

## BELFAST CONTAINER TERMINAL: SITE RULES FOR HGV DRIVERS

**DANGER**  
Keep Clear Of:  
**Yellow Crane Paths**  
White Pedestrian Walkways



**Safety Gear must be visible at the time of booking and worn at all times whilst on the terminal**  
**All Vehicles must stop at Security on arrival and departure of the terminal**

### **Export Laden Container Laydown**

1. Report to the booking office, on receipt of paperwork proceed to security gate.
2. Please open the trailer twistlocks before entering the terminal.
3. You must follow the traffic management system to the set down stack as instructed by gatehouse or security staff. Terminal layout maps are located on the wall of the gate house, or on request, an individual A4 size map can be provided.
4. You must align the trailer/container with the containers in the stacking area at the Auto RTG, RMG, STS cranes. For the Straddle Carrier area, align and park in the painted bay.
5. If directed to the Auto RTG, RMG, STS cranes you must remain in the truck cab until the crane is stopped over your location. If directed to the Straddle Carrier, you must dismount from the cab and stand in the painted driver box beside the loading bay until the lift has been completed and the straddle carrier has moved away.
6. You must only exit the truck when safe to do so, wearing High Visibility clothing and Safety Helmet before the lift will commence.
7. You must **STAND CLEAR** of the load and be visible to the crane driver / cameras at all times. **DO NOT** stand on the crane runway (indicated by yellow painted lines). For Auto RTG cranes stand in front of your cab remaining within the transport lane (indicated by white painted lines).
8. When the crane locks into the container the crane will proceed with the lift slowly until **YOU** indicate by "thumbs up" that the container is safely clear of the trailer. For Auto RTG cranes this is via camera.
9. Follow the terminal traffic management system to exit the Terminal.

### **Import Laden Container Collections**

1. Report to the booking office, on receipt of paperwork proceed to security gate.
2. You must follow the traffic management system to the stack location indicated (e.g. Lane 15) on the BCT release document. Terminal layout maps are located on the wall of the gate house, or on request, an individual A4 size map can be provided.
3. You must align the trailer with the containers in the stacking area at the Auto RTG, RMG, STS cranes. For the Straddle Carrier area, align and park in the painted bay. At all cranes it is your responsibility to park in the correct lane and make the final adjustments to enable the crane to land the container on the trailer safely.
4. If directed to the Auto RTG, RMG, STS cranes you must remain in the truck cab until the crane is stopped over your location. If directed to the Straddle Carrier, you must dismount from the cab and stand in the painted driver box beside the loading bay until the lift has been completed and the straddle carrier has moved away.
5. If the unit is a reefer **YOU** are responsible for unplugging and cable wrapping to make the unit secure for lifting. Directions for accessing the reefer gantries are clearly marked on the cranes and walkways. If in need of assistance use the contact number provided.
6. You must only exit the truck when safe to do so, wearing High Visibility clothing and Safety Helmet before the lift will commence.
7. You must **STAND CLEAR** of the load and be visible to the crane driver / cameras at all times. **DO NOT** stand on the crane runway (indicated by yellow painted lines). For Auto RTG cranes stand in front of your cab remaining within the transport lane (indicated by white painted lines).
8. When you are satisfied that the container has landed correctly on the trailer, signal "thumbs up" to the crane driver. For Auto RTG cranes this is via camera.
9. Only when the crane has safely separated from the container and you have locked the trailer twistlocks, move to the terminal exit in accordance to the traffic management system.

### **Empty Container Laydown (at Empty Container Handler – ECH)**

1. Report to the booking office, on receipt of paperwork proceed to security gate.
2. Please open the trailer twistlocks before entering the terminal.
3. You must follow the traffic management system to the appropriate container fork stack as instructed by the gatehouse or security. Terminal layout maps are located on the wall of the gate house, or on request, an individual A4 size map can be provided.
4. Proceed to the allocated area and await instruction from designated personnel. You will be instructed of your location and when it's safe to proceed.
5. You must stay in the truck cab during off-loading, DO NOT dismount or exit the vehicle.
6. DO NOT move away until the off-loading operation is complete and the Empty Container Handler (ECH) is clear of your vehicle.
7. Safely proceed to the exit in accordance with the terminal traffic management system.
8. **DO NOT** leave your truck at any time.

### **Empty Container Collection (at Empty Container Handler – ECH)**

1. Report to the booking office, on receipt of paperwork proceed to security gate.
2. Please open the trailer twist locks before entering the terminal.
3. You must follow the traffic management system to the appropriate container fork stack as instructed by the gatehouse or security. Terminal layout maps are located on the wall of the gate house, or on request, an individual A4 size map can be provided.
4. Proceed to the allocated area and await instruction from designated personnel. You will be instructed of your location and when it's safe to proceed.
5. The container will be collected by the Empty Container Handler (ECH) and set down for you to inspect.
6. **DO NOT** exit your truck until the ECH has stopped. The ECH will remain stopped until you indicate by "thumbs up" the container is suitable and you have re-entered the truck.
7. Once the container has been loaded the ECH operator will notify you by horn or clear hand signal the operation is complete.
8. Proceed to the weighbridge/security area at terminal exit by following the terminal traffic management system to receive paperwork and close your twistlocks. **DO NOT** exit the vehicle until you are safely parked in the designated area.

### **IMPORTANT BCT SITE REGULATIONS**

- **15 MPH SPEED LIMIT**
- **OBEY ALL SIGNAGE THROUGHOUT THE TERMINAL**
- **PPE MUST BE WORN WHILE ON SITE AT ALL TIMES. HIGH VISIBILITY CLOTHING AND SAFETY HELMET**
- **THERE WILL BE A ZERO TOLERANCE POLICY REGARDING THESE SITE RULES**
- **HAULIERS MUST NEVER ENTER CONTAINER STACKS UNLESS ACCESSING REEFER GANTRIES BY THE ASSIGNED WALKWAY**

**REMEMBER – THE TERMINAL IS A HAZARDOUS WORKING AREA – BE ALERT TO WHAT IS HAPPENING OVERHEAD AND IN YOUR IMMEDIATE AREA.**

**IF YOU NEED ASSISTANCE CALL THE CONTROL ROOM NUMBER:**

**07584250276**

Please read this document to indicate you have read and fully understand the rules: This is for your safety

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Card ID number: \_\_\_\_\_

Date: \_\_\_\_\_