points of contact and enter the Engine cab.
Secure the door.

ii. Ensure the MU-2A valve (at ankle height) is set to “LEAD or DEAD” position.
WARNING: If set to “TRAIL”, the brakes will not work.

iii. Conduct the “brake pipe” (top handle) test.

1. Move the handle to the far left and check that the air pressure is at 90 PSI.
2. Gradually move the handle to the right to reduce the air pressure to 0 PSI.
3. Wait 60 seconds before moving handle back to the left to recharge to 90 PSI.

iv. Conduct Emergency/Dynamite test

1. Take the top handle rapidly from the far left to far right.
2. The pressure should rapidly drop to 0 PSI.
3. Once PSI reaches 0, quickly return the handle to the far left and ensure that the air pressure does not recover. *Air pressure will only recover after the 60 second waiting period with the handle in the far left position.
4. If either brake test fails, inform Vehicle Maintenance before operating the locomotive.
5. Ensure Main Reservoir Pressure is 130 PSI or higher. (Left side gauge with red needle)
6. Ensure Engine Independent brake (lower handle) is applied/on.
7. Ensure the HMI indicates “Center” on lower right.
8. Insert “Reversal Handle/Key” into Reverser.
9. Turn Generator Field switch to “On” (up).
10. Turn “Isolation Switch” to “Run”.
11. Verify Power Lights are on.

Moving the locomotive
1. Ensure the locomotive is clear in front and back and that no one is working on or near the locomotive.
2. Release Hand Brake.
3. Place Reverser Handle in direction of travel (forward or reverse)
4. Place Throttle Handle in Notch 1 position.
5. Release Independent Brake Handle.

Engine shutdown
1. Place “Isolation Switch” in the “Isolate” position.
2. Apply the hand brake, which is found outside the cab.
3. Place the “Generator Field” switch to “OFF” (down).
4. Ensure the Engine Independent brake is applied/on.
5. Remove “Reversal Handle/Key” from the Reverser.
6. Turn Power Lights to off.
7. Exit the Engine cab and secure the door after departing.
8. Descend the stairs while facing toward the steps and maintaining 3-points of contact.

Emergency Stop
1. When operating the Locomotive, if the “Dynamite” command is received, immediately move the top handle from the far left position to far right position.
2. The brake pressure should rapidly drop to 0 PSI.
3. If the pressure does not drop, ensure the MU-2A valve (at ankle height) is set to “LEAD or DEAD” position. WARNING: If set to “TRAIL”, the brakes will not work.
4. If the pressure does not drop, leave the engine cab and apply the emergency hand brake. Use the button for electronic application or use the hand crank for manual application. Use extreme caution when walking to the emergency hand brake as collisions/impacts/derailments may occur during a “run-away” scenario.

4. Groundman (“Conductor”) Responsibilities
   a. Serve as the eyes and ears for the Locomotive/Track Mobile Operator. The Groundman must be in position to provide visual protection of equipment being shoved and may not engage in unrelated tasks while providing protection.
b. The Groundman is solely responsible for the safe movement of the Locomotive or Trackmobile. The Operator will follow the instructions of the Groundman.

c. Prior to movement, ensure the track to be used is clear of equipment, people, debris, and conflicting movements.

d. Ensure all switches and derails/flags/lights are properly set and verify that traffic is stopped at all intersections before informing the Locomotive Operator to proceed.

e. Proceed 25-50 feet in front of the Locomotive/Trackmobile and ensure the track will remain clear to the location where movement will be stopped. When physically prevented from riding ahead of the moving train, ride on the train and pre-position an additional Groundman/Header at the other end of the track to ensure clearance.

f. Accomplish the countdown so that cars stop at the appropriate point. Generally, this will be 50 feet from the end of the track, however if necessary, an absolute minimum of 5 feet of clearance between the lead rail car and the rail stop barrier may be used. Make calls at intervals prior to the stopping point that include “5 wells, 3 wells, 1 well, 10 feet, 5 feet, 3 feet, STOP.” Each call must receive an acknowledgement from the Locomotive/Trackmobile operator.

g. Once stopped, set the rail car handbrake on the lead car of the train by turning the wheel clockwise.

i. If the railcars have been disconnected from air, the Groundman must also conduct a visual brake test to ensure the rail cars do not move more than three inches in a 60 second period. If the train remains connected to air, as in the NIT Marshaling Yard, a visual brake test is not required.

ii. If the railcars move more than three inches in a 60 second period, a second brake must be applied.

iii. Air brakes alone must never be depended upon to hold unattended standing equipment.
h. The Groundman must use the flashers on the roof, 4-way flashers, or strobe lights on the vehicle in the CRY/Rail Yard at all times. In addition, headlights will be used in inclement weather.

5. Train Movement
   a. The Locomotive Operator and the Groundman protecting the movement will conduct a briefing concerning protection of the move.
   b. Before moving railcars to/from the CRY/Rail Yard tracks, the Reach-Stacker/RTG/Top-Loader operators must cease operations and have the spreader bar clear of containers. In addition, RTG operators will not operate up and over a moving train.
   c. Locomotive operators must check to ensure that brake air compressors are operable, and connected. The Groundman shall assist in this task. Never pull a “stick” of cars without having air brakes connected and charged.
   d. The maximum speed is 7 MPH, either loaded or empty.
   e. A Locomotive may not proceed past any blue lights or flags on a track.
   f. Moving any rail car that is not connected to the Locomotive/Track Mobile is prohibited. This may be referred to as free-rolling/kicking/humping/static drop.

6. Communications
   a. All communications will be transmitted by radio between the Groundman and Locomotive Operator.
   b. Radios are for official business only and proper radio procedures will be used.
   c. Radio communication for shoving movements must specify the direction and distance/destination and must be acknowledged. + 
   d. When communicating with the Locomotive Operator, the Groundman will state the Operator’s name prior to movement.
   e. POV employees who work in the rail operation and receive a transmission must repeat it to the person transmitting the message.
   f. POV employees who work in the rail operation and do not understand a radio communication must not act and must treat it as if it were not sent. STOP movement until the communication is understood.
   g. The locomotive may not enter the CRY/Rail Yard until the Rail AOM on duty authorizes the Header/Groundman to enter.

7. Signals
   a. The Locomotive Operator must sound the horn/bell before moving, and when approaching men/equipment on or near the track.
   b. The Locomotive Operator must sound the horn with a succession of sounds, when entering an intersection on terminal, even if it is occupied by the rail personnel.
   c. When approaching public crossings with the engine in front, such as crossing Hampton Blvd, the Locomotive Operator must sound the horn and/or bell 15-20 seconds prior to the crossing in the pattern of 2-long/1-short/1-long. Be prepared to stop.

8. Road Crossings
   a. For crossings WITHOUT gates that are lowered or flashing lights, an employee must be on the ground at the crossing to provide warning until the crossing is occupied.
b. The Groundman/Flagman must ensure that all traffic has stopped before allowing rail cars to enter an intersection, without standing in the direct path of oncoming vehicles.

c. The Groundman shall park the pickup truck at the intersection, out of the path of the train. He/she shall use a reflective stop sign to assist in signaling, day and night.

d. When practical, a train movement must not block a public crossing longer than 10 minutes.

9. Hazardous Container Placarding
   a. All containers identified as hazardous and routed for rail departure are to be placed on a Rail Hold.
   b. The hazardous declaration or waybill must be obtained via the railroad website or via email from the railroad/shipline.
   c. Placards are then physically verified to match the hazardous information provided.
   d. If placards are incorrect or absent, the container must be referred for placard removal (if necessary) by the appropriate M&R vendor and corrected by a Local 1624 rail checker/clerk.
   e. Once hazardous documents are in hand and the placards have been physically verified as correct, the hazardous container can be released from Rail Hold and prepared for loading.

➢ Landbridge
   1. PPE required at all times is ANSI-2 Vest, hard hat, gloves, safety shoes, and reflective pants.
   2. Never assume that a Reach-Stacker, Top-Loader, RTG, pickup truck, or Hustler sees you.
   3. Both Landbridge workers will have a radio to communicate with equipment operators.
   4. Before crossing an unprotected track, stop and look both ways. All crossings are to be considered as “live”.
   5. Do not stand on the track in front of an approaching engine, car, or other moving equipment.
   6. Protect workers on rail tracks. According to 29 CFR 1917, when employees are working in, on, or under a railcar, positive means shall be taken to protect them from exposure to impact from moving railcars. Also, the code of federal regulations (49 CFR 218.29) requires that when workers are on, under, or between rolling equipment on any track, access to the track must be restricted.
      a. A blue light (during night or day) OR blue flag (during the day only) must be deployed at least 50 feet (for speeds 5 pm or less) from the nearest rail car.
      b. A derailer with an effective locking device must be deployed with the blue light/blue flag. If the derailer is already locked up by another group (TTX), apply an additional lock to ensure that the derailer is not removed while work is still in progress.
      c. Derailers/blue light/flag may only be removed by the Landbridge worker who placed them. If this individual is not available, the AOM may authorize the removal. In this case, the AOM is responsible to ensure that all personnel are clear of the rail cars that were being protected.
      d. If there is another lock from a another company such as TTX preventing removal of the derailer/blue light/flag, then remove your lock and leave the derailer and light/flag alone.
   7. Maintain communications with your partner and only work one set of tracks at a time. No employees may remain on or in railcars after work is concluded.
   8. Walk between the three-foot wide safety zone provided along the side of each track and the edge of the concrete next to the track.
9. When mounting/dismounting railcars or ladders, use the ladder and proper 3-point climbing technique. Caution: rail cars have different ladders in length, width, and rung spacing. Watch your step.

10. Railcar catwalks can be damaged…be careful. The area can also be slippery from water, snow, oil, or grease.

11. If a railcar catwalk or ladder is found to be damaged, report this to the supervisor who will report it to TTX for repair. In this case, continue to work with caution.

12. Jumping onto or off of rail cars is prohibited.

13. Shimmying along the side of rail cars is prohibited.

14. Using the coupling between two wells as a walking surface is prohibited.

15. Workers who are on the train must maintain at least one full well of spacing from equipment that is ramping or de-ramping containers.

16. Workers who are on the ground must remain a full rail well away from cargo handling equipment when it is moving. Only approach inside the length of one rail well to work tasks such as a stuck pin when the equipment is stopped.

17. If a container is on the rail car and has a stuck pin, it is the Landbridge workers responsibility to remove it. However, if a container has been removed from a rail car and still has a pin in the corner casting, either the Groundman or the Landbridge worker may remove the pin.

18. When loading bulkhead cars, ensure that container guides are positioned correctly.

19. Railcar flippers must be in the closed position. If not, the containers can slide inside the well during transit, possibly damaging the freight and/or the railcar.

20. When de-ramping, make sure all pins are completely unlocked.

21. If a twist-lock/pin is dropped, please pick it up and place it in the proper location. These pins can cause injury or equipment damage if they are run over.

22. During load-back/ramping, ensure that containers are placed correctly in the railcar, resting properly on the pins. Visually inspect all railcars to ensure that each container is seated properly and locked before notifying the AOM that a track is ready to be pulled out of the CRY, VIG, or PMT rail yard.

23. Immediately report any leaking container or tank to the supervisor and stay away until it is determined to be safe.

24. When a live reefer is found with a GENSET that is not running, immediately report this to the AOM.

25. NNMT
   a. When unloading/loading boxcars, an approved ramp must be used to bridge the gap between dock and boxcar.
   b. The area must be secured with cones/barrier to identify active forklift work zones.

26. VIG Rail “GRUNT” Operations
   a. A Landbridge certification is required to use the Grunt.
   b. Pre-Use: Inspect tires, gates, lights, and horn. Turn on all 4 light switches, during both day and night.
   c. Only one worker may be on the Grunt, unless there is an instructor.
   d. WARNING: Only use the Grunt paths between rail tracks. Do not drive in Hustler traffic lanes.
   e. The Pinning/De-Pinning work flow starts at the landside and goes to the waterside.
f. The Pinning/De-Pinning process consists of four distinct phases. Unlock pins, Remove Pins, Install Pins, and Lock Pins. At the completion of each phase, the Landbridgemen will inform the rail clerk with the sequence of rail wells that are complete and the name of the phase. For example, “Spots 5 through 18 are complete with Pin Removal.”

g. Warning: Remain at least 4 rail wells away from an operating CRMG.

h. Warning: If the CRMG ever comes within 4 rail wells of the Grunt, call the operator.

i. Warning: Be less than one foot from a rail car before stepping across.

j. WARNING: When finished at the waterside, return to the Landside end of the tracks via a Grunt path between rail tracks (Green Lanes 1 and 2 in the below diagram). Do not drive outside the bundle. Do not cross under the CRMG spreader bar or an overhead load when passing under the CRMG.

k. Containers with stuck pins will be moved to the South Rail Bundle/North Rail Bundle Transfer Zone for Landbridgemen access.

   i. If there is a stuck pin, drive the Grunt to the parking area and take pickup truck to the container with a stuck pin in Transfer Zone.

   ii. Landbridgemen will verify that the operator has E-Stopped the CRMG prior to removing the stuck pin.

l. Once work is completed, the Grunt is to be parked in its parking area and shutdown.

![Diagram of rail tracks and Grunt paths]

27. TTX Operations (or other Rail organization)

   a. Notify the rail AOM before entering and leaving the rail yard.

   b. Stay at least 1 well away from operating equipment that is loading/unloading containers.

   c. Parked vehicles must use the flashers on the roof, 4-way flashers, or strobe lights on the vehicle in the CRY/Rail Yard at all times. In addition, headlights will be used in inclement weather.

   d. Workers will ensure that VIT rail yard employees are not exposed to the welding arc.
Reach-Stacker/Top-Loader/Side-Loader

1. Complete an Exterior Inspection before use. Check for leaks and that the tires are in good condition. If there is a problem, have it evaluated by maintenance.

