



Northport

Operational Conditions for the Loading / Discharge of Bulk Cargoes at Northport



Northport Ltd, PO Box 44, Ruakaka, New Zealand
Tel: +64 9 432 5010: www.northport.co.nz

Document Revision History

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Distribution List

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1.0 Introduction

The Northport site operates under various consents and conditions required by the Resource Management Act 1991 and the Whangarei District Plan (WDC). All Port Users operating on Northport Ltd owned or operated areas must comply with these consents and conditions.

The site conditions and consents can be provided on request.

Loss of cargo into the environment in any form is not permitted within or from the Northport site. This includes excessive airborne dust and/or spillage into the harbour.

These procedures are permitted to aid in the prevention of accidental loss of cargo into the harbour and the prevention of excessive dust entering the environment or effecting the local community or affecting other port operations or cargo.

2.0 Environmental Management Plans

The Exporter/Importer, Stevedore and Transport Operator must all have Environmental Management Plans in place and a copy must be provided to Northport Ltd.

3.0 Responsibilities

3.1 Northport Ltd (NPL):

- Ensure compliance of site consents and conditions by all Port Users,
- Ensure compliance of Port Users to this document,
- Advise Northland Regional Council (NRC) and or WDC of any condition breaches.

3.2 The Stevedore:

- Is responsible for all areas of the bulk cargo operation, with exception of transportation to/from the wharf. This includes site cleanliness, the ship wharf interface, hoppers, concrete blocks, wharf, truck arrival/departure areas and any areas which are affected by wind drift of cargo,
- Ensure compliance with all applicable Northport consents and conditions,
- Ensure compliance with this document,
- Ensure staff are aware and trained to meet the standards of these procedures,
- Ensuring a temporary traffic management plan is completed and promulgated and berth signs erected,
- Ensure these operational conditions are discussed at pre-operation tool box meetings.

3.3 The Marshaller/Transport Operator:

- Is responsible for all transportation of cargo to/from the wharf area.
- Ensure compliance with all applicable Northport consents and conditions,
- Ensure staff are aware and trained to meet the standards of these procedures,
- Ensure these operational conditions are discussed at pre-operation tool box meetings.
- Compliance with the Export/Importer Environmental Management Plan.

4.0 Health and Safety

It is the responsibility of all parties actively involved in the load or discharge of bulk cargo to protect the health and safety of their staff and any other persons who could be affected by the operation.

The following items must be undertaken prior to cargo operations commencing:

- Material Safety Data (MSD) sheets are made available and reviewed for the cargo;
- Emergency response procedures are in place in the event of a spill, fire or other event;
- Operational procedures are reviewed taking into consideration the cargo MSD sheet, PPE requirements and emergency procedures.
- Tool box outlining temporary traffic management plans, cargo operations, dust management and emergency procedures.
- The appropriate PPE for the cargo being handled is issued to staff and they are trained in its use;

5.0 Reporting

- Any loss of cargo, accidental or otherwise, into the marine environment is to be immediately reported to the Port Services Centre 09 432 5018.
- An incident form is required to be completed for every discharge into the harbour or major loss of cargo from a grab. This can be accessed via our incident link on our website www.northport.co.nz/healthandsafety. The form must be completed within 24hrs of the event occurring.

6.0 Operational Wind Restrictions:

- Up to 15 knots dust conditions monitored – cargo operations undertaken,
- 15-20 knots sustained, dust conditions monitored and works stopped if excessive dust observed,
- Northport Ltd may allow operations to continue above these criteria when actual wharf conditions permit. Regular monitoring will be required.
- Cargo operations are suspended if winds speeds exceed 20 knots sustained or 25 knot gusts - DUSTY CARGO ONLY

7.0 Operational Stoppages:

Northport Ltd Duty Supervisor or Manager will review the suspension of cargo operations should any of the follow criteria be breached:

- The above wind criteria are met,
- Excessive cargo dust caused by the cargo operation,
- Cargo/dust entering harbour,
- Cargo/dust entering other storage or operational areas,
- Cargo/dust being discharged to the atmosphere,
- Cargo/dust is causing contamination to other cargo,
- Save-alls: do not cover from ship to shore / are not secured properly / are not located in the correct positions / are damaged / are too slack (sagging below wharf),
- Leakage or loss of cargo from grabs,
- Hoppers overloaded / cargo piled above top ring,
- Excessive volume of cargo on the wharf (failure to keep site well swept),
- Loaded trucks transiting uncovered,
- Trucks spilling cargo through port facility,
- Or when any of the proceeding criteria are not meet or actively managed:

8.0 Dust Monitoring:

- The Stevedore will monitor wind conditions and dust levels at all times,
- Real-time meteorological data is available on NPL's website – www.northport.co.nz
- Port Services Centre will notify the Stevedore and NPL Duty Supervisor should a complaint be received.

