TERMINAL TRAFFIC AND CONDUCT REGULATIONS

1. PURPOSE

The aim of this procedure is to coordinate traffic on AGCT in order to increase traffic participants' safety and speed up handling operations.

2. TRAFFIC PARTICIPANTS

The following traffic participants have been categorized according to the priority of handling at the terminal:

1. Coastal and Rail Mounted Gantry (RMG) cranes
2. Rubber Tyred Gantry cranes
3. AGCT's internal transport vehicles (MAFI, Reach Stackers)
4. External transport vehicles (external hauliers' tractors)
5. In exceptional situations – automobiles
6. Pedestrians

The movement of automobiles and pedestrians is forbidden at the container terminal working area.
Parking automobiles, which have a permit to enter the container terminal, is allowed only on a parking lot in the vicinity of the entrance (see picture 1).

If there is an exceptional need to move your automobile at the terminal, this must be authorized exclusively by a written permit issued by the HSSE department.

The permit includes:

- Vehicle data
- The expiry date
- Allowed location and route of movement

Automobiles, which have been authorized to move at the terminal, have to turn on a rotating light and hazard warning lights.

**IMPORTANT!**

Parking lorries and leaving them IS NOT ALLOWED at the terminal without surveillance. Lorry drivers are kindly requested NOT TO ENTER THE TERMINAL unless their documentation has been prepared FOR ALL TRANSACTIONS they are planning to conduct. When it comes to multiple transactions (e.g. unloading the container and receiveing a fully loaded container) drivers have to wait for a forwarding agent to confirm all the orders and only then go to the terminal to do all the transactions.

In order to stop parking and waiting for the container loading orders at the terminal, FURTHER TRANSACTIONS WILL NOT BE ALLOWED and lorries will be asked to leave the terminal.

3. THE PROCEDURES FOR PEOPLE AND VEHICLES ENTERING THE TERMINAL

The container terminal is part of the port area, which is considered a maritime border checkpoint, and identification cards are issued by the Port of Rijeka Authority that serve as permits and a way of monitoring entrances and exits, as well as the movement of people and vehicles. The cards are issued for the following vehicles:

- Port authority vehicles, government institutions' vehicles, free zone users' vehicles, concessionaires' vehicles, vehicles that have to move through or be permanently in the port area for the following reasons: conduct surveillance, inspection, ship and port equipment service, supply, transport goods and other things, as well as automobiles (registered on a person) that are temporarily or permanently used officially, forwarding agents, shipping agents and those alike who in order to enter the terminal use the card with a possibility to lift the barrier
According to the „Regulation on Issuing Cards for Moving and Staying at the Terminal in the Area of the Port of Rijeka“ all people and vehicles have to put, during their stay, cards on a clear and visible spot. People have to have cards above their belts on their clothes, and in vehicles below their windshields.

4. BASIC SAFETY RULES FOR TERMINAL TRAFFIC

4.1 Procedure to enter the terminal

- When entering or going around the terminal, lorry-drivers are obliged to follow guidelines given by terminal staff obediently.
- After entering the terminal and before unloading the container, the lorry-driver has to check if the twist locks are open.

4.2 Vehicle parking

- Parking the lorry immediately after the entrance is done only on a designated space that is next to the terminal entrance (picture 1). Keeping in mind not to obstruct vehicles to enter the car park.
- After the last transaction (loading or unloading of an empty container) has been carried out, the lorry-driver has to immediately leave the terminal.
- If the last transaction is loading a full container, the lorry-driver has to immediately do customs formalities, and in case of receiving a clearance, the lorry-driver must leave the terminal without further ado.
- When going through customs formalities, the lorries are parked on a specifically designated parking space near the Croatian customs at the eastern terminal exit (Picture 2). Parking on that car park ("CUSTOMS") is allowed only while waiting for documentation from the Croatian customs. Every additional, unnecessary lingering at the car park is not allowed.
- Due to the vicinity of the operational part of the terminal, it is strictly forbidden for lorry-drivers to remain outside the vehicle at the “Customs“ car park near the east exit.