2. Complete an Interior Inspection before use. Ensure that the following items are in good working condition: seatbelt, horn, brakes, wipers, and lights. Also raise the bar and look at the rotation and condition of the lifting belts and chains. With a heat index above 90, if external dust is a factor at the PPCY, an air conditioner is required. Wipers are not required unless it is actively raining or in hot and dry conditions when dust will be a factor. Lights are not required for daytime operations. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected.

3. Only instructors may act as passengers.

4. **WARNING**: In the event of a tip over, do not attempt to jump from the machine. Remain in the cab with the seat belt fastened.

5. **WARNING**: Do not allow pedestrians to walk under a suspended load or to walk between the machine and its load or other physical obstruction.

6. **WARNING**: When loading or unloading a container or other type of freight, ensure that pedestrians are NOT standing next to the load such that it could roll and strike the person.

7. **WARNING**: Prior to the approach of an OTR driver or Hustler, ensure the spreader bar is raised high enough to clear any obstacle.

8. Before moving, always double check for pedestrians or equipment. Look Left AND Right AND Behind before backing up. Do not rely on cameras or mirrors when backing up. Operators may not move in reverse unless the area is verified as clear.

9. **CAUTION**: Please note that the machine must be moving before starting a turn. Turning at zero speed will damage the steering system.

10. **WARNING**: The transport position is with the bottom of the container level to the operators line of sight with the mast tilted backwards for the Top-Loader/Reach-Stacker/Side-Loader.

11. **WARNING**: Risk of tipping over! The spreader-bar, with or without load, may only be lifted higher than the transport position when stacking.

12. **WARNING**: If a load blocks the operator's line of sight, the machine must be driven in reverse or use a spotter.

13. **WARNING**: When traveling, place an empty bar in the 20 foot position unless remaining in the immediate area, within plus/minus three container stacks or rail cars. Do not travel with the bar turned 90 degrees (parallel to the direction of travel).

14. **WARNING**: When moving with a 40 foot container, use extreme caution for obstacles in the surrounding area.

15. Approach container stacks straight-on from a 90 degree angle.

16. When containers are stacked, ensure each corner is on top of corner casting below. Do not stack 20' containers on top of 40' containers, as the structural supports will not align. When stacking 40' containers on top of 45' containers, each end of the 40' container must rest squarely on a corner casting below.

17. **WARNING**: When creating an empty container stow, ensure the back side of the stack is groomed in a tiered/stair-stepped 2-3-4-5 condition and remove any chimney stacks.

18. **WARNING**: The primary danger when handling containers is flipping over.
19. **WARNING:** When transporting a container TO the stack, keep the container in the travel position until close to the stack. Then stop, hoist, and move slowly forward to place the container in the stack. While stacking, when the machine is moved with the spreader-bar raised, the brakes must be applied gently and carefully. If equipped, using the coaster brake is a good technique.

20. **WARNING:** When removing a container FROM the stack, verify a green locked light, lift until it is definitely clear (approximately six inches) from the container below, tilt the mast slightly backward, and then back up **SLOWLY** until clear of the stack and stop. Then lower the container to the traveling position before moving left or right.

21. **WARNING:** When lifting a container from a stack, ensure that the container that is one row higher and one row deeper in the stack is not stacked slightly on top of the container being lifted. The overhanging container will likely be pulled down when the lower container is removed from the stack.
   a. Get another container and use it to gently push the overhung container into its correct position, squarely on the corner castings and off of the container that will be removed from the stack.
   b. If an overhung container has started to move or has become unstable, STOP. Ensure that no personnel or equipment enter the area where the container could fall and ask the Groundman, Grader, Checker, or AOM for visual assistance to help determine exactly where the container is hung up BEFORE it is moved further. If spacing allows, utilize another Sideloader/Toploader/Reachstacker to assist with holding the container in place to prevent it from falling.

22. The operator is responsible to communicate with the OTR or hustler driver using horn signals. The Groundman is responsible for the final accurate positioning of the driver.
   a. 1 blast to indicate the OTR stop.
   b. 2 blasts to indicate the OTR reverse.
   c. A final blast at the completion of the move will indicate to the OTR driver that they are clear to depart. The equipment operator must verify they are completely clear of the driver’s chassis/bombcart prior to releasing the driver.

23. When a 20’ tank is being loaded onto a bombcart, ensure the 20’ tank is centered forward/aft so that all four corners of the tank frame are securely resting on the steel surface of the bombcart within the side rails. Loading a 20’ tank onto the forward or aft end could result in a corner of the tank frame not being supported, thereby allowing the tank to roll off.

24. When lifting a container off of a chassis, raise the rear slowly to ensure the pins are unlocked, slide the container off of the pins and the gooseneck, and then continue to hoist.
25. When loading a container onto a chassis, cassette, or bomb cart, unlock and then raise the bar slowly to ensure it is clear of the container. If the pins are sticking and the container is lifted, it can release and fall, causing damage to the vehicle/container.

26. At the end of each shift, park the Reach-Stacker/Top-Loader/Side-Loader in an approved parking space on a flat surface, set the parking brake, tilt the mast slightly forward, retract the bar, idle for 30-60 seconds and turn ignition switch to off. Loads may not be left suspended if the equipment is left unattended.

27. PPCY: Side Loader Operators may only discharge/remove containers to/from a motor carrier from outside the Jersey Walls that mark the edge of the main road.

28. PPCY: Equipment operators may not discharge or load a container unless the OTR driver is wearing an ANSI-2 vest and hard hat and is accounted for by either sitting in the cab of their vehicle or standing next to the cab on the side of the equipment servicing them at a safe distance.

29. RAIL: Ensure any double-high container is clear on all four corners before de-ramping.

30. RAIL: When de-ramping, ensure the boom is all the way IN so that the machine and cab will remain on the ground.

31. RAIL: Do not exit the Reach-Stacker/Top-Loader to free a stuck pin on a CHASSIS. That is the job of the Groundman.

32. RAIL: If a container is on the rail car and has a stuck pin, it is the Landbridge workers responsibility to remove it. However, if a container has been removed from a rail car and still has a pin in the corner casting, either the Groundman or the Landbridge worker may remove the pin.

33. RAIL: Do not reach over one container to pick-up another container.

34. RAIL: When a 40 foot container is being loaded on top of two 20 foot containers, if the 20s are not properly seated in the rail car, remove the top container and re-adjust the 20s. Do not use the bar to force the top container down onto the 20s to get them to seat.

35. CARGO/CFS/OOG: When lifting cargo, spotters and any other employees must stand on the ends of the load, well clear of any direction a load may fall or roll.

36. CARGO/CFS/OOG: Ensure the Groundman is present before handling freight. Always have either visual or verbal communication with the Groundman.

37. CARGO/CFS/OOG: Use caution to ensure clearance from the securing gang, accompanying equipment, OTR trucks, and foot traffic.

38. CARGO/CFS/OOG: Remove all lifting straps from the spreader bar at the end of the day.
39. NIT: The route pictured above is to be used for Side-Loaders/Top-Loaders/Reach-Stackers to transit between South and North NIT.

40. NIT: WARNING: Side-Loaders/Top-Loaders/Reach-Stackers/Straddle Carriers are prohibited from using Railroad Avenue. High Voltage power lines make this path unusable.

41. NIT: WARNING. The transit route for Side-Loaders/Top-Loaders/Reach-Stackers to proceed from the CRY to the Cargo/CFS is pictured above. Use Railroad Avenue.
42. PMT: WARNING. Side-Loaders/Top-Loaders/Reach-Stackers are prohibited from crossing Seaboard Avenue near the 500 rows at the East End Access Road pictured above. High Voltage power lines make this path unusable. This equipment is also prohibited from traveling behind the maintenance building (401).

43. PPCY: The route pictured above is to be used for RS/TL/SL transit from the PPCY to the RSA. The reverse route shall be used in return. There are power lines in the area marked with “do not enter” signs.

44. Groundman procedures
   a. Be in a position with the pickup truck to assist the operator. If a Groundman is not present, the operator may not load/unload containers.
   b. Carry a radio and maintain communications with the operator at all times.
   c. Be aware of immediate surroundings to assist the operator in safe movement.
   d. RS/TL/SL/RTG Operators may not move in reverse unless the Groundman is in a position to clear behind them.
   e. Ensure that the Hustler/UTR is spotted in the correct position to allow loading/unloading.
   f. Verify Hustler/UTR pins are in the proper position and when they are not, dismount from the pickup truck and flip the pins to the proper position.
   g. WARNING: When outside of the pickup truck, exercise extreme vigilance for equipment and vehicle movement. Do not stand or work in the turning radius of a Reach-Stacker/Top-Loader/Side-Loader as this is the Danger Zone.
   h. WARNING: Pedestrians shall make eye contact with the operator of container handling equipment before entering the Danger Zone.
i. When moving from one operational area to another, Reach-Stackers/Top-Loaders/Side-Loaders will ensure a Groundman in a vehicle provides escort, or they may not move. The Groundman will maintain two-way radio contact with the operator and will drive within 100 feet of the machine and will assist the operator in identifying obstacles. Be particularly cautious for power line and vertical obstacle clearance.

j. No use of cell phones or personal electronic devices, to include wearing a headset/blue-tooth/ear buds while OPERATING a MOVING vehicle/equipment. In addition, this restriction is further applied to the Groundman at all times when the container handling equipment is in motion.

k. PPCY and RMT have no requirement for a Groundman.

**Rubber Tire Gantry**

1. Inspect all machines before use. Ensure there is no damage or leaks and if there is, ensure maintenance evaluates it before use. Check ladders and stairs before using them to climb the RTG and report any damage or grease on the steps to maintenance. Verify that the following items are in good working condition: seatbelt, gantry alarms, wipers, lights, and tires. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected. Windows must be clean and free of frost and condensation. Wipers are not required unless it is actively raining.

2. The Groundman will have a radio to communicate with the RTG.

3. Before starting operations, scan the area to get an idea of the activity that is present.

4. The Operator is ultimately responsible for clearance from other objects when moving.
   a. Visual search is the number one priority to prevent striking people or objects.
   b. Establish communication with the Groundman before moving the RTG.
   c. Be mindful that the brakes do not set immediately upon releasing the gantry handle and that the RTG will continue to roll a short distance after releasing the gantry handle.
   d. Sound the horn when reaching any break or gap in the container stack to alert other vehicle or equipment operators.

5. Do not bring a container or empty bar over the cab of any vehicle.

6. The bar can never be too high. Ensure the bar and container can clear any obstacle.

7. When de-ramping a 2-high car, lift containers slowly and ensure that all pins are unlocked.
   a. If the container appears to still be locked, trolley out to see the blind side…and accomplish a 6-inch rule lift and shift.
   b. If a pin is stuck, set the container back down, call Landbridge, and then follow their instructions.

8. When de-ramping a bulkhead car, hoist slowly until the container clears the car completely to prevent snagging container guides and damaging the railcar.

9. When de-ramping reefers, lift slowly until able to verify that the Genset cable is not caught on anything.

10. When a 20' tank is being loaded onto a bombcart, ensure the 20' tank is centered forward/aft so that all four corners of the tank frame are securely resting on the steel surface of the bombcart within the side rails. Loading a 20' tank onto the forward or aft end could result in a corner of the tank frame not being supported, thereby allowing the tank to roll off.
11. When working a train on one track and the train on an adjacent track is being moved, “up and over” operations across the moving train are prohibited.

12. Emergency Egress
   a. Push the E-stop on the right console to disable all motor drives and lock the brakes.
   b. Push the E-stop to shut down the diesel-alternator.
   c. Climb the ladder outside of the cab to the top of RTG. Do not attempt to carry anything.
   d. Step onto the walkway on top of the RTG and walk to the corner ladder. Move slowly and deliberately.
   a. Climb down the vertical ladder to the cab boarding level and then descend the stairs.

13. Degraded Operations
   a. Sway Cable – In the event the sway cable is not operating, Crane Maintenance will disconnect all 4 wires ensuring that the sway cable drum will not turn.
   b. The Department Manager will ensure that each operator is briefed to reduce speed as required to keep the hoist winches (front of the operators cab) over the load at all times and to use the spreader bar flippers to land the spreader bar.

14. Secure the RTG’s when finished the same way each day. This means close the spreader bar to the 20’ position, hoist the spreader all the way up, and remove all personal debris. Do NOT leave the cab E-Stop depressed!

15. NIT: RTGs will use crossover at the East end of the CRY to switch tracks. RTGs will not be used on tracks 1, 6, 7, or 12. UTRs may not drive under a moving RTG.

16. Groundman procedures
   a. Be in a position with the pickup truck to assist the operator. If a Groundman is not present, the operator may not load/unload containers.
   b. Carry a radio and maintain communications with the operator at all times.
   c. Be aware of immediate surroundings to assist the operator in safe movement.
   d. Ensure that the Hustler/UTR is spotted in the correct position to allow loading/unloading.
   e. Verify Hustler/UTR pins are in the proper position and when they are not, dismount from the pickup truck and flip the pins to the proper position.
   f. WARNING: When outside of the pickup truck, exercise extreme vigilance for equipment and vehicle movement. Do not stand between the RTG wheels and a UTR and do not walk between RTG wheels.
   g. During container discharge/deramping, ensure that no pins remain in containers as they are loaded to a Hustler with cassette/trailer-train.
a. Anytime moving the RTG, operators will ensure a Groundman in a vehicle provides escort, or they may not move. The Groundman shall visually ensure a clear path in advance of the RTG. This includes when moving in the pad, crossing the break, when moving to a different row, or when parking at the end of operations.

h. No use of cell phones or personal electronic devices, to include wearing a headset/blue-tooth/ear buds while OPERATING a MOVING vehicle/equipment. In addition, this restriction is further applied to the Groundman at all times when the container handling equipment is in motion.

