



**London
Thamesport**

**INSTRUCTION AND GUIDANCE
FOR HAULIERS USING LONDON THAMESPORT**



**IMPORTANT UPDATE FOR NEW
RUBBER TYRED GANTRY CRANES**

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Welcome to London Thamesport

London Thamesport (LTP) is located in the heart of the South East England, 10 miles from the M2 motorway, 35 miles from London. It is one of the UK's busiest container ports. LTP is a member of the Hutchison Port Holdings (HPH) Group, a subsidiary of the multinational conglomerate Hutchison Whampoa Limited (HWL).

HPH is the world's leading port investor, developer, and operator, with interests in a total of 47 ports, spanning 24 countries throughout Asia, the Middle East, Africa, Europe, the Americas and Australasia. HPH also owns a number of transportation-related service companies. HPUK operates the Port of Felixstowe, London Thamesport Limited and Harwich International Port.

Please read these instructions carefully.

Your safety whilst at London Thamesport is very important to us.

Arrival at London Thamesport

If you are delivering either a laden export container, collecting an import container or have a consignment of cargo (LCL) please proceed to the Main Haulier Park as instructed by signage in the port.

The Main Haulier Park is situated directly in front of the Main Terminal Gate complex (Gate 1) and adjacent to the Drivers Reception building.

If the Main Haulier Park is full please proceed to the adjacent and alternative parking area to the West.

If you are delivering or collecting, an empty container to / from the Terminal, please proceed directly to the alternative parking area to the West and park your vehicle.

When you have safely parked and secured your vehicle please proceed to the Drivers Reception office remembering to remove any hats, helmets or sunglasses prior to entering the building.

At Drivers Reception our friendly staff will provide you with a 'pager' device and/or a "smart card," and offer you guidance and instructions to assist you – particularly in regard to which of the two gate complexes at the port you will be required to use, and, in which order.

Attending Gate 1 complex

- If instructed to attend Gate 1 complex only, please return to your vehicle to await call forward.
- Your 'pager' will activate when the Terminal is ready to process you and your vehicle registration number will appear on the 'call boards' (visible in the Main Haulier Park).
- When your pager activates proceed IMMEDIATELY to the Gate 1 complex – do not delay.
- As the entry barrier at the Gate is raised, proceed into the area under the canopy, stopping in front of the second barrier, alongside a metal cabinet (pager reader).
- Place the pager against the reader on the metal cabinet.
- Our security staff at the gate will then process your details.
- Your itinerary (for your time in the Terminal) will be printed. Take the itinerary from the printer and read the instructions.
- The second barrier will then rise allowing you to access the Terminal.
- You must follow the instructions on your ticket.

Attending Gate 2 complex

- If attending the Gate 2 complex (Empty Container Park) you should return to your vehicle and then proceed directly to Gate 2. Signage will direct you safely. **Please observe the speed limit (20mph).**
- On arriving at Gate 2 place the card over the reader and remove as instructed. The gate staff will then process your details.
- Your itinerary will be printed. Take the itinerary from the printer and read the instructions.
- If you accept the detail on the itinerary as correct you will be required to press a button on the reader cabinet, indicating your acceptance.
- The barrier will now open allowing you to enter the Empty Park.
- You must follow the instructions on your itinerary.
- On completion of the delivery / collection of your empty container(s) depart through the same Gate 2 complex.
- If you are then required to enter the Terminal to collect an import/laden container, please return to the Main Haulier Park (or alternative area to the West if full) and follow the procedure for attending Gate 1 complex.
- Our security staff at the gate will then process your details.

Uncontainerised Cargoes

- For the delivery/collection of un-containerised cargo, including part load consignments (LCL) please follow the procedure for Gate 1.
- On ingate follow direction signs for Sheds 2 to 5.
- On transiting Terminal roads to Sheds 2 to 5, pay particular attention to all road signs and markings, giving way where identified, particularly when on South Road (see Terminal layout map)