4.3 Movement at the terminal

- The container handling equipment (coastal cranes, RMG, RTG and vehicles of internal transport) has a priority in comparison to all other traffic participants in all circumstances. If the vehicle is near any kind of equipment, the person has to make sure that the worker is aware of their presence!
- The maximum speed rate is limited to 10 km/h
• The external vehicles are required to move at the terminal in allowed directions that are marked in the outline, which is on the back side of the BAT number and must strictly follow guidelines given by terminal personnel.

• When a driver has to unload/load cargo in the immediate vicinity of the place where a truck-mounted crane or RTG is handling something that is related to the vehicles of AGCT's internal transport (MAFI), the driver is obliged to move to a position where a vehicle will not hinder handling. The vehicle has to stay at this position until the AGCT operator gives him a signal that it is his/her turn to unload/unload cargo. By slowing down the work at the terminal, a driver also increases the amount of time he/she waits for handling.

• In case of a traffic jam at the terminal, AGCT pleads drivers to be patient. Going out of the truck, honking, hindering work at the terminal and making phone calls to the entrance or the operative center, the driver will not receive his/her service any time sooner. The aim of the terminal is to provide service to all vehicles in the shortest period possible.

• Vehicles are provided service depending on their time of arrival whenever possible. The exemption are cases when there is a large number of vehicles or there are no available lorries or containers. In that case operators handle cargo according to its availability with the aim to decrease the amount of traffic and avoid possible accidents.

• It is strictly forbidden to move beyond the marked roads and stop the vehicle where coastal cranes, RTG or RMG cranes operate (bridge cranes)!

• Stopping and parking the vehicle is allowed only on designated spots.

• Moving in the opposite direction between sectors is only allowed exceptionally in case there are two 20-foot long containers where a lorry has to turn around for one container in order to make the access to both containers' door possible.

4.4 Unloading/loading cargo regulations

• When loading the container the lorry-driver has to, if necessary, signal the RTG operator to adjust a trailer to loading the container properly in order to load the container appropriately and diminish the possibility of damaging the truck trailer.

• The lorry-driver has to check if the right container has been loaded and that the same container has been loaded on the truck appropriately.

• The driver has to unlock the twist lock on a trailer when entering the terminal (unloading the container from the truck). Immediately before the operation of container unloading from the vehicle, the driver is obliged to check again if the twist lock has been unlocked. When it comes to container loading, the driver has to lock the twist lock on the trailer before leaving the terminal.

4.5 The procedure for leaving the terminal

• It is forbidden to move away from the vehicle or to linger at the terminal. If unloading/loading has not been finished, and customs formalities solved (if necessary), haulier's vehicles have to leave the terminal.
• It is not allowed to wait for an order to load the container at the terminal. If there are containers on a lorry that should be unloaded, the driver has to wait for the order for loading and only then should the driver come to the terminal where both operations will be done consecutively.
• Parking or stopping the vehicle in the vicinity of the rail tracks is strictly forbidden!

4.6 Rules on Security and Safety at Work

• It is obligatory to wear a safety helmet and a fluorescent vest.
• Revealing or partly revealing clothes is strictly forbidden.
• When driving it is strictly forbidden to smoke and use mobile phones, and it is obligatory to use a safety belt (smoking is allowed only in the areas specifically designated and marked for that purpose).
• It is strictly forbidden to handle the trailer by pushing it towards other containers and equipment!

5. SANCTIONS

Violation of these safety rules, of the priority order and guidelines given by terminal personnel will result in the introduction of sanctions depending on violation severity and the frequency of disregarding regulations as it follows:

1. First rule violation - an oral admonition to the offender (AGCT will record that the offender has been warned).
2. Second rule violation - a written admonition to the employer and a warning that for every following rule violation will be sanctioned by banning the access to the terminal of the mentioned driver.
3. Third rule violation - banning the entrance to the terminal in duration of 30 days
4. Fourth rule violation – banning the entrance to the terminal in duration of 60 days

Every following violation of regulations of this rulebook will have as a consequence a breach of business cooperation between AGCT and the offender.

If the offender disregards the instructions given by AGCT personnel, the first violation of rules will result in the automatic ban of entering the terminal in duration of 7 days.
CONDUCT AND TRAFFIC RULES FOR EXTERNAL LORRIES AND LORRY-DRIVERS

• When the lorry-driver has the container to unload in the immediate vicinity of the place where a truck-mounted crane or a RTG crane are handling something related to AGCT internal transport vehicles (MAFI), the lorry-driver has to move the lorry to a place where it will not impede handling. It has to remain on that spot until the moment when an AGCT operator will signalize that it is their turn to load/unload. Slowing down the work, the driver increases the amount of time for their handling.