Rail Mounted Gantry - Remote Operator Station

1. Log-in with port number.
2. Inspect the Console Station before use. Ensure that the following items are in good working condition: chair, monitors, cameras, lights, spreader bar operation, and faults. If these items are not working, inform the AOM/maintenance and do not accept the equipment until the safety item is corrected.
3. Use the cameras to monitor every lift. For example, use the cameras when loading a container into the transfer zone to ensure a 20' container is not being placed on top of the motor carrier cab. For example, use the cameras during container lifts from the transfer zone to ensure there is no GENSET still mounted on the container or that the cassette/chassis is not lifted with the container due to a stuck twist-lock.
4. If something doesn’t look or feel right, STOP! Notify the AOM.
5. Be aware of the “video game effect”…the forces being commanded cannot be felt.
6. WARNING: Be aware of anyone moving around containers/chassis. The driver must be “On the Mat” in order for the move to be completed. If a driver steps off of mat, assess the situation before continuing.
7. OTR drivers from adjacent lanes may not enter an active lane for any reason. If this occurs, ROS operators must STOP and are authorized to cancel the move.
8. If there is an E-stop by the driver, contact the landside supervisor for assistance.
9. When discharging containers, gently place containers onto the motor carrier chassis.
10. When the container does not release from the chassis or becomes stuck on a pin, contact the outside Groundman for assistance.

11. If a pin locking lever must be adjusted, the ROS Operator will ensure the container is less than two feet above the chassis before directing the OTR driver get off the mat to accomplish the adjustment. Once the adjustments have been made, the OTR Driver will resume standing on the mat to allow the move to continue.
12. Be aware of the Pendulum effect. If the bar is connected to a container and the ROS operator trollies at all, the bar will swing after release from the container.
13. When lifting a container off of a chassis, raise the rear slowly to ensure the pins are unlocked, slide the container off of the pins and the gooseneck, and then continue to hoist. Accomplish this “Lift and Shift” every time and monitor cameras throughout the move to prevent an inadvertent lift.
14. When a 20’ tank is being loaded onto a bombcart, ensure the 20’ tank is centered forward/aft so that all four corners of the tank frame are securely resting on the steel surface of the bombcart within the side rails. Loading a 20’ tank onto the forward or aft end
could result in a corner of the tank frame not being supported, thereby allowing the tank to roll off.

15. In the event that assistance is needed with a container locking or landing issue, under no circumstances will any employee place their hands between a chassis and a container. If this is witnessed, STOP and notify the Health and Safety Department immediately.

16. Fault clearance procedures – Operators will follow the on-screen instructions as prompted by on-screen Fault notifications. If the Operator is unable to clear the fault, notify the Remote Crane Technician. If the operator is unable to contact the Crane Technician, if the move is not reassigned in a timely manner or if same fault repeats, then notify the OCC AOM. If in doubt as to what actions should be taken, STOP and immediately notify and follow the directions of the OCC AOM.

17. RMG ROS Groundman
   a. Only proceed to a stack/lane if instructed by the equipment operator or AOM.
   b. Upon arrival at a lane to service an OTR, park in a position to block the truck in the lane and notify the Grid Clerk or the operator by radio.
   c. The Groundman will stand next to the booth/mat and require the OTR driver to remain on the mat/in the booth. For adjustments, the ROS Operator will ensure the container is lifted less than two feet above the chassis. Then the Groundman will have the OTR driver step off of the mat to ensure the RMG cannot operate while the pin lever is adjusted.
   d. Once the Groundman is finished with the task and clear of the operating space, have the OTR driver step back on the mat/into the booth, and notify the operator.
   e. The only time the Groundman is permitted to stand on the mat is in when the OTR driver has departed without canceling the transaction. This will permit the ROS Operator to cancel the transaction.

- Cantilever Rail Mounted Gantry (CRMG) - Remote Operator Station
  1. Log-in with port number.
  2. No food is allowed at the operating console.
  3. Inspect the Console Station and ensure that the following items are in good working condition: chair, monitors, cameras, lights, CRMG track position, spreader bar operation, and faults. If these items are not working, inform the AOM/maintenance and do not accept the equipment until the safety item is corrected.
  4. If something doesn’t look or feel right, STOP! Notify the AOM.
  5. WARNING: Be aware of personnel moving around containers/cassettes/rail cars.
  6. Be aware of the “video game effect”…the forces being commanded cannot be felt.
7. Technical Specifications
   a. The safe working load (SWL) for the Bromma CRMG is 40LT. The weight of the container is displayed on the MHI monitor (in long tons).
   b. The maximum gantry speed is 6.7 mph.
   c. There are proximity switches on the legs of each CRMG to prevent impact when gantrying. The sensors can read 30 meters ahead with a swath of 2 meters wide. If an obstruction is detected within 6 meters, the CRMG will go into “slow down” mode. If an obstruction is detected within 1 meter, the CRMG will stop.

8. Control Console
   a. Wide banners are messages, yellow banners are warnings, and red banners are Trips/Faults.
   b. Rail track number identification can be determined from the left console indicator lights, by the HMI (Human Machine Interface) monitor designation, or by visually observing from the camera screens. The rail lane indicator lights will independently illuminate when the spreader bar is over the corresponding lane.
   c. When an operator takes control of a CRMG, the console lights will illuminate.
   d. The operator will select the crane number on the monitor and the PLC “Control Off” light will illuminate. The operator will push the “Control On Reset” button to take control and this light will remain illuminated. To shutdown, push the “Control Off” button on the PLC. If another operator is using a CRMG, the secondary operator may only operate in “View” mode.
   e. The panel under the monitors includes indicator lights. The Gantry control (right/left) indicator is on the right side of the lower monitor. The Trolley control (forward/aft) indicator is on the left side of lower monitor.
   f. Each corner of the lower monitor shows the “Locked/Unlocked” status of twistlocks.
   g. Twistlocks are operated by the equipment operator. Locked lights will illuminate green. Unlocked lights will illuminate red.
   h. The “Overload” alarm will alert the operator of a load that is too heavy, snagged, or has an uneven weight distribution.
   i. The “Park” button is on the right side of the console chair and will align the CRMG cab with the boarding platform.

9. Gantry Operations
   a. The operator is responsible to monitor the gantry screens and ensure track clearance during every gantry move. During gantry, a yellow task bar flashes on the “Attention” screen.
   b. Check the Transfer Zone prior to entering to ensure the path is clear of people, equipment, and containers.
   c. As the CRMG gantries, an audible and visual alarm will be activated. There is also a horn and a loudspeaker that the operator may use to alert personnel in the area.
   d. The CRMG will go into “slow down” mode when transiting crossroads.
   e. Ensure the spreader bar is at a safe height during any gantry movement.
   f. Watch for the spreader bar/container height prior to gantry. This can be viewed on the HMI monitor, on which the 0 position indicates the spreader bar is at ground level and the 13 meter position indicates that the spreader bar is at the top position.

10. Cantilever Slewing Operations
a. Slewing 90 degrees may only be accomplished if the spreader bar is at a “safe height” of 8 meters off the ground, which is above a 2-high stack mounted on a rail car.
b. Slewing can be accomplished either clockwise or counter-clockwise to allow for door direction preference.
c. The spreader bar is also capable of trolleying over the transfer zone without slewing 90 degrees.

11. Container Lifting Operations
   a. Use the cameras to verify that no personnel are walking in the loading area and to ensure that each move makes sense. Blind lifts are prohibited.
   b. When working a train on one track and the train on an adjacent track is being moved, “up and over” operations across the moving train are prohibited.
   c. Accomplish the “Lift and Shift” every time. Monitor cameras throughout the duration of the move.
   d. When de-ramping a 2-high car, lift containers slowly and ensure that all pins are unlocked.
   e. If a pin is stuck, set the container back down, call the Landbridgemen and follow their instructions.
   f. Be aware of the Pendulum effect. If the bar is connected to a container and the operator trolley at all, the bar will swing after released from the container.
   g. When de-ramping a bulkhead car, hoist slowly until the container clears the car completely to prevent snagging container guides and damaging the railcar.
   h. When de-ramping reefers, lift slowly until able to verify that the Genset cable is not caught on anything.

12. Container Loading Operations
   a. Use the cameras to verify that no personnel are walking in the transfer zone and to ensure that each move makes sense. Blind lifts are prohibited.
   b. When working a train on one track and the train on an adjacent track is being moved, “up and over” operations across the moving train are prohibited.
   c. Operators may only stack a maximum of 2-high on rail cars. The CRMG may only single-pick containers.
   d. After loading a container, unlock and then raise the bar slowly to ensure it is clear of the container. If the pins are sticking and the container is lifted, it can release and fall.
   e. Only load 45 foot containers on the rail as top-tier loads. When moving a 45’ container, use the 40 foot bar position to allow for accurate pin alignment.
   f. 20 foot Reefers with GENSETS must be loaded onto the front of a cassette in order for vendors to gain access.
   g. After a move, the operator repositions to the “Home” position, which is when the bar is hoisted all the way up and trolleyed back. The spreader bar will be stowed in the 90 degree position, perpendicular to the rail tracks.

13. Maintenance Considerations
   a. If the system detects a fault, the CRMG will stop. Follow the on-screen instructions to clear it. If the fault will not clear, call Maintenance and inform the AOM.
   b. Use caution during a “slack rope” alarm. Hoist up slowly to recover the slack.
c. If for any reason the CRMG controls are not responding, stop, depress the red E-Stop button on the left console, and notify the AOM.
d. Maintenance can lock-out the CRMG by turning a switch at the base of the crane’s ladder/stairs or at the maintenance cab, to “Local”. Maintenance can unlock the CRMG by selecting “Remote”.

➢ **UTR/Hustler/Translifter**
1. Complete an Exterior Inspection before use. Check for leaks and that the tires are in good condition. Also check the tires on trailer trains, chassis, and MAFIs. If there is a problem, have it evaluated by maintenance.
2. Inspect all machines before use. Ensure there is no damage or leaks and that the following items are in good working condition: seatbelt, horn, wipers, lights, back-up alarm, and tires. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected. Wipers are not required unless it is actively raining except in hot and dry conditions when dust will be a factor. Lights are not required for daytime operations.
3. Personal protective equipment.
   a. Safety shoes
   b. ANSI-2 Hard hat
   c. ANSI-2 vest, shirt, or coverall.
   d. Work gloves.
4. When entering and exiting the UTR, use the handrail. Face inward toward the vehicle steps when entering and exiting. Use extra care during bad weather, especially when the steps and handholds may be icy or wet.
5. Modifying the wiring to charge any electronic device or connect to accessories is prohibited.
6. Only enter the maintenance shop if authorized and guided by a maintenance person.
7. Please be sure to report bent mirrors to maintenance because they can cause a visual illusion.
8. Upon entry or exit of a warehouse, blow the horn.
9. When entering a warehouse, pier, or interchange lane with an out-of-gauge load, a spotter must be used when a load is within one foot of the top of the entry.
10. A spotter must be used if BACKING out of a warehouse, pier, or interchange lane.
11. Cutting through container parking rows (such as 509/510) is prohibited.
12. Weaving through over-the-road truck traffic is prohibited.
13. Ensure the 5th wheel is locked. After engaging a chassis, be sure to pull forward and hear the “click” to ensure the chassis is secure.
14. When driving with a chassis and making a turn, ensure a wide enough turning radius is achieved so that the rear of the chassis clears all obstructions.
15. Park chassis only in a marked spot or approved location.
16. When parking a chassis, lower the chassis until the legs are resting securely on the ground. Pull out slowly to ensure the load is resting properly, and if there are signs of an unstable load, stop immediately and contact a supervisor.
17. When parking the hustler, place the vehicle in neutral and apply the parking brake by pulling up the airbrake button. Listen for a release of air. If hooked to a chassis/trailer train, also pull the red brake button on the dashboard. Listen for a release of air.
18. Do not pull a chassis with locked brakes unless approved by an AOM as this can cause extensive tire damage. To free up locked brakes, use the following procedure.
   a. Ensure the chassis pin securely seats into the fifth wheel.
   b. Disconnect the seatbelt, open the back door, and step onto the hustler platform.
   c. Connect the hustler airlines to the chassis gland hands; the right is the red Supply Line, the left is the blue Signal Line.
   d. Proceed back into the hustler and secure the seatbelt.
   e. Disengage the chassis brake.
   f. Watch the pressure gauge climb up to 100lbs of pressure. The hustler driver can rev the engine to build pressure.
   g. After revving the engine, the pressure gauge will max out at 110-120 PSI.
   h. Raise the 5th wheel and pull forward to ensure 5th wheel is locked. You must hear the “click” of the 5th wheel engaging.
   i. If the chassis brakes are still locked up and all wheels will not roll, then put the hustler in neutral rev the engine. This allows air to build up in the chassis.
   j. Proceed to pull the chassis forward and ensure all wheels will roll.
   k. If the chassis brakes are still locked, place the hustler in reverse and roll the chassis backwards a maximum of 3 feet.
   l. Attempt to pull forward. This back and forth process will usually only work with a chassis that has a container (empty or load) on it.
   m. If the chassis brakes still remain locked, call an AOM and notify them of the parking slot number and the chassis number.
   n. Do not pull a chassis with locked brakes. This can cause extensive tire damage.
   o. The AOM must report the locked chassis to M&R immediately for service.

19. When working under the STS Crane or Rubber Tire Gantry, the hustler may not proceed under an operational empty spreader bar or a spreader bar with a load. A hustler may proceed under an empty spreader bar that is secured for maintenance.

20. When an RMG is parked in a Transfer Zone with a suspended container that will not release, the lane directly below and adjacent to the hung container will not be used. (I.e. if the container is suspended above Lane 5, then Lanes 5 and 4 will be closed. If the container is suspended above Lane 3, then Lanes 2, 3, and 4 will be closed.)

21. **WARNING.** If the legs on a chassis are bent or broken, do not back under it. If already attached to the chassis, do not lower the 5th wheel. Contact a supervisor.

22. **WARNING.** When there is an indication of an unbalanced or leaning load, ask a supervisor…your concern will be appreciated and respected. Mishaps occur because operators take the risk to “get the job done” even when they are concerned that the load might tip over. This is especially true with loaded reefers and Out-of-Gauge (OOG) cargo, which are often the heaviest loads with the highest center of gravity.

