

**MUMBAI PORT AUTHORITY**  
**TRAFFIC DEPARTMENT**

Sub: - Standard Operating Procedure (SOP) for the transportation  
of CR/HR coils in Mumbai Port Authority premises.

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**1) Import operations: Movement of coils from vessel to Storage area.**

<b>Sr. No.</b>	<b>Activity</b>	<b>Supervision</b>	<b>Responsibility</b>
a)	In case of Trucking down the coil directly on trailer after discharging	1) Transporter 2) Vessel Agent 3) Labour Supervisor /Shed Superintendent.	1) Movement of the trailers specially reverse must be carried out under the direction and guidance of Cleaner / helper/signaler. 2) Crane Operator to ensure that sling is not jerked or there is no swing of load and cargo is properly stacked on trailer bed while discharging. 3) No one should stand below the hanging load / sling. 4) Truck driver/supervisor of the transporter to ensure that the truck is not overloaded based on its capacity. 5) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP
2	In case of Coil discharging on wharf and then loading on trailer	1) Transporter 2) Vessel Agent 3) Labour Supervisor /Shed Superintendent.	1) Movement of the trailers specially reverse must be carried out under the direction and guidance of Cleaner / helper/signaler. 2) Crane Operator to ensure that sling is not

Sr. No.	Activity	Supervision	Responsibility
			<p>jerked or there is no swing of load.</p> <p>3) The Forklift driver to ensure that the forklift is not over loaded beyond its capacity while placing the coil on the trailer.</p> <p>4) Maneuvering should be done under the guidance of helper/cleaner of the Forklift for front and back movement. Similarly, for the trailer</p> <p>5) No one should stand below the hanging load / sling and working radius of the lifting appliances.</p> <p>6) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP</p>
3	After placing the coil on trailer bed, placing wedges beneath the coils.	<p>1) Transporter</p> <p>2) Vessel Agent</p> <p>3) Labour Supervisor /Shed Superintendent.</p>	<p>1) Truck driver/Supervisor of the transporter to ensure proper wedging to ensure cargo stability on the trailer. There should not be any gap between the wedges and the coils.</p> <p>2) The workers shall use ladder to board the trailer.</p> <p>3) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP</p>
4	Lashing of coils	<p>1) Transporter</p> <p>2) Vessel Agent</p> <p>3) Labour Supervisor /Shed Superintendent.</p>	<p>1) Truck driver/Supervisor of the transporter to ensure proper lashing of coils by suitable means before movement to avoid toppling of coils.</p> <p>2) The lashing shall be of suitable type and capacity to ensure that coil remains firmly secured during</p>

Sr. No.	Activity	Supervision	Responsibility
			<p>transportation to avoid toppling of coils.</p> <p>3) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP</p>
5	Transportation of coils to storage area.	<p>1) Transporter</p> <p>2) Vessel Agent</p> <p>3) Civil Engineering Department</p>	<p>1) Truck driver/Supervisor of the transporter to ensure safe movement of the trailer to the storage point. The safe movement to include avoiding over speeding i.e. by speed less than 20 kmph, avoiding overtaking and following all traffic discipline.</p> <p>2) Lashing should not be removed midway during transportation.</p> <p>3) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP</p> <p>4) CE Department to ensure that there are no pot holes, depression and uncovered drainage on the roads / paths and in storage areas.</p>

**2) Import operations: Movement of coils during delivery out of docks.**

Sr. No.	Activity	Supervision	Responsibility
1	Deployment of proper lifting appliances.	<p>1) Transporter</p> <p>2) Custom Broker (CB)</p> <p>3) Shed superintendent</p>	<p>1) The Transporter / CB to ensure that appropriate lifting appliances with adequate capacity and sound condition are deployed.</p> <p>2) Operator of the lifting appliances to ensure that</p>

Sr. No.	Activity	Supervision	Responsibility
			<p>proper lifting method is adopted to handle the cargo.</p> <p>3) Supervisor of the transporter should further ensure that no person is present within the swing radius/handling zone of the lifting appliances.</p> <p>4) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP</p>
2	Placing the coil on the trailer	<p>1) Transporter 2) Custom Broker (CB) 3) Shed superintendent / Delivery Clerk.</p>	<p>1) Truck driver/supervisor of the transporter to ensure that the truck is not overloading based on its capacity. Also to ensure that no one should stand below the hanging load and working radius of the lifting appliances</p> <p>2) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP</p>
3	Lashing of coils	<p>1) Transporter 2) Custom Broker (CB) 3) Shed superintendent</p>	<p>1) Truck driver/Supervisor of the transporter to ensure proper lashing of coils by suitable means before movement to avoid toppling of coils.</p> <p>2) The lashing shall be of suitable type and capacity to ensure that coil remains firmly secured during transportation to its upcountry destination to avoid toppling of coils</p> <p>3) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP</p>