General Port Safety Guidance

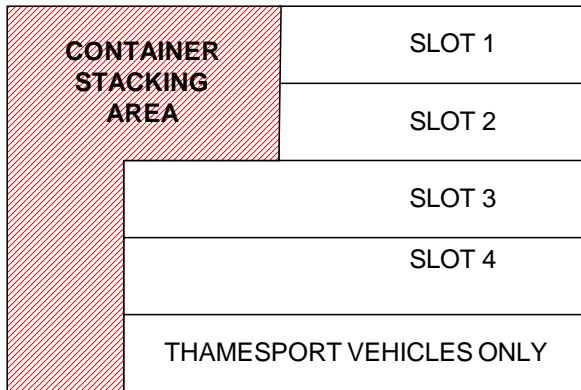
Personal Protective Equipment (PPE) consisting of: safety helmet (Hard Hat), safety footwear and a high visibility vest or jacket should be worn at all times when outside of your vehicle. This is a **mandatory** requirement. Drivers who fail to comply will not be allowed access to the Terminal and will be refused service.



Note: The Port reserves the right to refuse access / service to any driver who breaches the following rules.

- DO NOT** exceed the 20 mph (33 kph) Port speed limit (or lower speed limit where otherwise indicated)
- DO NOT** park or stop on yellow hatched lines or other designated 'No Parking' area
- DO NOT** enter any automated container stacking areas
- DO NOT** enter the Jetty Area, unless under escort from Terminal staff
- DO NOT** enter any "Authorised Vehicles" or "Thamesport Vehicles" only areas (including the Rail Terminal)
- DO NOT** allow passengers or young persons under the age of 18 to enter the Port Area
- DO NOT** abuse or use inappropriate language to Port staff.
- DO NOT** use a mobile telephone whilst driving on the Port
- YOU MUST** drive on the **right-hand side** of the road, unless indicated otherwise.
- YOU MUST** comply with all instructions given by road signs and Port staff
- YOU MUST** follow the directions indicated on your itinerary issued at the Ingate.

Loading and Unloading at Automated Stacks (A to J)



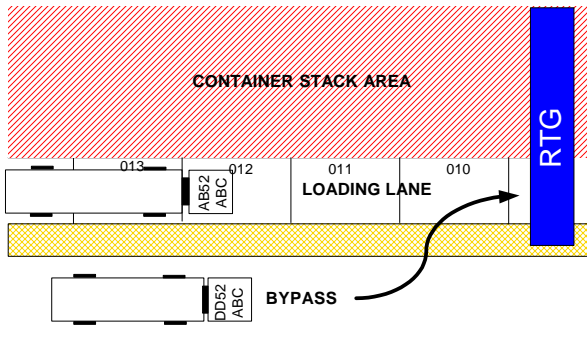
If instructed to load or unload at the automated stacking area, Stacks A to J, please adhere to the following procedure:

- Drive to the relevant stack indicated on your itinerary, reverse into an available slot, or park safely outside of the stack if there are no available slots.
- Once reversed into a slot, you should exit your cab wearing your PPE and set or unlock your trailer twistlocks.
- Then walk to the 'Pager Reading Unit, located adjacent to either slot 1 or 4 dependent on stack, and place your pager over the reader and select the button that corresponds to the slot you have parked in. Follow the instructions as displayed on the screen. **Please be aware at all times of other vehicles that may be manoeuvring in the area.**
- Once the unit displays 'Please await arrival of crane', return to your vehicle and wait in the cab until the crane arrives for servicing your vehicle.
- Immediately prior to being serviced, please exit your vehicle and stand in front of your cab, wearing PPE, where the Roadside Operative can see you.
- The Roadside Operative will now proceed to load / unload your vehicle
- If you are receiving/delivering more than one container in the same stack you should remain in your cab between moves.
- Once all moves are completed, please secure your twistlocks, if appropriate, and proceed to your next location or the Outgate.

Automated Stacking Area Essential Safety Guidance.

- DO NOT** under any circumstances enter the automated container stacking area
- DO NOT** remain in the vehicle whilst being loaded/unloaded, or allow any other person to do so.
- DO NOT** loiter outside of your vehicle unless being serviced.
- DO NOT** release your twistlocks until you have reversed into the unloading / loading exchange bay
- DO NOT** under any circumstances engage your twistlocks after loading until spreader has unlocked and lifted clear of the container.
- YOU MUST** remain in your vehicle cab whilst waiting to be serviced, leaving the cab, only immediately prior to being loaded / unloaded.
- YOU MUST** beware of other vehicles manoeuvring in the immediate vicinity of the exchange bays