23. **WARNING.** When hauling a Reefer or OOG cargo, lower the 5th wheel, and unlock the pins on the chassis. Just taking the risk without lowering the load is when most incidents occur.

24. **When a 20’ tank is being loaded onto a bombcart, ensure the 20’ tank is centered forward/aft so that all four corners of the tank frame are securely resting on the steel surface of the bombcart within the side rails. Loading a 20’ tank onto the forward or aft end could result in a corner of the tank frame not being supported, thereby allowing the tank to roll off.**
25. **WARNING**: A distance of not less than 20 feet (6 meters) shall be maintained between the first two vehicles in a check-in, check-out, roadability, or vessel loading/discharging line. This distance shall be maintained between any subsequent vehicles behind which employees are required to work.

26. **UTRs/Hustlers may not drive under a moving RTG.**

27. **Translifter**: Translifters may not turn greater than 70 degrees from the Hustler. It will damage the goose-neck of the Translifter.

28. **Translifter**: Maintenance should be called anytime the red beacon is flashing on the gooseneck of the translifter. Note: The red beacon indicates the translifter trailer has detected a problem.

29. **Translifter**: **WARNING.** The translifter is more stable than a chassis. Driving the “UTR with translifter” for a period of time and then transitioning to drive a “UTR with chassis” and trying to corner with this piece of equipment in the same manner can lead to tip overs.

30. **Translifter**: **WARNING.** Anytime entering the OCR Portal, ensure that the translifter back end is centered.

31. **Translifter**: **WARNING.** The translifter will straighten out at speeds exceeding 5 mph regardless of the joy stick position. Below 5 mph or in reverse, the translifter will follow the commands of the joy stick. The operator must maintain awareness of the position of the rear end of the translifter at all times.

32. **NIT Rail**: **M&R Empty Container Inspection Process**
   a. The Hustler driver will pull into the empty container inspection area and stop.
   b. The M&R Inspector will remain clear of the vehicle until the Hustler driver stops, at which point the Inspector will proceed to the container doors and open them.
   c. Once the inspection is complete and the doors are closed, the M&R Inspector will walk away from the container and signal to the waiting hustler driver in their side mirror that they are clear to proceed. The hustler driver may not proceed forward until after receiving the signal to proceed from the inspector.

33. **NIT Rail**: When working the rail transfer zone, do not drive through or into the pedestrian walk ways. Back into the lanes with caution.

34. **NIT Rail**: Only park hustlers in the Rail Transfer Zone lanes. Do not park in front of or next to the Rail Hot House.

35. **NIT Rail**: UTR Drivers may remain in the cab until the approach of a straddle carrier. When a straddle carrier approaches the lane, promptly dismount from the cab, regardless of the weather, and stand in the safety zone next to the driver side door until the straddle carrier is completely clear of the UTR chassis/bomb cart. Standing in front of the UTR is expressly prohibited.
36. NIT Rail: When positioning to move under the RTG, UTR Drivers must enter the drive lane at least 50 feet prior so as to not E-stop the RTG due to proximity sensors on the legs.

37. NIT Rail: UTRs/Hustlers may not drive under a moving RTG.

38. NIT Rail: When in the Rail Yard/CRY, use caution for Landbridge workers who are on top of rail cars turning pins or moving from rail cars via the safety lanes to the Landbridge vehicle.

39. NIT Rail: Do not stop or remain on the tracks at the landside. Be aware of trains moving in and out of the CRY.

40. PMT Vessel: WARNING: Before entering under the Ship-to-Shore Crane, follow the direction of the Slinger who will verify it is clear to pull under the Ship-to-Shore Crane. Look and listen to find the spreader bar and determine it is not overhead. Ensure there is a clear path to avoid the ship-gang members and pin-bins on the ground.

41. PMT Vessel: WARNING: Do not attempt to pull under the crane until verifying that all persons are clear of the travel lane. Follow the directions of the Slinger and do not depart until released by the Slinger.

---

**Out-of-Gauge/Break Bulk Cargo Operations**

1. General Rules
   a. There must be only one person who is responsible and in authority to direct the lift. This person shall brief the gang on who will give hand signals to the equipment operator, who will give directions to other gang members, and how the lift will be conducted.
   b. The person in charge of a lift must possess an HRSA OOG/Break Bulk Cargo certification as of July 1, 2020 or until that time be qualified by experience and/or training.
   c. Any worker has authority to STOP any lift based on a safety issue.
   d. When coordinating an OOG movement in which a Groundman is required, the Groundman must maintain positive control of the operating equipment. The operator may not move the equipment or the controls unless signaled or verbally directed to do so by the Groundman. During any change of conditions or uncertainty, the operator must “STOP” until directed to resume.
   e. When ANY non-regular employee is involved in an OOG operation, the supervisor will ensure they are instructed to take NO action, unless directed.
   f. Exercise caution for moving machines, especially in the hold, on dock, or in the yard. Do not approach equipment on foot from behind or while in motion and do not store items on top of equipment. Do not turn your back on operating equipment or a suspended load.

   a. Required PPE is defined in the TSEP rules. In addition, leather gloves are required when working OOG Cargo. Wear a dust mask when dust from cargo is present.
   b. When working outside of the normal cargo area, designate a safe working area that is clearly marked with safety cones or barrels to restrict access. If the cargo operation is in an area in which traffic must flow through, one person must be designated to control traffic and ensure protection of the cargo gang.
   c. WARNING: Workers on foot may NOT stand on the opposite side of a truck or flat rack from a forklift while it is loading or unloading material.
d. For moving rolling-stock onto a flat rack, the Groundman must stand on the ends or at a 45 degree angle from the ends and NOT beside the load while remaining in a position where eye contact with the operator is maintained.

e. If working in a vessel hold, position yourself in a recessed area if able. Beware of being caught between freight and the vessel bulkhead. Leave an escape path. Prior to every lift, look at the hook to ensure it is straight above the load, otherwise it will swing. Do not stand near vessel hatch comings.

f. When discharging from an STS Crane to the OTR, drivers will be escorted to the dock as directed by the hatch boss, while accompanied by a gang member in the OTR cab. OTR drivers will remain in the cab and follow the direction of the Hatch Boss/Slinger.

h. Maintain radio or visual communication between the operator and Groundman all times.

i. When positioning lifting gear that is slack prior to a lift, as tension is applied, use an open hand to apply pressure to the gear against the load. Do not hold the lifting gear with a closed fist.

j. Any dunnage that is intended for temporary use under a load, must remain partially exposed out from under the load. This will allow for the piece to be adjusted or removed without reaching under a suspended load, which is strictly prohibited.

k. When positioning chains, wires or straps over freight, ensure that the co-worker on the other side is clear of the hazard.

l. Do not stand next to a sling that is under tension.

m. Take measures to protect slings from sharp corners that can result in sling failure.

n. Taglines help control the load. Wear gloves when handling a tag line. Do not wrap the tagline around your arm or leg. Never step in a loop in a tag line. If in danger, RELEASE the tagline and move away to a safe distance.

o. Do not use a forklift to push or pull a piece of freight. If adjustment need to be made, place the forklift blades under the freight and adjust accordingly.

2. Out-of-Gauge Lift - Ten Step Process

1. **Determine weight of the load and distance/height** for the movement.

2. **Choose the right connector** for the load.

3. **Choose the right sling** for the load.

4. **Inspect all rigging gear** (slings, chains, bridles, blocks, hooks, etc.) before each use. Damaged or defective slings shall be immediately removed from service.

5. **Connect rigging**, hook, and load. When rigging an over-high load use a ladder OR a forklift with lifting-basket. Wear fall protection when outside of the lifting-basket. No hook tip loads.

   a. While unlocking binders/dogs, use a bar long enough to obtain leverage and stay clear of the path of the binder.

6. **Balance the load**: Center of Gravity/Prevent point loads and slips.

7. **Ensure hook is straight above load before the lift. Place tension on the slings “Hand Tight” to verify rigging is secure and then test lift six inches to ensure that the load is balanced.**

8. **Stand well clear of the danger zone where the load could fall during the lift, which is greater than the area directly beneath the load.**

   a. Do not enter area between load and the reach stacker.
b. If working in a vessel hold, position yourself in a recessed area such as the stairwell, if able. Beware of being caught between freight and the vessel bulkhead. Leave an escape path.

c. If using tag lines, ensure they are long enough to stay out of the danger zone.

d. Do not stand on the opposite side of a truck/flat rack from a forklift during loading or unloading.

9. **Lift slow and steady** to avoid shock loading.

10. **Inspect the rigging gear for damage and return to the storage area.**

3. Recovering Damaged Containers/Tanks
   a. When recovering a loaded container or loaded tank or an empty tank that is not resting on its four bottom corner castings due to being dropped or being blown from a container stack, use a Reach-Stacker with wires and plugs to accomplish the move. A forklift may be used for an empty container.

4. Lifting gear safe work practices and Inspection Criteria (OSHA 1910.184)
   a. General Requirements and Inspection Criteria for Slings. Whenever any sling is used the following practices shall be observed.
      i. Slings that are damaged or defective shall not be used.
      ii. Slings shall not be shortened with knots or bolts or other makeshift devices.
      iii. Sling legs shall not be kinked.
      iv. Slings shall not be loaded in excess of their rated capacities.
      v. Slings used in basket hitch shall have the loads balanced to prevent slippage.
      vi. Slings shall be securely attached to their loads.
      vii. Slings shall be padded or protected from the sharp edges of their loads.
      viii. Suspended loads shall be kept clear of all obstructions.
      ix. All employees shall be kept clear of loads about to be lifted and of suspended loads.
      x. Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
      xi. Shock loading is prohibited.
      xii. A sling shall not be pulled from under a load when the load is resting on the sling.
   b. A synthetic webbing sling shall be removed from service if conditions such as the following are present:
      i. Missing or illegible sling identification.
      ii. Acid or caustic burns.
      iii. Melting or charring of any part of the sling.
      iv. Holes, tears, cuts, or snags.
      v. Broken or worn stitching in load bearing splices.
      vi. Excessive abrasive wear.
      vii. Knots in any part of the sling.
      viii. Discoloration and brittle or stiff areas on any part of the sling, which may mean chemical or ultraviolet sunlight damage.
      ix. Fittings that are pitted, corroded, cracked, bent, twisted, gouged, or broken.
      x. For hooks, removal criteria as stated in ASME B30.10
xi. Other conditions, including visible damage, that would prevent continued use of the sling.

c. A synthetic round sling shall be removed from service if conditions such as the following are present:
   i. Missing or illegible sling identification.
   ii. Acid or caustic burns.
   iii. Evidence of heat damage.
   iv. Holes, tears, cuts, abrasive wear, or snags that expose core yarns.
   v. Broken or damaged core yarns.
   vi. Discoloration and brittle or stiff areas on any part of the slings, which may mean chemical or ultraviolet sunlight damage.
   vii. Fittings that are pitted, corroded, cracked, bent, twisted, gouged, or broken.
   viii. For hooks, removal criteria as stated in ASME B30.10
   ix. Other conditions, including visible damage, that would prevent continued use of the sling.

d. A wire rope sling shall be removed from service if conditions such as the following are present:
   i. Missing or illegible sling identification.
   ii. Broken wires.
   iii. *For strand-laid and single-part slings, ten randomly distributed broken wires in on rope lay, or five broken wires in on strand in one rope lay.
   iv. *For six-part braided slings, 20 broken wires per braid.
   v. *For eight-part braided slings, 40 broken wires per braid.
   vi. Severe localized abrasion or scraping
   vii. Kinking, crushing, bird caging, or any other damage resulting in damage to the rope structure.
   viii. Evidence of heat damage.
   ix. End attachments that are cracked, deformed, or worn to the extent that the strength of the sling is substantially affected.
   x. Severe corrosion of the rope, end attachments, or fittings.
   xi. For hooks, removal criteria as stated in ASME B30.10.
   xii. Other conditions, including visible damage, that cause doubt as to the continued use of the sling.

e. An alloy steel chain sling shall be removed from service if conditions such as the following are present:
   i. Missing or illegible sling identification.
   ii. Cracks or breaks.
   iii. Excessive wear, nicks or gouges.
   iv. Stretched chain links or components.
   v. Bent, twisted, or deformed chain links or components.
   vi. Excessive heat damage.
   vii. Excessive pitting or corrosion.
   viii. Lack of ability of chain or components to hinge (articulate) freely.
   ix. Weld splatter.
   x. For hooks, removal criteria as stated in ASME B30.10
xi. Other conditions, including visible damage, that would prevent continued use of the sling.

5. Lifting-Basket Use – See General Procedures

6. Chain Saw Use
   a. Leather gloves, safety glasses, and ear plugs are required. Heavy-duty boots that cover the ankle are required. Leg protection made of cut-resistant material that covers the full length of the thigh to the top of the boot on each leg is required.
   b. Before starting the saw, ensure that the chain brake is engaged. Start the saw at least 10 feet from the fueling area and ensure the saw is on the ground or a stable surface. Do not “drop start” a chain saw.
   c. During operation, keep a firm grip with both hands on the hand grips.
   d. Before starting a cut, make certain that footing is secure. Do not operate the saw in a position or at a distance that could cause a loss of balance or loss of grip on the saw. Do not cut directly overhead.
   e. Carry the chain saw in a manner that will prevent contact with the cutting chain and muffler. When carrying the saw more than 25 feet, the chain saw will be off.

