



Portable Gangway Procedure

Operations Procedures

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1.0 Purpose

This document provides a procedure for lifting and positioning the terminals portable gangway when the ships gangway will not reach the dock safely, with the intention of minimizing the risk of injury, and preventing potential damage to product/equipment.

2.0 Overview

Squamish Terminals portable gangway is available for use in situations when a vessel is sitting too high out of the water for the vessel gangway to reach the dock. The portable gangway is used to connect the dock to the vessel. This procedure outlines the steps required to safely lift and rest the portable gangway on the ship.

It is the ship's responsibility to ensure that a gangway is safely rigged and tended while in port so Squamish Terminals only requirement is to lift the portable gangway into place.

3.0 Legislation and Literature

Part 2 Regulation 12 of the Maritime Occupational Health & Safety Regulations of the Canada Labour Code covers Gangways and Accommodation Ladders in detail and requires, in part, the following:

Regulation 12

(5) The accommodation ladder and gangway must:

- a) be maintained in a safe condition;*
- b) be installed in a manner that reduces movement;*
- c) be suitably rigged and maintained to compensate for the movement of the vessel;*
- d) be adequately lighted;*
- e) as far as practicable, be adjusted in such a way that, whatever the state of the tide or the draught of the ship, the accommodation ladder's angle or the gangway's angle to the horizontal plane is not more than 40°;*
- f) be provided with a lifebuoy that has an attached line and is strategically placed and ready for immediate use*

COSH regulations, Part XIX (Hazard Prevention Programs) require employees to implement and monitor a program to prevent Hazards.

4.0 Moving Portable Gangway around Dock

In order to move the portable gangway around the dock, the driver will need a lift truck with 8' steel forks. There are fork pockets on the underside of the gangway which the forks slide into. Using the fork pockets creates a safe and stable way to transport the gangway around the dock, and position it alongside the ship.



5.0 Lifting Portable Gangway to Position on Vessel

The gangway can be lifted on and off a ship by using one of two methods, depending on how high the vessel is sitting in the water. If the vessel is sitting high out of water then the method using the lifting tube pocket will need to be used, if the vessel is sitting low in the water, the lifting tube is not required.

5.1 Lifting Portable Gangway Without Using Lifting Tube

- a) The portable gangway is lifted onto the bulwark or railing of the vessel by using a lift truck with 8' steel forks;
- b) The forks should be placed beside the fork pockets (not in them);
- c) The gangway is lifted to the necessary height, shifted into position and the forks lowered;
- d) As the forks are lowered the offshore side of the gangway will stay on the vessel and the inshore side will be lowered down onto the dock;
- e) Once the base of the gangway is on the dock, the lift truck will back away.



5.2 Lifting Portable Gangway Using Lifting Tube Pocket

This method is used when the vessel is sitting very high out of the water and extra height/reach is required.

- a) The portable gangway is lifted onto the bulwark or railing of the vessel by using a lift truck with 8' steel forks;
- b) **The inshore fork** should be inserted into the lifting tube pocket (the free fork should be closest to the vessel);
- c) The offshore fork should be placed beside the fork pocket (not in pocket);
- d) The gangway is lifted to the necessary height, shifted into position and the forks lowered;
- e) The gangway will pivot on the one fork that is in the lifting tube pocket;
- f) As the forks are lowered the offshore side of the gangway will stay on the vessel and the inshore side will be lowered down to the dock;
- g) Once the base of the gangway is on the dock, the lift truck will reverse out of the lifting tube pocket and back away.

5.3 Removal of Portable Gangway from Vessel

The removal of the portable gangway can be done with or without the lifting tube pocket, depending on the reach of the forklift. The procedure is as in 5.1 or 5.2 in reverse order.



5.4 Use of Vessel Crane

In some situations the vessel maybe sitting so high out of the water, that the forklift does not have enough reach to raise the end of the gangway high enough to attach to the ship deck. In these situations the vessel crane is used for positioning the portable gangway, on or off the vessel.

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- a) Forklift operator positions the portable gangway perpendicular to the vessel, below where the ship's crew direct the gangway is to be attached, with the end with hooks closest to the vessel;
- b) Forklift disconnects from the gangway;
- c) Two slings rated for the gangway weight capacity are attached close to the end with hooks;
- d) Ship's crew lowers the crane down to the gangway and the slings are hooked up;
- e) Ship's crew lifts the gangway into place on the deck and secures it;
- f) Reverse procedure for disconnecting from the vessel.

Revision Record

Document	Rev	Date	Originator	Details of Change
PRO-017	1.0	2017-06-12	SQT	Original draft