• In case of a traffic jam at the terminal, AGCT pleads drivers to be patient. By leaving the lorry, honking, hindering work at the terminal by making phone calls to the entrance or the operational centre, the driver will not receive their service earlier. The aim of the terminal is to provide service to all vehicles as soon as possible.

• Vehicles are taken care of depending on their time of arrival whenever it is possible. The exceptions are cases like a huge traffic jam or unavailability of lorries and containers. Operators conduct their business depending on availability with the aim to decrease the amount of traffic or avoid possible accidents.

• It is obligatory to wear a safety helmet and a fluorescent vest.

• Revealing or partly revealing clothes is strictly forbidden.

• Smoking is strictly forbidden (smoking is allowed only in specifically designated and marked areas for this purpose).

• It is strictly forbidden to handle the trailer by pushing it towards other containers and equipment.

IMPORTANT!

Parking lorries and leaving them IS NOT ALLOWED at the terminal without surveillance. Lorry drivers are kindly requested NOT TO ENTER THE TERMINAL unless their documentation has been prepared FOR ALL TRANSACTIONS they are planning to conduct. When it comes to multiple transactions (e.g. unloading the container and receiving a fully loaded container) drivers have to wait for a forwarding agent to confirm all the orders and only then go to the terminal to do all the transactions.

In order to stop parking and waiting for the container loading orders at the terminal, FURTHER TRANSACTIONS WILL NOT BE ALLOWED and lorries will be asked to leave the terminal.
• Leaving the vehicle unattended and lingering at the terminal is forbidden.
• If loading/unloading is finished, it is obligatory to leave the terminal at once. It is not allowed to wait for the documentation for trans-shipment at the terminal. If a lorry has a container to unload, it has to wait for the unloading documentation to be ready in order to solve handling consecutively.
• Parking or stopping the vehicle near railway tracks is strictly forbidden.
• When you drive in the vicinity of a piece of equipment make sure that the operator is aware of your presence.
• Equipment for handling containers has a priority in comparison to other vehicles in all circumstances bearing in mind that the operator’s visibility might be limited.
• It is obligatory to move around the terminal in a direction marked in an outline on the back of the BAT number.
• After entering the terminal and before unloading the container, the lorry-driver has to check whether the twist lock on a trailer is unlocked.
• When loading the container on a truck, the lorry-driver has to, if necessary, signal the RTG operator and adjust the trailer in order to load the container properly and reduce the possibility of damaging the truck.
• The driver also has to check if the right container has been loaded and if loading on the lorry has been done properly.
• Moving in the opposite direction is possible only in case when there are two 20' foot long containers and the lorry has to turn around to unload one container in order to secure that both containers’ door are accessible.
• It is forbidden to push the trailer toward containers or other pieces of equipment.
• It is not permitted to leave the vehicle when waiting for loading.
• Entering the terminal is allowed only for trailers in working order (with a twist lock).
• If the trailer has sides, they have to be pulled down before entering the terminal.
• It is forbidden to drop litter at the terminal.
• When returning empty containers, if the IMO labels on the truck are the same, they have to be removed before entering.
APPENDIX 2  The Traffic Violation Form

KOORDINACIJA PROMETA NA TERMINALU

Number:  HSS.FRM.0__  
Revision:  01  
Date:  ___.___.2014.

PRIJAVA POVRDE PRAVILA PONAŠANJA 
I KRŠENJA PROCEDURE KOORDINACIJE PROMETA

IME I PREZIME OSOBE PREKRŠITELJA (Vozitelj): ________________________________

TVRTKA / AUTOPREVOZNIK: _____________________  REG. OZNAKA VOZILA: _____________________

MJESTO, DATUM I VRIJEME POVRDE RADNE OBVEZE: rijeka/AGCT: ________________________________

OPIS POVRDE:

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________________________________________

SVIDECI: ____________________________________

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Podnosič pravne zadevice: 

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Sopstvenik p. zadevice:

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PRIMJERE NA PRIJAVU

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Potpisnik primjerke: _______________________

Excellence Uncontained

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