7. Steel Coils
   a. General Rules
      i. Groundman signals may be given only by one designated person.
      ii. PPE: ANSI-2 Vest, Safety Shoes, Hard Hat, Gloves, and Eye protection for anyone cutting bands. Do not cut steel banding without safety glasses. Do not touch freight or banding without leather gloves.
      iii. Be careful when walking on a steel coils uneven surface.
      iv. WARNING: Slings and shackles can swing and hit workers…never turn your back on the gear.
      v. If Dunnage disposal is required, place a dumpster with pick points into the hold.
   b. Lifting Steel Coils
      i. Remove a railcar cover/top only for the railcar that will be worked next.
      ii. WARNING: When cutting steel banding, stand in a position CLEAR of the zone where the load could roll or the band could hit you when released from pressure.
      iii. Ensure the slings and shackles are inspected prior to use and during the operation.
      iv. Ensure that steel coils are chocked while in the hold of the vessel/rail car.
      v. When placing the sling inside of steel coil, ensure that sling cover is between the coil and the sling. As tension is applied, ensure the cover remains in place. Inform the operator to stop if it is not in place.
      vi. Ensure the slings and shackles are correctly hooked-up to the hook or lifting attachment…no tip lifts.
      vii. Prior to and during the lift, stand at least 20 feet away. Move away from the load BEFORE it is hoisted AND stay clear of the fall zone as it comes to the dock. Always assume that the sling is going to fail.
      viii. Rail: Only two workers are permitted in the lifting area, plus the foreman/AOM when they are present.
   c. Landing Steel Coils
i. For discharge, lay rubber mats in the landing area. Do not get near a suspended load while placing the rubber mats.
ii. Rail: Only two workers are permitted in the landing area, plus the foreman/AOM when they are present.
iii. Workers on the ground will remain clear of the fall zone as it comes to the ground. Always assume that the sling is going to fail.
iv. The Groundman/Spotter will ensure that the steel coil is chocked when placed on the ground by the Toploader before slack is let into the slings and also when placed at its final point of rest by the large forklift with RAM lift.

**d. Moving Steel Coils to the warehouse**

i. When bringing the steel coils into the warehouse, if one forklift is dropping off and one forklift is placing the coils for storage, ensure the travel paths do not overlap.
ii. Ensure there is a Groundman/Spotter when the large forklift with the RAM lift is placing the steel coil at the final resting point.
iii. Ensure that steel coils are chocked when placed at the final point of rest.

8. **Ro-Ro Vessels**

a. **Personal protective equipment.**

i. A clean and visible ANSI-2 vest, shirt, or coverall for lashing.
ii. ANSI approved Hard hat (recommend mountain climbing style) and Safety shoes
iii. Work gloves
iv. Knee protection
v. Recommend foam ear plugs
vi. Carbon monoxide monitor (Foreman).

b. **Vessel Ramps**

i. **WARNING:** It is critical to control the pedestrian traffic both on the ramps and in the working RORO decks. Lashers and supervisors need to be attentive at all times. Drivers need to watch for people stepping out into their path from in between pieces of cargo. Crew members or Supervisors could be moving via foot on any level or location.
ii. OSHA requirements call for the physical separation of pedestrian and vehicular traffic on the ramp, or the placement of a qualified signalman at all times.
iii. Slow and steady is the rule on the ramps.
iv. Another common problem on RORO vessels is having cargo on trailers strike overhead obstructions inside the vessel. Whenever you handle machinery or other “over-high” cargo, an escort must walk the drivers out in order to watch for those obstructions, particularly on the ramps.

**c. At the Working Level**

i. Once the spotter gives an instruction on the working level, all focus must be on the spotter. No movement is permitted (forward or reverse) without the spotter’s direction.
ii. Lashers may only secure equipment/vehicles with one vehicle between the vehicle being secured and vehicles being parked.
iii. After parking a vehicle inside the vessel, Drivers will proceed to the van to wait. If the van is not there, the foreman will designate a standing location well clear of any moving vehicle, off to the side, and **ALL** Drivers will remain together.
iv. When moving the operation to the next deck, the Foreman is responsible to ensure a spotter is posted so that no vehicle traffic is moving as the operation moves.

d. Vehicle movement
   i. Speed limit is 5 mph max inside a vessel.
   ii. When driving a vehicle, the radio must be off. Do not wear rings, watches, exposed zippers or anything that can scratch vehicles.
   iii. Drivers will enter the ramp and proceed to the assigned level with a vehicle.
   iv. Follow no closer than one length of Hustler with Container.
   v. With all RORO Hustlers, it is imperative that the drivers keep the hustlers in low gear only while in the ship. If they leave the gear shift in “Drive”, then the hustler may shift from first into second gear while pulling a load and the front tires can actually leave the ground. When the hustler “stands up” like that, the driver can easily lose control of the hustler and trailer with catastrophic consequences.

➢ Large and Small Forklift
   1. General Rules
      a. Complete a pre-use inspection. Check for leaks and that the tires are in good condition. If there is a problem, have it evaluated by maintenance. Ensure that the following items are in good working condition: seatbelt, horn, brakes, wipers, back-up alarm, beacon/lights, and elevated flag if used on dock. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected. Wipers are not required unless it is actively raining except or in hot and dry conditions when dust will be a factor. Lights are not required for daytime operations.
      b. Turn headlights on from Sunset until Sunrise. (Note: strobes should come on automatically.)
      c. No passengers are permitted unless there is a passenger seat.
      d. Seatbelts are required per the TSEP rules.
      e. When using a forklift in an area outside of the normal out-of-gauge/cargo yard, the workers must be protected with barriers, barrels, or cones.
      f. Maintain a safe speed appropriate to the task. When near or under the STS Crane or in an OOG working area, the maximum speed for a forklift is a walking pace.
      g. Travel slowly when turning. Forklifts can tip over even at very slow speeds. The combination of speed and the sharpness of a turn can cause a tip over.
      h. If a load obstructs the forward view, drivers will travel with the load trailing or use a spotter.
i. Never assume that the forklift is seen by operators of other equipment.

j. Loads must be carried so that the operator has an unobstructed view of the drive path. If unable, carry it trailing or get a Groundman.

k. Keep the forks low. Do not travel with the forks higher than a foot from the ground and never travel or turn with the forks in an elevated position.

l. When traveling with a load, keep it just below axle height. For stability, keep freight close to the ground until it is time to load.

m. In any case where the stability of a load is in question, STOP! Contact a supervisor so that the load may be re-adjusted or transferred to a more stable platform such as a MAFI.

n. WARNING: In the event of a tip over, do not attempt to jump from the machine. Remain in the cab with the seat belt fastened.

o. Ascend and descend grades slowly.

p. When carrying a load uphill, travel forward for center of gravity purposes.

q. Tilt the blades down, then lower the mast, when not in use.

r. After parking, set the emergency brake. When parking on an incline, a chock must be used.

s. Ensure roll-up doors are completely open before driving through.

2. Lifting-Basket Use – See General Procedures

3. Break Bulk Cargo Forklift
   a. Loading and unloading crates from a flatbed or flat-rack or other surface requires a Groundman to observe the process to ensure a safe lift. When forklift blades are being placed under one pallet, they can go all the way through to the other side and hit a separate piece of freight that is stored next to the crate being lifted.
   b. Ensure the Groundman is present before handling freight. Always have either visual or verbal communication with Groundman. Do not work more than one operation at a time splitting up the operator from Groundman.
   c. When lifting cargo, spotters and any other employees must stand on the ends of the load, clear of any direction a load may fall or roll.
   d. When coordinating an OOG movement, the Groundman must maintain positive control of the operating equipment. The operator may not move the equipment or the controls unless signaled or verbally directed to do so by the Groundman. During any change of conditions or uncertainty, the operator must “STOP” until directed to resume.

4. Vessel Forklift
   a. Forklifts must have a flashing amber beacon and a mounted flag for day and night operations when on the dock.
b. Driving vehicles/equipment requires unobstructed visibility or a spotter. Forklifts may carry multiple pin-bins, but only one-high. When a forklift is left unattended (defined by greater than 25 feet away), load-engaging means must be fully lowered, controls neutralized, brakes set, and power turned off. Loads may not be left suspended if container handling equipment is unattended.

c. Forklift operators may only pick up pin-bins when the rack is at its final point of rest and disconnected from the Hustler. Picking up pin-bins under the crane is prohibited.

d. The pin-bin rack may be placed hard offshore as a final point of rest, as long as they do not interfere with Linehandler operations.

e. Forklifts will move along the dock on the Berth Highway OR forklifts may use Lane 1 when moving between cranes that are working the same vessel, but must obtain the permission of the Slinger before transiting under an adjacent crane.

➢ **Vessel Clerk/Vessel Checker/DEC/Interchange/PPCY Checker Kubota Operations**

1. **Pickup Trucks**
   a. Inspect pickup trucks before use. Ensure there is no damage and that the following items are in good working condition: seatbelt, horn, wipers (if raining), head lights (if between sunset and sunrise), tires, brakes, and steering system. If these items are not working, inform maintenance and do not accept the equipment until the safety item is corrected.

2. **Parking in the NIT Stacks**
   a. When parking near container stacks, the vehicle will be parked within the safety lines by the light pole.
   b. Use flashers or beacon.
   c. The radio will be turned off and the windows lowered.

3. **Parking in the NIT Central Rail Yard**
   a. When working the end container on the landside of the track inside the CRY, the Checker shall park either in the gravel area or on the waterside of the working equipment to allow for passing traffic to proceed on the North/South roadway.

4. **Parking at the Vessel**
   a. As a technique, park on the leg of the adjacent crane and look at a diagonal underneath of the crane to which you are assigned.

5. **The Dock Foreman/Checker vehicles may park on the inshore crane leg OR on the off-shore crane track.**

6. **Planning Clerks**
   a. When stowing a vessel, the #1 hazard for having containers wedged in a cell and causing damage is having an empty 20 foot container matched up next to a heavy 20 feet container.

7. **PPCY Interchange**
   a. Only walk in designated crosswalks when walking from booth-to-booth or lane-to-lane.
   b. All inbound OTR drivers must stop at the inbound interchange for inspection of containers and/or directions to the appropriate stack. The OTR Driver will stand at the rear of the container near the booth until the inspection is complete and the Checker provides instructions.
c. OTR Drivers may inspect and lock/unlock their containers only in areas where they are protected from passing traffic. These areas include the Interchange Inspection area, lanes where the bumper blocks provide protection, or at the yard exit tie-down lanes.
d. Keep the inspection lanes and walkways free of debris.

8. Kubota Operators at the PPCY
   a. Ensure radios are on and the volume is loud enough to hear communications.
b. When driving behind or in front of any part of the Side-Loader, the minimum distance is 25 feet.
c. If proceeding inside of 25 feet from the Side-Loader, the Kubota driver must make a radio call to warn the Side-Loader operator and receive either a verbal or visual acknowledgement.
d. When proceeding out from behind the jersey wall in front of a motor carrier, the minimum space is 10 feet in front and the Kubota operator makes eye contact if the driver is in the cab.
e. Kubota operators may not drive in the center two lanes against the flow of motor carrier traffic.
f. WARNING: When passing or pulling away from trucks, containers, or equipment, stay at least 10 feet away when possible to prevent a blind corner.
g. Kubota operators may not “turn pins”. If pins are required to be turned, work with the side-loader operator to determine which pins are locked and advise the driver of the issue.

➢ Foreman/Hatch Boss Responsibilities
1. Leadership Responsibilities
   a. Project the image of a boss. Be confident, capable and knowledgeable.
b. Model a solid work ethic for safe and productive operations.
c. Lead by example. Take care of your team. Be reliable, be on time, and assist when there are new people…especially in bad weather.
d. Do the right thing at all times…do not raise your voice…always mean business…the gang will listen. How you handle your friends will determine if the gang respects you.
e. Correct unsafe behavior. If a worker is not following the POV Operational Standards, make the correction and if needed, call the AOM for assistance.
f. The AOM/Superintendent OR Hatch Boss can hire and fire.
2. Vessel Foreman Operational Responsibilities
   a. Ensure compliance with the POV Operational Standards.
b. When Foremen and/or Deckmen are on the vessel, while lashers are lashing/unlashing containers, stand no closer than three container widths from where the nearest lasher is working. Do not walk underneath a lashing operation.
c. Do not hop across from hatch cover to hatch cover. Stepping across a gap of less than one foot is permitted.
d. Do not come within three feet of the edge of a hatch cover, even if the fall distance is less than 8 feet. If assisting with unlocking a hatch cover, it must be accomplished from below and not by stepping on the ledge from above.
e. Do not accept standby time. If there is an issue, start another task until the problem is solved. Coordinate with the dock foreman to ensure the crane continues loading/discharging containers and notify the AOM.

f. Stay one hatch ahead of your team to ensure a seamless crane flow.

g. Ensure the gang follows the game plan. Report variations in the plan to the AOM/Superintendent and Hatch Boss.

h. Record a log of all standby time and communicate ANY item that impedes production to the AOM/Superintendent.

3. Vessel Foreman Pre-Operations

a. The clerk’s name and phone number should be on the cover sheet.

b. Promptly find the pin-bins and coordinate for crane operator discharge.

c. Determine Reefer loading direction with the Chief Mate to ensure adequate plugs.

d. Provide the overall game plan to the Deckman and include the “coversheet.”

e. Determine if operational restows will be required to prevent “up and over” work, or working near “chimney stacks”, which could jeopardize safety or slow production. Relay information of any operational restows to the AOM/Superintendent and Vessel Clerk.