Sr. No.	Activity	Supervision	Responsibility
4	Delivery of cargo from the storage point.	1) Transporter 2) Custom Broker (CB) 3) Civil Engineering Department	1) Truck driver/Supervisor of the transporter to ensure safe movement of the trailer to the storage point. The safe movement to include avoiding over speeding i.e. by speed less than 20 kmph, avoiding overtaking and following all traffic discipline. 2) Lashing should not be removed midway during transportation. 3) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP 4) CE Department to ensure that there are no pot holes, depression and uncovered drainage on the roads / paths and in storage areas.
5	Transportation of the trailer till gate and queue at the gates.	1) Transporter 2) Custom Broker (CB)	1) Truck driver/supervisor of the transporter to ensure that there should be proper lane wise parking of the trailer along the dock expressway. 2) There should be no obstruction to the traffic movement. Movement of the trailers specially reverse must be carried out under the direction and guidance of Cleaner / helper / signaler. 3) Lashing should not be removed midway during transportation. 4) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP

**3) Export Operation: Movement of coils from the Gate to the Pre stack point.**

Sr. No.	Activity	Supervision	Responsibility
1	Entry of trailer loaded with coils from the Gate	1) Transporter 2) Custom Broker (CB) 3) Gate Inspector	1) Truck driver/Supervisor of the transporter to ensure that the coils are properly lashed by suitable means before entering the docks. If not, then corrective measures to be taken to make it safe for transportation / handling before entering the Port 2) The lashing shall be of suitable type and capacity to ensure that coil remains firmly secured during transportation 3) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP
2	Transportation of coils from the Gate to the pre stack point	1) Transporter 2) Custom Broker (CB) 3) Civil Engineering Department	1) Truck driver/Supervisor of the transporter to ensure safe movement of the trailer to the storage point. The safe movement to include avoiding over speeding i.e. by speed less than 20 kmph, avoiding overtaking and following all traffic discipline. 2) Lashing should not be removed midway during transportation. 3) CE Department to ensure that there are no pot holes, depression and uncovered drainage on the roads / paths and in storage areas.

Sr. No.	Activity	Supervision	Responsibility
			4) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP
3	Offloading of coils at the pre stack point.	1) Transporter 2) Custom Broker (CB) 3) Labour Supervisor /Shed Superintendent.	1) The concerned driver of the crane/forklift to ensure safe offloading of the coils. 2) The Transport Supervisor / CB shall also check the surface condition of the pre stack point which should be even. 3) Cargo should not be stacked in uneven / unsafe place. 5) Unevenness if any, should be brought to the notice of the concerned Labour Supervisor / shed superintendent.

**4) Export Operations: Movement of coils from pre stack point to hook point of the vessel for loading.**

Sr. No.	Activity	Supervision	Responsibility
1	Deployment of proper lifting appliances	1) Transporter 2) Custom Broker (CB) 3) Vessel Agent 3) Labour Supervisor /Shed Superintendent	1) The Transporter / CB / Vessel Agent to ensure that appropriate lifting appliances with adequate capacity and sound condition are deployed. 2) Operator of the lifting appliances to ensure that proper lifting method is adopted to handle the cargo. 3) Supervisor of the transporter should further ensure that no person is present within the swing radius/handling zone of the lifting appliances.

Sr. No.	Activity	Supervision	Responsibility
			4) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP
2	After placing the coil on trailer bed, placing wedges beneath the coils.	1) Transporter 2) Custom Broker (CB) 3) Vessel Agent 3) Labour Supervisor /Shed Superintendent	1) Truck driver/Supervisor of the transporter to ensure proper wedging to ensure cargo stability on the trailer. There should not be any gap between the wedges and the coils. 2) The workers shall use ladder to board the trailer 3) Maneuvering should be done under the guidance of helper/cleaner of the Forklift for front and back movement. Similarly, for the trailer 4) No one should stand below the hanging load / sling and working radius of the lifting appliances. 5) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP
3	Lashing of coils	1) Transporter 2) Custom Broker (CB) 3) Vessel Agent 3) Labour Supervisor /Shed Superintendent	1) Truck driver/Supervisor of the transporter to ensure proper lashing of coils by suitable means before movement to avoid toppling of coils. 2) The lashing shall be of suitable type and capacity to ensure that coil remains firmly secured during transportation to avoid toppling of coils 3) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP



Sr. No.	Activity	Supervision	Responsibility
4	Transportation of coils from pre stack point to vessel hook point for loading on vessel.	1) Transporter 2) Custom Broker (CB) 3) Vessel Agent 4) Civil Engineering Department	1) Truck driver/Supervisor of the transporter to ensure safe movement of the trailer to the storage point. The safe movement to include avoiding over speeding i.e. by speed less than 20 kmph, avoiding overtaking and following all traffic discipline. 2) Lashing should not be removed midway during transportation. 3) Shall follow the 'General Guidelines for Transportation of Steel Coils' at para 5 of the SOP 4) CE Department to ensure that there are no pot holes, depression and uncovered drainage on the roads / paths and in storage areas

