

Höegh Autoliners Standard Instructions

General

1. Load/discharge plan and procedures will be supplied by Höegh Autoliners or Höegh Autoliners representative. All cargo operations shall be according to the agreed stow plan. Alterations, if any, may only be made if cleared by Höegh Autoliners Port Captain or vessel's Master.
2. It is the Port Authority's/Terminal Operator's responsibility to keep the terminal free of debris, paved and in suitable condition to allow free flow of cargo during the entire operation of the vessel.
3. Due consideration to safety should be given at all times during cargo operation.
4. Personnel must be skilled, experienced and trained according to actual Höegh Autoliners cargo handling instructions. Training sessions should be arranged at least every six months (update on operating new models etc.). For drivers a valid driver's licence is compulsory.
5. A careful supervision by the crew during loading and discharging operation is of great importance. The crew should ensure that Höegh Cargo Quality Manual requirements are followed.
6. The master is the ultimate responsible for the cargo and seaworthiness of the vessel. As a consequence of this, lashing of cargo must always be done to the satisfaction of the ship's command.

Cargo Operation

The following points are intended as guidelines to be followed by all Höegh Autoliners Service Company employees while loading or discharging Höegh Autoliners controlled vessels and all other Höegh Autoliners controlled cargo. These points are not to be considered a full and complete description of how to load and discharge from a total method instruction standpoint, nor do they fully describe work routines from a safety or workmanlike point of view. These remain the responsibility of the Höegh Autoliners appointed Service Company, however, the points outlined here do describe the steps recommended by Höegh Autoliners as fundamentals of quality cargo handling.



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1. It is strictly forbidden to use Höegh Autoliners cargo in any way as transport or in assisting other cargo in being loaded/discharged.
2. It is strictly forbidden to eat, drink and use electronic devices when operating Höegh Autoliners cargo.
3. Drivers have to wear clothes covering the body in way of seats regardless season and temperatures. Clothes must be clean and free of exposed buttons, zippers, belts or any other hard obstacles. Watches, rings etc. are strictly forbidden to wear. Traffic Leaders should wear distinctive clothing for easy identification. Höegh Autoliners working language is English.
4. Acceptance of dangerous goods must be approved by Höegh Autoliners Port Captain, Höegh Autoliners Oslo or Höegh Autoliners North America. Special care to be taken to ensure compliance with IMDG Code. Focus to be kept on stowage, segregation, marking and careful handling of the cargo.
5. The International Ship and Port Facility Security Code (ISPS Code) has to be followed when loading Höegh Autoliners cargo to enhance the security of ship and port facility.
6. The International Standards for Phytosanitary Measures Code (ISPM Code) has to be followed when loading Höegh Autoliners cargo to prevent import and release of exotic biological control agents.
7. Prior to cargo operation, all Höegh Autoliners Service Company employees must be given clear instructions regarding stow plan and damage prevention.
8. Foreman/Supervisor/Traffic Leaders must be part of each gang and placed in blind areas to guide units in and out of stowed position. Longshoremen/stevedores, inspecting personnel, and lashers should never touch painted surfaces. Furthermore personnel should not sit, lean or rest on or against vehicles, not eat or drink and not smoke in or around vehicles.
9. All drivers must enter/leave the unit via drivers door.
10. All self propelled units loaded on board Höegh Autoliners operated vessels must be in good working condition and safe to handle. The vehicle should be provided with sufficient fuel, but not more than one-quarter of a tank. Other units must be handled thereafter.



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11. During cargo operation, brakes must be tested before entering the vessels ramp. When driving in spiral system ramps, extra care must be taken and units must be driven in wide circles. Keep sufficient distance and always use headlights when driving inside the vessel.
12. Maximum speed limit is 30 km/h - 20 miles/h, if no other specified by manufacturer. Racing, skidding, moving units by means of starting motor etc. is strictly forbidden.
13. The engine shall be stopped as soon as the unit is in stowed position. If traffic congestion on board occurs, engine must be stopped during waiting time to avoid release of unnecessary fumes.
14. Units must be stowed model by model and bumpers in line in order to keep good stowage and prevent damage.
15. For stowage and lashing instructions, refer to Höegh Autoliners Cargo Quality or booklet Höegh Autoliners Lashing Instruction. If in doubt, Höegh Autoliners Port Captain or Höegh Autoliners Representative to be contacted.
16. Units stowed in inclining ramps must be stowed with engine facing downwards, even if this is contrary to the driving system. This to prevent fuel drainage of the engine. Preferably units with automatic gearbox to be stowed in ramps.
17. If the ignition key is locked inside the unit, the receiver should send a specialist to solve the problem. If no other instructions are given, breaking a window is the last option, if inevitable, break the passenger side front window. Secure/cover window glass by adherent tape to avoid interior damage.
18. Clear away all lashings before discharging units.
19. During cargo operation in ports with considerable tidal range, vessels ramp angle and position must be checked regularly in order to avoid damage to units undercarriage when entering/leaving the ramp. All Höegh Autoliners Service Company employees must report immediately to the Deck Officer or Höegh Autoliners Port Captain if ramp adjustment is necessary.