4. Vessel Foreman Loading/Discharging

a. Vessel Foreman must be mindful of the stowage plan.

b. The Deckman and Slinger must be present to discharge or load containers.

c. Check the cell guides before and after the load/discharge.

d. Ensure the Deckman gives instructions to the crane operator as soon as they swap out.

e. Check the first hatch that is about to be worked.
   i. Look for hazards above deck such as spills, loose gear, and leaking tanks.
   ii. Ensure that the hatch cover does not have loose or unsecured gear.
   iii. Ensure that the hatch is unlashed or is being unlashed.

f. Vessel Foreman are not permitted to sit in chairs while on board vessels. Personal chairs are not permitted on vessels.

g. Once loading and discharging has started, Foreman should stand on the side of the hatch/walkway with the Deckman.

h. When the STS Crane is working over the gangway, the Vessel Foreman will alert the Dock Foreman/VC Checker and Slinger if personnel are departing the vessel. Do not allow personnel to walk underneath a suspended load.

i. Monitor the loading plan with emphasis on Hazardous containers, Reefers, length of containers, container weight balance, and port of destination.

j. Monitor the location of containers and if in conflict with the stowage plan, verify the plan and fix it in coordination with the clerk. Stay one hatch ahead so conflicts are known before getting there.

k. Ensure clerks call the foreman with any change in the load plan ASAP to ensure all containers are discharged from each cell before load-back. This will prevent delays caused by covering containers that should have been discharged.

l. Instruct the Deckman early so the crane operator’s flow is not interrupted. Changes in cell destination or in which lane to load require prompt communication to feed the crane operator.
m. Vessel Foremen and Dock Foremen/NIT VC Checker must promptly communicate lane use decisions to the Dock Gang.

n. To protect the operator, do not chimney stack containers more than two-high when working the hard inshore side. Remove containers and let the clerk know the restow plan.

o. Be aware of any 20s against the house of the vessel or ships gear to ensure the crane can accommodate the move. PMT Cranes 7/8/9 are higher.

p. Check-off hatches as they are finished.

q. Ensure the ship remains tight to the pier. Check this periodically throughout the job.

r. When sending workers aloft or into the hold, the landing area must be at least three containers wide. Do not step out onto a chimney stack.

s. The manual Over-Height bar may be used above or below deck, without restriction.

5. Dock Foreman Operational Responsibilities

a. Do not accept standby time…if there is an issue, start another task until the problem is solved.

b. Communicate ahead of time with other foremen on other cranes about changes in traffic patterns so that the work flow will not be disrupted.

c. Record a log of all standby time and communicate any item that impedes production to the AOM.

d. The Dock Foreman must be knowledgeable of gross weight restrictions for all means of conveyance used during vessel operations and ensure those restrictions are not exceeded.

   i. All equipment should be marked with applicable gross weight restrictions. The following gross weight restrictions apply whenever such restrictions cannot be found on a particular piece of equipment.


   iii. When there is any doubt as to the stability of a load, the load will be placed on a low-boy, mafi, or cassette.

   iv. Breakbulk loads with high centers of gravity and/or gross weight > 20 metric tons will be placed on a low-boy, mafi, or cassette.

   v. Whenever bomb carts or trailertrains are used for a single 20 foot container, the container will be placed on the aft (rear) end of the unit. Transporting a single 20 foot container on the forward (front) end of the unit can lead to roll over incidents and is prohibited.

6. Dock Foreman Pre-Operations

a. Obtain the grounding plan from the AOM.

b. Ensure any new drivers have terminal maps. Obtain these from the Dock Header/AOM.

c. Inform the AOM of any UTR/ST/SC shortages.

d. Notify the clerk and AOM of any containers left on bomb carts, containers parked to wheels, or anything out of place.

e. Obtain information on USCBP operations from the AOM.

f. Ensure container staging, re-stow placement, and wheeled containers do not block the entry/exit to the STS Crane as this causes an obstacle for Straddle Carriers/Shuttle Trucks, causes blind corners for vehicles and equipment, and slows down production.
7. Dock Foreman Loading/Discharging
   a. Maintain awareness of the placement of loads, re-stows, pre-staging, and cuts/adds.
   b. Vessel Foremen and Dock foremen/NIT VC Checker must communicate which lanes they are using and keep the Dock Gang informed.
   c. Stand in a position or park in a position to give instructions to the UTR before they come under the crane. When parked on off-shore track, park half-way down a hatch and not under an aisle where the lashers are working.
   d. Do not instruct UTR drivers while a container is being loaded/discharged or while the UTR is moving.
   e. When working break bulk or wire moves, work only one move at a time under that crane. Ensure the gang stands on the ends of the load, clear of any area the load may fall or roll during the lift.
   f. Notify Slingers when you step out of the vehicle to walk under the crane, so they are not surprised by your presence.
   g. Dock Foreman/VC Checkers will acknowledge radio calls from Terminal Transportation and direct when and how best to make their approaches to the gangway to safely pick up or drop off passengers/vendors.
   h. When the STS Crane is working over the gangway, the Dock Foreman/VC Checker will alert the ST/SC/UTR drivers and the Slinger if Terminal Transportation is making their approach to the gangway area. Do not allow personnel to walk underneath a suspended load.
   i. Talk to the Yard Coordinator and communicate any changes to the location and movement of grounding details to the Dock Gang.
   j. If trucks are held up in yard, inform the AOM and Yard Coordinator.
   k. When working three cranes tight, the hatch covers of the middle crane may be placed between the legs of the crane with loading to occur in the back reach lanes.

8. Barge Foreman Additional Responsibilities
   a. All persons must use the walking bridge or spreader bar cage to mount/dismount the barge.
   b. All persons working on a barge must wear personal flotation devices.
   c. WARNING: The Deckman is the only person who may speak with the crane operator under normal circumstances. The foreman may not give directions to the crane operator.

9. Hatch Boss Responsibilities
   a. Responsible for overall gang safety and for compliance with the POV Operational Standards.
   b. Obtain radios for the Slinger and Deckman.
   c. Responsible for gangway placement and ensuring that the net is properly rigged.
      i. Ensure the area surrounding gangway is properly lit
      ii. When the upper end of the gangway rests on or is flush with the top of the bull rail, steps with adequate guard-rails are required.
      iii. The gangway net must be completely secured before anyone boards the vessel.
iv. The gangway net should extend far enough on either side of the gangway to provide protection when there is WARNING of falling between the ship and the deck. Five feet is a best practice.

v. Proper, sturdy handrails must be in place

vi. No obstructions may be laid on or across the gangway

vii. Handrails and walking surfaces shall be maintained in a safe condition

viii. Overhead obstructions 6’5” or lower should be marked with high-visibility color

ix. Suspended loads may NOT pass over the gangway when it is occupied.

d. When sending personnel aloft, the Slinger will ensure individuals are properly wearing fall protection gear and have a radio.

➢ Maintenance Operations

1. Ship-to-Shore Crane

a. When working on the spreader bar, work between the legs of the crane. Park the truck in a position to provide protection from other vehicles/equipment. Keep the amber beacon on, if equipped. When there is a need to change out the spreader bar in the back-reach, place cones to identify the work zone or park the truck in a position to use it for protection from other vehicles/equipment.

b. When the bar will not lock onto a 40 foot container because the sensors indicate it is 2X20 foot containers, use the following process.

i. The operator will call maintenance and request a bypass.

ii. Maintenance will arrive at the STS Crane and verify either visually or with the Deckman that the lift is, in fact, NOT twin-20s.

iii. Maintenance will provide the bypass for only a single lift.

c. If boarding a vessel, park the truck at the gangway in the lane closest to the water. If there is a crane working in the area of the gangway, park on the inshore leg.

d. Prior to non-working holidays, the STS cranes will be secured. On the day prior to a non-working holiday accomplish the following tasks.

i. Place all STS cranes (booms up) in their mooring with the pins dropped and turnbuckles secured on all four corners.

ii. Place a force (off) on the gantry run permit on all STS Cranes.

iii. Post signage in the Checker's cab stating the STS cranes have the gantry run permit forced off.

iv. All the Strads, Shuttles and RTG's that can be plugged in, should be plugged in to shore power.

v. Top off all STS Cranes, Strads, Shuttles and RTGs with fuel.

vi. All STS Cranes, Strads, Shuttles, RMGs and RTGs should have the cab doors, machine house doors and windows closed.

vii. All STS Cranes, Strads, Shuttles, RMGs and RTGs should have Control Off activated and engines off.

viii. Ensure all RMGs have stopped. It may be preferable to park RMGs in a manner that allows for access to the 6-way switches.

ix. All start-up equipment, fuel trucks, fork lifts and lube trucks should be parked inside.

e. After non-working holidays, the early start crew will prepare the STS cranes.

i. Put a lead-man or ACM in charge of overseeing untying the cranes.
ii. Unsecure all STS Crane Turnbuckles and unpin the cranes going to work.

iii. Unsecure the force on the gantry run permit only after all turnbuckles have been unsecured. It is indefensible to rip off a turnbuckle with these procedures in place.

iv. Remove signage in the Checker's cab stating the STS cranes have the gantry run permit forced off.

v. Unplug all Strads, Shuttles and RTG's.

vi. Reset and prepare equipment needed for the upcoming shift.

f. Maintenance technicians shall replace tie-down covers after detaching the STS crane from the tie downs.

2. STS Crane Movement

a. When line handlers request that maintenance move a crane to enable a safe working surface to secure a vessel, the crane will be promptly moved.

b. The maintenance technician operating the crane is responsible to ensure that the crane path is clear before gantry.

i. During operations, inform the Slinger and Deckman and use the crane operator.

ii. With a ship on the berth, use a spotter/two person team, establish radio communications, and drive from the operators cab. Do not use the ground level maintenance gantry station. Check for clearance of all collisions points on the ship and crane track rails, check for clearance of the gangway, check the inshore/offshore gantry rails. Even if boomed up, check for clearance between the ship's structures and boom heel / Igus track. When clearance has been confirmed, move the crane on or off the vessel.

iii. Without a ship on the berth, use the same procedure except the technician may drive from the operators cab OR the ground station.

c. Post-Operations

i. When finished, the crane operator will contact the AOM to determine where to park the crane, then notify maintenance, accomplish the move, and complete the “boom up” sequence. Maintenance will drop the storm pins. This is important to protect the crane against no-notice wind gusts and as vessels arrive or depart, there is risk of impact if the crane boom is left in the down position. If the crane will not boom up, notify maintenance immediately. The crane operator is responsible to accomplish this process until four minutes after the end of operations. After this time, maintenance is responsible for the move.

ii. When a crane that is being used for operations prevents the movement of a crane that is finished with operations, these cranes will all be moved and pinned by maintenance.

3. Straddle Carrier/Shuttle Truck Interface

a. Direct the Straddle Carrier/Shuttle Truck back to the rack for maintenance, if possible.

b. If the Straddle Carrier/Shuttle Truck cannot return to the rack, and must be approached in the open on the dock, park the maintenance vehicle on the side of the Straddle Carrier/Shuttle Truck, so that the operator is facing you. If there is insufficient space, pull into a position behind the operator, not in front the tires or behind the tires. Make either visual or radio contact before touching the ladder and if unable, depress the E-Stop.
Switch from the busy Pier Watch frequency to an alternate maintenance frequency for calls that require a discussion with an operator while trouble shooting a problem.

c. North NIT: If container stack entry is required, first establish radio contact with the operator. If you lose radio contact with the operator, do not enter a row.
   i. Block the row that you will enter on foot with the service truck and ensure the beacon is on to inform unaware operators and machines from entering the same row in which the technician will walk to assist an operator.
   ii. Before going into a row or a tight spot to assist an operator, ensure the operator knows that you are there with either radio or visual contact and from which way to expect your approach.
   iii. Do not enter a row in which a machine gantry alarm is sounding. Wait until the operator takes the machine out of gear and applies the parking brake.

d. When in the Straddle Carrier/Shuttle Truck cab, sit in the seat, when able. This prevents the operator from moving the machine while the technician is troubleshooting.

e. When entering or exiting the maintenance facility, use a spotter with bar lowered to the 1-high position and ensure the maintenance bay doors are all the way up.

f. NIT: To exit the Strad maintenance building, ensure that a green traffic light is on, which indicates that the roll-up doors are open.

g. When a Straddle Carrier/Shuttle Truck is “down for maintenance” (DFM), be sure to exercise appropriate LOTO to prevent use of the equipment.

4. Rail Mounted Gantry Procedures
   a. Coordinate with the OCC regarding which RMG will come out of service.
   b. After the final container move has been made and there is no container on the bar, initiate the “Auto Stow” command.
   c. Once the RMG has been parked, take the RMG “Out of Que” and “Out of Service” on the Maintenance ROS station.
   d. Review the PM sheet or area of the crane that needs to be repaired, which will guide the next step.
   e. Personnel that are working on the crane or cranes need to place the crane in “Local Mode” before anyone is within the crane operating area. Also set the “E-Stop” that is closest to the work to be performed.
   f. If work is to be performed on the E-house side of the crane within the confines of the fence, no further steps are required.
   g. If work is to be performed on the hinge leg side of the crane, the adjacent crane will need to be stowed in order to give personnel a safety buffer so no equipment is running behind them. Once the adjacent crane is stowed, both cranes need to be put in “Out of Que” and “OOS” at the ROS Maintenance station.
      i. Cranes being worked on must be placed in “Local Mode” at the crane.
      ii. A barrier needs to be placed at the end of the bumpers of each crane, as a reminder of the safety zone.
      iii. The ROS Remote Crane Technician will turn on the “Gate Bypass”, allowing the lanes closest to the stack on the waterside or the truck lanes on the landside to be serviced by the other crane. This “Bypass” button cannot be activated unless the conditions above are met.
iv. Neither of the parked cranes can be put back in service until both local switches are turned back to “Remote”, ensuring the safety of the maintenance technicians.

h. If maintenance is required in the waterside, lanes will be taken out of service to create a safety buffer to protect maintenance personnel.

i. When No aerial lift is used in the WSBA, one buffer lane will be closed. For example, if the spreader bar is in Lane 1, then Lanes 1 & 2 will be closed. If the spreader bar is in Lane 2, then Lanes 1, 2 and 3 will need to be closed.

ii. When an aerial lift is in the WSBA, the following steps will be taken.
   - Place the RMG to be worked on out of service and secure it in the WSBA.
   - Temp block all appropriate lanes. For example, the bar in lane 1, the aerial lift in lane 2, with lane 3 as a buffer.
   - Place physical barriers in front of the closed lanes.
   - Stay in the lanes designated for work and do not enter the area where containers may be landed by the RMG or into the lanes that ST’s may enter.

iii. Only ACM’s are authorized to place or remove a bypass. These are password-protected in the PLC. Forces shall not be applied unless approved by the GM of Maintenance (or representative designated in writing) at the respective terminal.

iv. The stack in the WSBA will be closed entirely if the lasers are disabled.

v. When an RMG will not come out into the zone, this is typically due to the fact that an obstacle is detected by the safety lasers. In this case, the RMG stops and waits 200 seconds for the area to be unoccupied, at which point it “times out.” This move will be sent to the ROS operator with a fault due to an illegal stack entry. This is a fault that the ROS Operator may not handle and it is therefore transferred to the Remote Crane Technician cue, who will visually check the WSBA before manually moving the RMG to deliver a container. Upon RMG entry into the WSBA, the lights are switched to red/red.

vi. If maintenance is required in the landside, use the waterside procedures with one exception. If an aerial lift is used, there must be a buffer lane, but it is not required to shut the entire Transfer Zone down. Technicians must turn the lanes being worked in “OFF” at the Remote Crane Monitoring System (RCMS).

j. The Maintenance Technician will place jersey barricades in front of all closed lanes. Maintenance vehicles with their hazard lights/rooftop beacons on may also be used as physical barricades. Ensure that if the truck is moved, another physical barricade is put in its place. Maintenance is also prohibited from occupying the space between the RMG on the waterside and the stack (i.e. row 202).

k. The ACM on Duty will require the OCC AOM apply a “temp block” to all lanes blocked. This will be verified by observing two red X’s in the light system. Maintenance ACM’s will not rely on the “temp block”, but will ensure that all maintenance work is conducted within the lateral space of the downed RMG.

l. When Maintenance is working outside the lateral limits of the RMG and the adjacent crane is not parked and the Walk-In Gate is open, the “Bypass” cannot be set and none of the operating cranes are able to work in either Transfer Zone. When Crane Technicians are working outside the lateral limits of an RMG on the Driving-Gate (double-gate) side, with equipment or personnel more than ½ way across the lane,
5. **RMG Remote Crane Technician Procedures**
   a. Fault clearance procedures – Crane Technicians will follow the on-screen instructions.