9.0 Save-Alls (Tarpaulins/Boards)

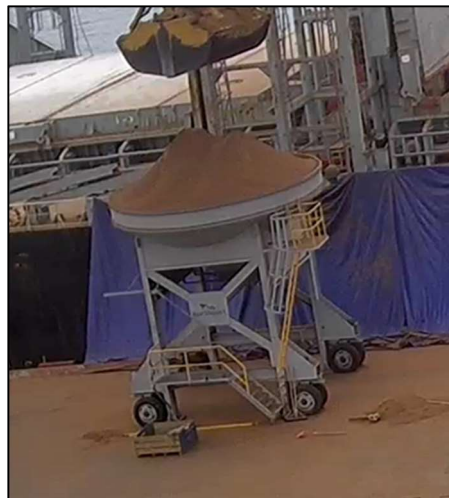
- Save-Alls must be used at all times,
- Save-Alls are required to be positioned between the ship and wharf:
 - Over the area/arc of grabs travel, to capture any loss from a grab and,
 - Area directly adjacent to the hopper, to prevent spillages from the hopper or grab discharging into the hopper from being lost into the harbour.
- Save-Alls must be monitored at all times and constantly adjusted to prevent sagging or billowing.
- Cargo spilt into the Save-Alls must be removed as soon as possible to prevent any loss into the harbour.
- If any tears, splits or holes occur in a Save-All, then the operation at that crane is to be stopped immediately and the Save-All replaced or repaired.

10.0 Grabs

- Grabs should be monitored to ensure they are not over loaded so as to prevent unnecessary dust or cargo loss,
- Should a grab leak, loading is to be stopped until the leak is remedied or the grab changed,
- Cargo to be released slowly/controlled from the grabs,
- Cargo to be released from the grab as low as possible to the hopper (without damaging the hopper) or ground,
- All remotely activated grabs must have a procedure in place to prevent accidental operation of the grab.

11.0 Hoppers

- Hoppers are to be pre-positioned to be at the maximum permissible distance away from the wharf capping (dependant on crane limits) 3 metres is optimal.
- NPL will position hoppers at the Stevedore's direction,
- Hoppers are not to be over loaded i.e. excessively above the hopper ring,
- Grabs must not rest on hopper or cargo.
- Hoppers are to be left empty and shovel clean on completion of cargo operations.



Over loaded Hopper

12.0 Concrete Blocks (Wharf Discharge/Loading)

- Concrete blocks are setup by the stevedore and are to be pre-positioned at the maximum permissible distance away from the wharf capping (dependant on crane limits) 3 meters is optimal.
- If the blocks shift towards the wharf capping, the cargo is to be cleared away and the blocks reset to prevent cargo loss in the harbour.
- Cargo height must be managed to ensure it does not spill over the top of the blocks.
- Concrete blocks must be swept clean on completion of cargo operations.

13.0 Trucks (Marshaller)

- Trucks must always tarp/cover cargo when transporting through the port,
- If trucks are permitted (by NPL) to be left uncovered, cargo is to be loaded lower than top of the trucks sides,
- Draw bars must be swept clean prior to departing the wharf and prior to leaving the unload site (prior to re-entering the Northport site),
- Tail gates must be checked to confirm they are secure and must not leak,
- Spills occurring during transport to/from the wharf must be cleaned up immediately by the Marshaller.

14.0 Cleaning Wharf and Cargo Areas

- All spillages must be cleaned up immediately,
- The berth apron and cargo areas utilised by the operation must be regularly swept, including around hoppers, wharf capping and truck entry and exit areas.
 - **All bulk cargo operations are required to have a mechanical sweeper onsite during cargo operations.**
- If cargo is blown into other cargo / operational areas, stevedores must ensure these areas are swept regularly to prevent excessive build up or contamination to other cargoes.
- The berth apron, cargo areas, fenders, service pits and adjacent cargo areas must be left clean immediately on completion of cargo operations, unless prior arrangements are made with NPL.

15.0 Recovery

- Any loss of cargo into the marine environment will require a diver assessment as soon as practicably possible.
- Recovery of any lost cargo is required within 48hrs of cargo operation completion or as otherwise advised by Northport Ltd.

16.0 Wharf Loadings

Northport wharf facility have been designed for a 50kpa uniformly distributed load (UDL). All bulk cargo being discharged directly to the wharf and or stockpiled must not exceed this design criteria.