Loading and Unloading at the RTG Park (Blocks NL and NM)



If your itinerary requires you to load / unload from an RTG location please adhere to the following procedure:

- Entry to the RTG Park is always from the eastern end (nearest to Gate 1). Please consult your Port plan if in doubt.
- If necessary, set up trailer and twistlocks, or unlock your twistlocks in the 'Haulier Twistlock Area' located at the entrance of the RTG blocks
- Proceed to the correct block (NL or NM) and the row, as marked on your ticket.
(Note: You will enter the block at row 037 and the row numbering descends to 000)
- If the loading lane is blocked by other vehicles you may cross the RTG runway (yellow hatched area) to the Bypass lane to move around the vehicle, crossing back into the Loading lane prior to your bay **Note: extreme caution is required when crossing over the RTG runway. RTGs have the right of way and you must not impede the travel of an RTG**
- On arrival at your designated row, you should line your trailer up with the row of containers, and wait for the RTG operator to service you. To aid the driver you may be required to inch your vehicle in either direction, as required or directed by the operator
- If your container has not been landed correctly or if you have been loaded with the wrong container, you must sound the horn continuously to gain attention of the RTG operator who will contact you via the loud hailer system. If he is unable to ascertain the problem or requires further information, you will be directed to use the intercom located in the bottom cab of the RTG.

- Only when directed by the RTG operator may you exit the cab, wearing full PPE. You should walk directly to the bottom cab, keeping in sight of the operator, and paying particular attention to the movement of other vehicles or RTGs.
- Return to your vehicle without delay.
- Do not proceed until the RTG has unlocked and hoisted the spreader completely clear of your load.
- A Haulier Twistlock Area is provided opposite the exit of the block and this area should be used to secure the container, if appropriate, before continuing to your next location on your itinerary.
- **IN THE EVENT OF AN EMERGENCY SOUND HORN CONTINUOUSLY**

RTG Park Essential Safety Guidance

- DO NOT** park or stop in any yellow hatched areas
- DO NOT** exit your vehicle unless specifically told to do so by the RTG operator. There is a risk of being struck by Rubber Tyred Gantry (RTG) Cranes or passing vehicles. If required to exit your vehicle do not enter the stacking area, walk under a suspended load, or stand in the immediate proximity of a load
- DO NOT** attend to your twistlocks whilst in the container storage area. These should be unlocked/locked at the designated Haulier Twistlock Areas located at the ends of the block.
- DO NOT** board a moving RTG
- YOU MUST** sound your horn continuously, if the load remains locked on or if you have twistlock problems whilst being serviced
- YOU MUST** be aware of crossing traffic, including RTGs at end of blocks and abide by all road marking and sign
- YOU MUST** look out for RTG movements (lights and bell warning) and passing vehicles

Out Gate

- Once all deliveries and collections at the Port are complete, you must proceed directly to the Out Gate
(Note: It is not permissible to 'park up' inside the Port facilities)
- If you require your container(s) turned, please proceed to the container turn area on West Road, where a reach stacker truck will attend to you. It is not permitted to turn containers in the automated stacks or RTG blocks.
- At the out gate, you must proceed into the designated lane, and deposit your pager into the reader slot. The Gate staff will now be able to process your vehicle and on completion you will be allowed to leave.
- If any damage is noted to the container, the Gate staff should be informed and they will complete a Unit Condition Note

Further Information

The Haulier Parks are provided for the use of vehicles booking in and waiting to be serviced at London Thamesport. Drivers are kindly requested, on completion of their exchange, to exit the Port and not return to the haulier waiting areas. This will help to alleviate congestion in this area. Any vehicle found not to be complying, without due reason, may be requested to leave and could be subject to clamping. Please note it is also not permitted to leave a trailer, without a unit attached, in the Haulier Parks.

Drivers should be aware of their obligations under the DOCKS REGULATIONS 1988, the Dangerous Substances in Harbour Area Regulations 1987, and any other relevant regulations as may from time to time be enacted.

Under the Ship and Port Facilities Security Regulations, security staff are empowered to

- Search vehicles, personnel, goods and baggage. Detain and remove persons.
- Restrict access and detain / remove unauthorised persons from the Restricted Area

Personnel can decline to be searched but such refusal will exclude entry from the Restricted Area.

Haulier Guide

