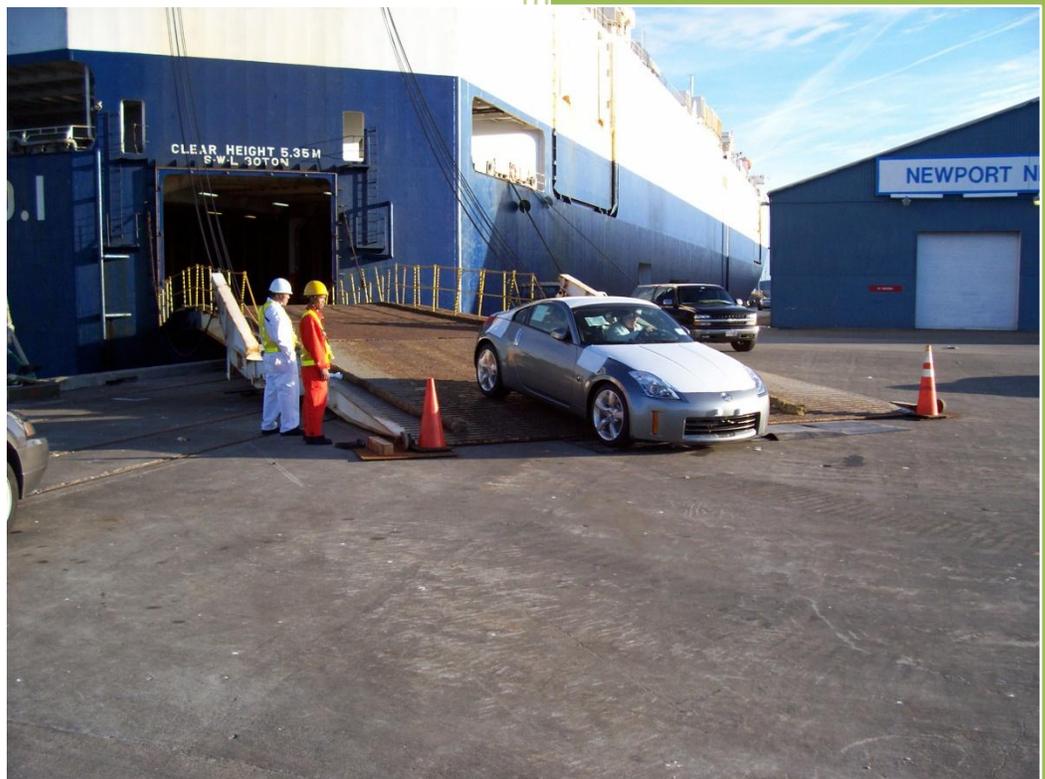


CP&O Automobile Discharge Procedures Newport News, Virginia



Updated:
10/1/2013

CP&O Automobile Discharge Procedures

General Rules

- **Superintendent will conduct a pre-operations meeting with Chief Mate to discuss stowage, intended discharge schedule, and any special areas of concern.**
- **Superintendent will conduct a pre-operations meeting with parking lot manager to discuss intended traffic pattern, parking assignments, and any special areas of concern.**
- **Superintendent will conduct a pre-operations meeting with CP&O Foremen and all CP&O gang members to discuss relevant details of the operation and expected work schedule. Superintendent will review previous damage incidents and countermeasures. Superintendent will review the procedures contained in this document with gang members responsible for each function.**
- **CP&O radios will be issued to Foremen. Radio checks will be carried out prior to the start of the operation.**
- **Superintendent and Foremen will ensure all work areas are maintained in a safe condition and do not pose any health or safety risks. They will request vessel's assistance with proper ventilation and/or lighting when necessary.**
- **Identify designated walkways and be aware of your surroundings at all times. Possible hazards include slippery surfaces, trip hazards, low overheads, and vehicle traffic. Obey all posted vessel safety signs.**
- **Proper protective clothing (lab coats and gloves) will be issued to all employees and are required to be properly worn at all times during the operation.**
- **No exposed jewelry (watches, rings, etc.) or large belt buckles are permitted.**
- **No eating, drinking, or smoking at any time in the ship, in vehicles, or in shuttle vans.**
- **The use of mobile electronic devices in the ship or while operating vehicles or shuttle vans is strictly prohibited.**
- **Always conduct yourself in a safe, professional manner. Be courteous to vessel crewmembers. Take pride in your work at all times.**

CP&O Automobile Discharge Procedures

Unlashing Procedures

- Scratched bumpers are the most common damages discovered during post-operation surveys. Particular care must be taken during the unlashing process to ensure we do not damage our customer's cargo.
- Only trained lashers are to perform unlashing.
- Lashers will wear protective gloves at all times.
- Lashers will unlash vehicles prior to drivers being allowed access to that particular location.
- Lashers will remove all lashings from the vehicle traffic areas. Never carry lashings – always push them along the deck so as not to risk scratching the bumpers of any vehicles. Foremen are to inspect traffic areas prior to moving any vehicles to ensure no lashings are inadvertently left behind where they may be run over.
- Lashers are to use extreme caution while moving between vehicles in stow. Be careful not to brush up against any vehicle surfaces. Never lean against the vehicles.
- Never push down on the bumpers to facilitate the removal of lashings.
- Lashers are to be supervised at all times to ensure compliance with established procedures.
- Any previous damage found in stow must be immediately reported to the Superintendent. Superintendent to notify Chief Mate of previous damage before the vehicle is unlash and/or moved.