6. **Reach-Stacker/Top-Loader/Side-Loader Maintenance**
   a. When moving from one operational area to another, Reach-Stackers/Top-Loaders/Side-Loaders will ensure a Groundman provides escort, or they may not move. The Groundman will maintain two-way radio contact with the operator and will drive within 100 feet of the machine to assist the operator in identifying obstacles. At NIT/PMT, be particularly cautious for power line and vertical obstacle clearance.
   b. At the end of each shift, park the equipment in an approved parking space on a flat surface, set the parking brake, tilt the mast slightly forward, idle for 30-60 seconds, and turn ignition switch to off.

7. **Rubber Tire Gantry Maintenance**
   a. The Operator is responsible for clearance when moving. Establish communications with the Groundman before moving the RTG. Be mindful that the brakes do not set immediately upon releasing the gantry handle and that the RTG will continue to roll a short distance after releasing the gantry handle.
   b. When moving from one operational area to another, operators will ensure that a Groundman provides escort, or they may not move. The Groundman will drive less than 100 feet from the machine and will assist the operator in identifying obstacles. At NIT/PMTT, be particularly cautious for power line and vertical obstacle clearance.

8. **Aerial Lift**
   a. When moving the aerial lift in any location where it is exposed to vehicle traffic, an escort vehicle will be used with strobes, 4-ways hazard lights, or flashers on.
   b. When the aerial lift is in position and operating, either cones/traffic barrels or the escort vehicle will be placed to ensure that there is no impact risk to the aerial lift.
   c. Do not exceed the load-capacity limits. Take the combined weight of the worker(s), tools and materials into account when calculating the load.
   d. Do not use the aerial lift as a crane, such as during lifting a wire rope.
   e. When parking an aerial lift, ensure that the arm and basket do not extend into an area that will pose a hazard to passing traffic or equipment.

9. **Port of Virginia Lock-out/Tag-out**
   a. Identify energy sources, potential hazards, and control devices.
   b. Notify affected employees.
   c. Turn-off operating controls.
   d. Isolate energy sources by blocking, bleeding, and venting stored energy as found in electrical, mechanical, hydraulic, and pneumatic systems.
   e. Place a lock and tag with technician name/phone number on switches and energy controls in the ‘OFF’ or ‘SAFE’ position.
   f. Record installing the Lock and Tag.
   g. Place all controls in the ‘ON’ position to verify that equipment is de-energized and then return operating controls to the ‘OFF’ position.
   h. Perform the required maintenance task.
After the equipment is fully assembled, inform affected employees and supervisors that the system is being re-energized.

Individual who installed Lock-out devices remove the lock-out devices.

10. General
   
a. Grinding
      
      a. Wear safety glasses, goggles, or a face shield and leather gloves.
      b. Do not wear loose fitting clothing.
      c. Use a cutting disc for cutting and a grinding disc for grinding.
      d. The RPM rating of the disc/blade must be higher than that of the angle grinder.
      e. Before use, inspect wheels for cracks, defects and wear. Replace worn discs.
         Perform a “ring test”, as appropriate.
      f. Ensure the grinder is equipped with a working guard that is properly secured.
      g. Adjust guards to deflect flying particles away from operator with a 180° guard between the operator and wheel.
      h. Allow the grinder to come to full speed and warm up before use and to come to a complete stop after use.
      i. Do not grind on the side of the wheel or use liquid coolants.
      j. Always use two hands. Keep hands away from the rotating wheel.
      k. Do not carry a grinder with a finger on the switch.

b. Machines/ Power Tools
   
a. Rotating Machinery
      
      i. Wear protective eyewear. Do not wear gloves, loose clothing, or long hair that can become entangled. These materials can become caught and pull materials into the machine.
      ii. Lathe: Do not touch scrap material/cuttings/shavings while the lathe is still turning.
      iii. Lathe: Stop the lathe completely and clear the scrap material/cutting/shavings with plyers or a gloved hand.

b. Line painting
   
   a. Notify the appropriate operations manager of the location and time period that lines will be painted.
   b. If any employees are working on foot, a physical boundary must be established to create a protected area from passing traffic and equipment. All personnel and equipment must remain inside of this boundary during the project.
   c. When painting “long lines”, the line painting truck must have warning lights/flashers illuminated.
   d. Inform the operations manager when the area is placed back into service.
   d. Maintenance will ensure all employees are clear of equipment prior to releasing control back to the equipment operator.
   e. The maximum length of an extension cord is 100 feet and daisy chains of extension cords are prohibited.
**Container Maintenance and Repair**

1. Safety glasses must be worn anytime performing chassis maintenance. A face shield must be worn when cutting or grinding.
2. Nitrile gloves are used when working with grease or oil. Leather gloves are used while welding, grinding, or cutting.
3. A Leather apron will be is worn when welding.
4. Long pants are required during chassis or container maintenance.
5. Hearing protection is used while working with operating compressors or impact guns.
7. Housekeeping: The employer shall eliminate, to the extent possible, conditions causing slippery working and walking surfaces in immediate work areas used by employees.
8. Air hoses and welding hoses must be properly stored when not in use. Scrap metal, nuts/bolts, welding rods, and metal slag must be collected and placed in scrap bins, which are located outside of the immediate work area to prevent trip hazards.
9. For a container that requires floor repairs from underneath, use the following steps:
   a. Bring the container into the designated work shop area to conduct repairs. Ensure adequate work space and vertical clearances. Verify that there is no threat of passing vehicles or equipment that could affect the stability of a raised load. Have all tools and equipment available for the job.
   b. Lock the pins of the chassis into the container on the opposite end that will be lifted (a 20’ container may not be able to have pins locked due to the shorter distance).
   c. Ensure any pedestrians are well clear of the container and then pick up the end of the container with the forklift blades fully under the container, with the vertical end of the container resting against the forklift backrest.
   d. Slowly lift the container approximately 2 feet when raising the aft end, and 4 feet when raising the forward end. When lifting, the container and the chassis will separate. Ensure there is no stability issues as the container is raised. If so, immediately lower the container back onto the chassis pins. When lifting the container from the aft end, place the forks against the top (when able) of the container. This will help stabilize the load and keep it from being top-heavy.
   e. Once the container is raised and stable, engage the emergency brake, turn off forklift, remove seatbelt, and use 3-points of contact to dismount from the forklift.
   f. Place the corner-cast stands or stationary jack stands into the corner casts (or in position to be properly aligned) with the raised container.
   g. Mount the forklift using 3-points of contact, fasten the seatbelt, start the engine, and release the emergency brake.
   h. Slowly lower the container onto the stands and verify that they have properly seated.
   i. When the forks no longer support the weight of the container, remove the forklift from the area.
10. Split Rim Tire Replacement Process: While performing a split-rim tire replacement, the following PPE is required: ANSI-2 shirt/vest or mechanics uniform, safety shoes, gloves, safety glasses, and hearing protection.
   a. Jack up the rear axle 1-2 feet to get the tires off of the ground.
   b. Inspect the rim to determine if it is a split-rim tire. Look for the following:
i. 10:00-20 marking on the tire indicates a split-rim, 11:00-20 indicates that it is not a split rim.
ii. If the rim of the tire is flat, then it is a split-rim.
iii. If the valve stem is oblong, it is a split-rim.

c. The tire pressure can range from 90 PSI – 110 PSI. Depressurize the outer tire first by bleeding the air until it stops audibly bleeding air. Approximately 10-15 PSI will remain in the tire.

d. Repeat this process for the inner tire.

e. Loosen the lug nuts in a circular pattern approximately ¾ of the way. Do not completely remove the lug nuts.

f. Tap the wheel wedges with a hammer to loosen all of the wedges.

g. Back lug nuts off completely and store them.

h. Remove wheel wedges. Dismount the affected tire. Replace the inner tire.

i. Place spacer ring in-between tires.

j. Mount the outer tire.

k. Install the wheel wedges.

l. Hand tighten all lug nuts.

m. Use an impact wrench (torque set to 250 lbs.) to tighten the lug nuts in a star pattern.

n. Inflate tires to 90 PSI.

o. Lower jack and remove all tools from work area.

11. M&R Tire Installation and Multi-Piece Wheel maintenance: To service, inspect rim and lock ring for cracks, inspect the drum for cracks, and inspect studs for cross threading. Any rust is removed and the affected area is then painted.

12. M&R Tire Installation and Multi-Piece Wheel maintenance: To install, if the tire is to be replaced, then a tire, inner tube, and a flap are put together in the proper order and placed on the rim. Replace the lock rings and ensure lock ring is properly seated on rim.

13. M&R Tire Installation and Multi-Piece Wheel maintenance
   a. WARNING: Place the completed tire into a tire inflation cage. Making sure as the tire began to inflate the lock ring is seated tightly. Inflate tire to 90psi. Always inflate tire in an OSHA approved tire cage. Use the star method to secure the wheel assembly on that axle and establish proper torque, and inflate to the specified cold inflation pressure.

14. M&R Tire Installation and Multi-Piece Wheel maintenance: Mechanic is standing in a safe position outside the trajectory area while inflating the tires.

15. M&R Empty Container Inspection Process
   a. The Hustler driver will pull into the empty container inspection area and stop.
   b. The M&R Inspector will remain clear of the vehicle until the Hustler driver stops, at which point the Inspector will proceed to the container doors and open them.
   c. Once the inspection is complete and the doors are closed, the M&R Inspector will walk away from the container and signal to the waiting hustler driver in their side mirror that they are clear to proceed. The hustler driver may not proceed forward until after receiving the signal to proceed from the inspector.
Traffic Control Procedures

1. Traffic control general procedure
   a. ANSI-2 vest, safety shoes, hard hat, a whistle, and a 24 inch stop sign with handle are required when directing traffic.
   b. Position yourself to the side or on the shoulder of the traffic lane. Never stand in a traffic lane or in a position to get struck by moving vehicles or equipment.
   c. Be aware of the vehicles/chassis swing radius.
   d. Make eye contact with approaching vehicle operators.
   e. Always have an escape route in case of an erratic approaching vehicle.
   f. At night, ensure the area is illuminated with at least 5 foot-candles of light.
   g. At rail intersections, ensure traffic is stopped at least 15 feet in advance of the rail tracks.

2. OTR drivers
   a. Ensure OTR drivers are stopped and make eye contact with the driver.
   b. Do not step into the bite. Assume that the driver will pull away without notice.
   c. Be aware of your surroundings and any other movement in the area.
   d. If the driver needs further assistance, direct them to a designated location out of the traffic zone.
   e. If traffic is too congested, get back in the pickup truck and call the VPA Police for traffic control assistance.

3. Hand signals

Tie-Down Procedure for Empty Container Stacks

1. An aerial lift requires fall protection any time the employee is in the basket when the Aerial Lift is moving OR is above 4 feet.
2. When working IN or NEAR vehicle traffic, employees on foot or in an aerial lift must be Protected with traffic cones, physical barriers, or a traffic attendant.
3. Using an aerial lift, place the hook end of the strap into the corner casting of the five-high container.
4. Connect the ratcheting hook end of the strap into a new strap to help reach a diagonal 1-high towards the opposite end of the stack. While lowering to the ground, keep tension on the strap so it does not come loose from the 5-high corner casting. The depth/length of the stack will determine how many straps have to be connected.
5. To undo the straps, release the tension on the ratchet of the strap on the one-high container and remove the hook from the 1-high container. Let the 5-high connected strap hang until an aerial lift can be used to remove the hook end of the ratchet strap. A side loader can also be used to bring the 5-high container to the ground to remove the hook end.

➢ Virginia Inland Port Operations

1. Rail Operations
   a. Norfolk Southern (NS) pulls in/out for five tracks.
   b. The Securitas Officer or the Mechanics open or secure the rail gate.
   c. The Operations Manager, AOM, or Rail Foreman direct NS train placement and spot the train.
   d. NS sets brakes on the rail car at each traffic break.
   e. A Groundman inventories the railcar containers in N4.