CP&O Automobile Discharge Procedures

Break Out Procedures

- Maneuvering Damages are the most costly type of damage.
- Particular care must be taken during the break out process to prevent maneuvering damages. Only designated, trained break out drivers are permitted to break out vehicles stowed in tight spaces.
- Make sure the vehicle is unlashd before you get in.
- Start at the end of a row and work your way across. Never start in the middle of a line where the vehicle to the right and left are tightly stowed.
- Always use a spotter when breaking out vehicles. Never rely on the crew to spot you. It's not their responsibility.
- After vehicles are broken out, stage them with at least 4' between the bumpers. Leave adequate space to allow the driver's side door to be opened without making contact with any other surface.
- Only break out vehicles if there's enough room to stage them without creating congestion.
- Never leave your door open while moving.
- Make sure all vehicles are turned off while unattended.



CP&O Automobile Discharge Procedures

Discharge Procedures

- Maneuvering Damages are the most costly type of damage.
- CP&O's goal is Zero Maneuvering Damages on all vessels.
- Superintendent and Foremen will check the RORO ramp for proper placement on the pier. Any problems with the ramp will be reported to the Chief Mate for corrective action.
- Superintendent and Foremen will identify any steep ramps and/or "bottom out" areas. Rubber mats will be deployed when these hazards are identified. Drivers will slow down when approaching these areas and use extreme caution to prevent "bottom out" damage.
- During pre-operations ramp meeting, Superintendent and Foremen will review the traffic pattern with the drivers. Cones and/or tape will be deployed to clearly mark the traffic pattern and to identify obstacles inside the ship. Obstacles may include stanchions, hatch covers or other uneven deck surfaces, and fire mains, pipes, or other hazards that extend out from the bulkheads.
- Identify low overhead spaces before allowing shuttle vans access to the vessel. Designate limits for shuttle van transportation of drivers and communicate those limits to all shuttle van operators. Use appropriate signage whenever possible.
- Keep shuttle vans at least two car lengths away from discharge vehicles at all times. Turn shuttle vans around in a safe area away from any discharge vehicles. Gangway man/spotters, foremen, and Superintendents will allow the shuttle vans to exit the area before signaling for the discharge automobiles to exit.
- Anyone seated in the front seat of a shuttle van (driver and passenger) is required to wear a seat belt.
- The vast majority of Maneuvering Damages occur when drivers fail to exercise sufficient caution when making turns inside the vessel, especially turns that do not provide adequate room on the passenger's side of the vehicles. Most Maneuvering Damages occur to the passenger's side. Particular attention will be paid to setting up traffic patterns that provide drivers with adequate room to make turns safely, especially on steep ramps inside the vessel.

- Superintendents will identify “high risk areas” and spotters will be used where turns are difficult. Spotters should always stand where they can watch the passenger’s side of oncoming vehicles.
- When the traffic pattern from the vessel to the parking lot crosses other terminal traffic routes, request trained traffic control assistance from the terminal.
- Superintendent and Foremen will identify high risk vehicles (including high value vehicles, standard transmission vehicles, and low clearance vehicles) inside the vessel and assign those vehicles to experienced, trained drivers.
- Do not walk between vehicles in stow. Wait until the vehicle ahead has been moved out of stow before entering any vehicle.
- Immediately report any pre-existing damage to the Superintendent.
- Never move a vehicle if lashers are still working in the area.
- Be aware of other moving vehicles at all times.
- Do not start a vehicle until the vehicle ahead of yours has moved at least two car lengths away. Before moving, be sure you are familiar with the precise location of the vehicle’s accelerator and brake pedal.
- Shuttle van drivers and discharge automobile drivers should only drive forward after they receive a proper hand signal from a gangway man/spotter, a foreman, or a Superintendent. Gangway man/spotters, foremen, and Superintendents will all wear high visibility gloves (orange color) during the discharge operation so that they can be seen more easily and so that automobile drivers know they are qualified to give instructions.
- Only discharge vehicles in the proper sequence.
- Turn steering wheel slightly to the left as you move a vehicle forward out of stow.
- Do not back up unless assisted by a trained spotter.
- Be extra careful when moving vehicles near stanchions, bulkheads, or other obstructions inside the vessel.
- No tailgating! Maintain at least two car lengths between vehicles while moving inside the vessel, on the route to the parking lot, or in the parking lot. If the vehicle ahead

comes to a stop for any reason, stop your vehicle with at least two car lengths between your vehicle and the one ahead of you.

- **No two-way traffic on the ramp or inside the vessel. Gangwayman and Foremen will use proper radio communications to ensure one-way traffic only.**
- **Obey all posted safety signs, including those inside the vessel.**
- **Do not rev the engine of any vehicle or speed off when starting out.**
- **Obey the speed limit. 12 mph in the ship and on the terminal, no exceptions.**
- **No passing other vehicles.**
- **Do not operate vehicle radios or other electronic accessories.**
- **No passengers are allowed in any vehicles other than CP&O trucks or shuttle vans.**
- **Automobile discharge drivers must stay on the approved route from the vessel to the parking lot. No stopping at restroom, ILA parking lot, or shop. Restroom breaks are only permitted on the way back to the vessel.**
- **Obey all instructions from the parking lot spotters. Never enter parking spaces if spotters are not in position.**
- **Superintendents and Foremen will be responsible for the success of the operation. They must closely monitor employees' performance and ensure their compliance with all procedures.**
- **Stay focused and alert at all times. The life you save today may be your own.**