2. Groundman duties
   a. NS will lock down the train in the position, as directed.
   b. The Groundman will have a radio on the “Ops-1” channel.
   c. The NS Utility Crew will set derailers on both sides of forked tracks outside of the gate leading to the main line after the train is placed.
   d. The Groundman or Rail Foreman will set the blue light/blue flag prior to individuals working onboard the train to remove/set pins.
   e. CAUTION: Ensure proper parking placement of vehicles when working in lanes adjacent to moving rail cars. Groundmen may drive and park in the same lane that a SC is ramping/de-ramping.
      i. When in an operational area, the work vehicle must have the flashing roof beacon (if equipped) or 4-way flashers on.
      ii. The truck will come to a complete stop if a SC is approaching in the same lane.
      iii. A truck may not be in the lane between a working SC on one track and moving railcars on an adjacent track.
   f. Inspect the railcar ladder prior to use and use 3-points of contact when climbing. Do not shimmy along the side of a rail car, do not jump from a rail car, and do not walk or jump across the knuckle of a rail car.
   g. When deramping, ensure pins are placed inside of the pin wells.
   h. When walking next to the rail tracks, use caution for rail car movements in adjacent lanes, uneven pavement surfaces, and debris in the walking/driving area.

3. Straddle Carriers
   a. SC will begin deramping from the exit side of the yard.
   b. SC Operators must verify the spreader bar is centered and raised for clearance over rail cars prior to driving over a train.
   c. Use caution for work truck traffic in the rail lanes and OTR traffic in the roadways.
   d. SCs may work the same section of track at the same time, but from opposite ends and must maintain at least one railcar of separation.
   e. When unloading a hustler chassis/bomb-cart, the SC operator will hoist the container less than two feet and and the hustler driver will pull forward one foot and come to a complete stop to ensure the container is clear and then, shift to Neutral (N) with the
foot brake applied until the SC departs. No radio communication is required unless there is a problem or safety concern.

f. Containers may only be stacked a maximum of 2 high and in designated and marked locations.

g. SCs may only enter a container row from the end, and never through a gap in a row.

4. Hustler Operations
   a. Begin the pinning/depinning process at the exit side of the yard and work towards “the hill”. Work in tandem with the other drivers and in the same direction.
   b. Do not work in the same lane in the opposite direction of another driver.
   c. The ONLY reason Hustlers may drive down a track lane is to unlock/lock pins. They may use the hook pole to unlock containers.
   d. Drivers will remain in the Hustler in Neutral (N) with the seatbelt on, while being loaded by a SC.

5. Transfer Zone Operations
   a. The Groundman will receive the OTR Drivers paperwork and direct a SC to obtain a container.
   b. OTR Drivers are responsible for unlocking their pins prior to the arrival of the SC. The Groundman will remain in the work vehicle next to the OTR driver-side door and will visually confirm the driver has unlocked the pins.
   c. The Groundman and the SC operator must ensure the OTR Driver is in the truck cab whenever the SC is over the chassis. If there is an issue, the SC operator will call the Groundman to address.
   d. The Groundman will observe the lift and verify there are no stuck pins. If the chassis is lifted or a problem seen, the Groundman will transmit “STOP, STOP, STOP”.
   e. The SC Operator will lift up less than two feet and float the container to confirm no stuck pins PRIOR to fully raising and removing the container.

 Legend
   1. WARNING = An operating procedure, practice, condition, or statement, which if not strictly followed, could result in personal injury or loss of life.
   2. CAUTION = An operating procedure, practice, condition, or statement, which if not strictly followed, could result in damage to or destruction of equipment.
   3. CRY = Central Rail Yard at NIT
   4. OTR = Over-the-Road truck or 18-wheel motor carrier
   5. RMG = Rail Mounted Gantry
   6. CRMG = Cantilever Rail Mounted Gantry
   7. RTG = Rubber Tire Gantry.
   8. STS = Ship-to-Shore Crane.
   9. UTR = Utility Tractor, commonly called Hustler
   10. NIT NTZ = NIT North Transfer Zone,
   11. LSTZ = Landside Transfer Zone in RMG Stack
   12. WSBA = Waterside Buffer Area in RMG Stack
   13. “Instructor” is a certified teacher of a functional area.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant, Jesse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Lead Instructor Emeritus)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veal, Michael</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(POV Lead Instructor and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POV H&amp;S Committee Co-Chairman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin, Chad</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(POV Lead Instructor and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POV H&amp;S Committee Co-Chairman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baker-Howard, Sonya</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Lead Instructor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melton, Don (Lead Instructor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melbourne, Ron (Lead Instructor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moyer, Paul (Lead Instructor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthony, Allen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ange, John</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Angell, Chris (VIP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baker, Pat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balsom, Mike (RMT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barnes, James</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cole, Ralph</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conaty, Phil (PPCY)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conlogue, Pete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cornwell, Dale</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Everett, Robert</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gibbs, John</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gordon, Stacy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gore, Mike</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gray, Kenneth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gregg, Richard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Griffin Sr., Reginald</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall, James</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall, William</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harris, Ginnie</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Im, Sotheart “Jeff” (RMT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeffries, Terry (NNMT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Jim</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mason, James “Danny”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meusa, Jeff (RMT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nickelson, Dave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nix, Aaron</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norfleet, Sean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owens, Thomas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rascoe, Bobbie</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reid, Christian (RMT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roberts, Mike</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sink, Michael</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Lorenzo</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speller, Ronnie</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spence, Albert</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stewart, Todd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terry, Raymond</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vaughan, Scotty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watson, Ray</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whitley, Bret</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willie, Bryant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winfield, Maurice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wright, Brian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valid Certifier Signatures</td>
<td>Categories</td>
<td>Valid Certifier Signatures</td>
<td>Categories</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------</td>
<td>---------------------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Bassham/J. Windsor/P. Koch</td>
<td>All Categories - NIT/VIG</td>
<td>R. Babski/M. Kroha</td>
<td>All Categories - Alternate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Z. Clark/P. Jefferson</td>
<td>All Categories - NIT/VIG</td>
<td>C. Mize/A. Booth/C. Green</td>
<td>All Categories - Alternate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Dale/D. Demers</td>
<td>All Categories - NIT/VIG</td>
<td>Peter Cooke/Greg Concepcion</td>
<td>UTR, Small FL - CERES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Sanders/Jesse McCarthy</td>
<td>All Categories - PMT/NNMT/RMT/VIP</td>
<td>John Ackerman/Eric Mills</td>
<td>UTR, Small FL - CERES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Mariano</td>
<td>All Categories - PMT</td>
<td>Jim Ford/Mark Isenberg</td>
<td>UTR, Small FL - CP&amp;O</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Charlem/Fred Ardis</td>
<td>All Categories - NNMT</td>
<td>Ted Gay/David Roper</td>
<td>UTR, Small FL - CP&amp;O</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christina Saunders</td>
<td>All Categories - RMT</td>
<td>John Williams</td>
<td>UTR, Small FL - HRSA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stan Crockett/Louis Cranford</td>
<td>All Categories - VIP</td>
<td>Erin Maley/Rob Diaz</td>
<td>UTR, Small FL - MRS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Taylor/Art Ellermann</td>
<td>All Categories - PPCY/PCY</td>
<td>Joe Diaz</td>
<td>UTR, Small FL - ConGlobal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Sipe/K. Creasy</td>
<td>All Categories - NIT/VIG/PMT CM/VM</td>
<td>Andrew Deveau/Al Csicseri</td>
<td>UTR, Small FL - Cross Globe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Renfrow/Tommy Swankler</td>
<td>All Categories - FM</td>
<td>Shawn Allen</td>
<td>UTR, Small FL - Cross Globe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbie Robinson</td>
<td>All Categories - Alternate</td>
<td>Patrick Foley</td>
<td>UTR, Small FL - JAZ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Port of Virginia
Certification/Re-certification Document

Name of Operator ___________________________ Port ID#/Employee # ________________

Operator E-mail ___________________________ Cell Phone: _________________________

Name of Instructor ___________________________

Initial Certification / Three-year Recertification

Post-Accident / Near Miss / Operational Standards Non-conformance [Does not update three-year recertification date]

Instructor Initials indicate full review of each respective section in the POV Operational Standards.

- Ship-to-Shore Crane (SNOP) Instructor Initials ______
- CMI Crane (CMOP) Instructor Initials ______
- Straddle Carrier (Vessel/VCOP) Instructor Initials ______
- Straddle Carrier (Transfer Zone/TZOP) Instructor Initials ______
- Straddle Carrier (Rail/SROP) Instructor Initials ______
- Shuttle Truck (STOP) Instructor Initials ______
- Ship Gang Certification (SGC) Instructor Initials ______
- Foreman (FORE) Instructor Initials ______
- Lasher (SSLA) Instructor Initials ______
- Linehandler (SSLH) Instructor Initials ______
- Locomotive (LOOP) Instructor Initials ______
- Trackmobile (TMOP) Instructor Initials ______
- Landbridge with Rail Grunt (LBDR) Instructor Initials ______
- Reach-Stacker (RSOP) Instructor Initials ______
- Top-Loader (TLOP) Instructor Initials ______
- Side-Loader (SLOP) Instructor Initials ______
- NIT Rail Reach-Stacker/Rubber Tire Gantry (RROP) Instructor Initials ______
- Rubber Tire Gantry/Translainer (TTOP) Instructor Initials ______
- Remote Operator Station (ROS) Instructor Initials ______
- Cantilever Rail Mounted Gantry Remote Operator (CRMG) Instructor Initials ______
- Out of Gauge/Break Bulk (OOGS) Instructor Initials ______
- RoRo Special Equipment Operator (ROD) Instructor Initials ______
- UTR/Hustler (HD) Instructor Initials ______
- Translifter (TRAN) Instructor Initials ______
- Small Forklift (FL15) Instructor Initials ______
- Large Forklift (FLDR) Instructor Initials ______
- Vessel Paper Roll Forklift / Warehouse Paper Roll Forklift Instructor Initials ______
- CM Equip Ops/LOTO/Conf Space/Respiratory/Fall Protect (MXCM) Instructor Initials ______
- VM Equip Ops/LOTO/Conf Space/Respiratory/Fall Protect (MXVM) Instructor Initials ______
- FM Equip Ops/LOTO/Conf Space/Respiratory/Fall Protect (MXFM) Instructor Initials ______

By signing this document, the employee acknowledges a commitment to serve in this job function for the duration of the certification for which initial training was provided. This commitment does not apply to 3-year recertification training, post-incident re-training, or POV Operational Standards non-conformance re-training.

Signature of Operator ___________________________ Date ________________

For initial training, I verify that the operator was instructed in all elements of the formal training syllabus. For recertification training, I verify that the operator was instructed in all relevant sections of the POV Operational Standards.

Signature of Instructor ___________________________ Date ________________

The above operator is certified in the following equipment, pursuant to the 29 CFR 1910.178(i), as modified by the maritime industry settlement agreement of July 14, 2000. Signing indicates certifier has reviewed operator’s accident history.

Signature of Certifier ___________________________ Date ________________
Hampton Roads Shipping Association
Certification/Re-certification Document

Operator Name ___________________________ Port #/Employee Number _____________

Instructor Name ___________________________

Initial Certification / Three-year Recertification

Post-Mishap / Near-Miss / Operational Standards Non-conformance [Does not update three-year recertification]

The above named individual is certified in the following equipment, pursuant to 29 CFR 1910.178(l), as modified by the maritime industry settlement agreement executed July 14, 2000.

- Ship-to-Shore Container Crane (SNOP)
- CMI Crane (CMOP)
- Straddle Carrier for Vessel Operations (VCOP)
- Straddle Carrier for Transfer Zone Operations (TZOP)
- Straddle Carrier for Rail Operations (SROP)
- Shuttle Truck (STOP)
- Ship Gang Certification (SGC)
- Foreman (FORE)
- Lasher (SSLA)
- Linehandler (SSLH)
- Locomotive (LOOP)
- Trackmobile (TMOP)
- Landbridge with Rail Grunt (LBDR)
- Reach-Stacker (RSOP)
- Top-Loader (TLOP)
- Side-Loader (SLOP)
- NIT Rail Reach-Stacker/Rubber Tire Gantry (RROP)
- Rubber Tire Gantry (TTOP)
- Rail Mounted Gantry Remote Operator Station (ROS)
- Cantilever Rail Mounted Gantry Remote Operator Station (CRMG)
- Out of Gauge/Break Bulk (OOGS)
- RoRo Special Equipment Operator (ROD)
- Yard Tractor/Hustler (HD)
- Translifter (TRAN)
- Small Forklift (FL15)
- Large Forklift (FLDR)
- Vessel Paper Roll Forklift / Warehouse Paper Roll Forklift
- ConGlobal Top Loader (CG-TLOP)
- ConGlobal Side Loader (CG-SLOP)
- CM LOTO/Respiratory/Confined Space/Equipment Operations (MXCM)
- VM LOTO/Respiratory/Confined Space/ Equipment Operations (MXVM)
- FM LOTO/Respiratory/Confined Space/ Equipment Operations (MXVM)

Certifier Name ___________________________ Signature _____________________________ Date _____________
Disclaimer
These safe work procedures, referred to as the “Port of Virginia Operational Standards”, when used or applied outside the confines of Virginia Port Authority property, do not take the place of professional occupational health and safety advice and are not represented as meeting the requirements of applicable laws, regulations, and rules, including workplace health and safety laws and motor vehicle and traffic laws. The members of the Virginia Port Authority, Virginia International Terminals, and the Hampton Roads Chassis Pool II and their respective employees, officers, directors or agents (collectively the “Port of Virginia”) assume no liability for or responsibility for any loss or damage suffered or incurred by any person arising from or in any way connected with the use of or reliance upon the information contained in this document including, without limitation, any liability for loss or damage arising from the negligence or negligent misrepresentation in any way connected with the information contained in this document. The information provided in this document is provided on an “as is” basis. The Port of Virginia does not guarantee, warrant, or make any representation as to the quality, accuracy, completeness, timeliness, appropriateness, or suitability of any of the information provided, and disclaims all statutory or other warranties, terms, or obligations of any kind arising from the use of or reliance upon the information provided, and assumes no obligation to update the information provided or advise on future developments concerning the topics mentioned.