**5. Guidelines for transportation of Steel Coils in Docks: -**

**(A) For Vehicles and Lifting Appliances: -**

- (i) Transport equipment deployed for transportation of steel cargo shall be in good working order including all inbuilt safety devices/attachments/accessories and must have fitness certificate issued by RTO Authorities. Vehicle must be fit enough to transport the specific load.
- (ii) Retreaded tyres should not be used in front wheel.
- (iii) Rear view mirror & three-piece mirror should be fitted for clear visibility. Horn sound should be audible from at least 30-meter distance.
- (iv) Vehicle's cabin, cabin door with handle, material body etc. should be physically in good & working condition. Vehicles having bulged body should not be used.
- (v) Vehicle's number plate, parking light, side indicator, brake light etc. should be cleaned at regular interval for clear visibility. Light reflecting

radium tape to be pasted on periphery of the vehicle to be used for transporting the materials.

- (vi) Do not allow any person to stand at foot rest or sit on the loaded material of the vehicle.  
Do not allow any body to get on-board and off-board during running of vehicle.  
At all junctions in docks follow the principle of SLOW, LOOK and PROCEED.  
Never overload the vehicle beyond its rated capacity and rated capacity shall be displayed on vehicle.  
Before coming out or going in docks, stand in queue. Maintain discipline.
- (vii) Before starting vehicle, ensure that the material loaded on the vehicle is properly secured.
- (viii) Never drive vehicle beyond speed limit of 20 km/h on roads in docks and 8 km/h on wharf.
- (ix) Give prior signal at least 30 meters before taking turn at right or left side.
- (x) Keep a safe distance of 2 seconds Rule to the vehicle ahead.
- (xi) Never sit or take rest under the vehicle or within the vicinity of 10 feet of the vehicle or at any parking place area.
- (xii) While taking a turn, speed should be below 10 km/hr.
- (xiii) When turning to the left, drive as close as to the left-hand side of the road from which the turn is being made and of the road which is being taken.
- (xiv) When turning to the right draw as near as may be to the centre of the road and arrive as near as may be at the left-hand side of the road which is being taken.
- (xv) Appropriate lifting appliances with adequate capacity and sound condition with all inbuilt safety devices/attachments/accessories are deployed. Operator of the lifting appliances to ensure that proper lifting method is adopted to handle the cargo.
- (xvi) Drivers/operators should have valid driving license for driving trucks/trailers accompanying with cleaners/helpers.

**(B) Loading, Unloading and transportation of Coils: -**

- (i) Wear PPEs like helmet, safety shoes, hand gloves, etc.
- (ii) Wear High Visibility Jacket for better visibility.
- (iii) During loading operations everybody around should be in a safe position and no person will be on trailer during loading/ unloading of material. For noting down marks of the coil will be done on ground by keeping safe distance.

- (iv) Materials to be loaded as per trailer capacity.
- (v) Put scotch block under the wheel to prevent rolling down of vehicle.
- (vi) No person will move or stand under the suspended load.
- (vii) For positioning the coil at centre of the bed, signal will be given from ground.
- (viii) After loading of each coil, the at least two dunnage of good quality having minimum angle of 35 degrees to horizontal should be placed at front and rear end of coils.  
Each Coil to be secured to trailer bed by at least two chains or wedged lashings at an angle of less than 45 degrees and end fitting of the chain / web lashing must be suitable for the type of securing point used.
- (ix) Chain lashing of minimum 12 mm links or web lashing of equivalent strength shall be used. With chain lashings, necessary fixtures like bracket, D- Shackles, turn buckles shall be provided. The link chain shall be tightened with turnbuckle and web lashing with standard ratchet.
- (x) Rubber pads to be provided for edge protection, when high level of abrasion and cut resistance against sharp and/or rough edges of the product or trailer exists.
- (xi) Stanchions must be provided on the chassis of the trailers used for transportation of cargo like bundles of angles, steel pipes etc. and shall not be removed as long as cargo is on the chassis.
- (xii) Vehicle will be allowed to go only after ensuring that material is properly secured and tightened.  
Do not sleep/ take rest in front of or below or side of the vehicles.
- (xiii) Park your vehicle at designated parking place only and keep safe distance between other parked vehicles.  
Do not move here & there after placing the trailer at loading / unloading point
- (xiv) Proper platform with ladder shall be used for working on the trailer bed, for placing dunnage, for lashing and for rigging work for loading and unloading.  
Drivers should sit at drivers rest point during loading of coil.
- (xv) The trailer shall be fitted with head boards to prevent injury to the driver by sliding of coils in case of sudden braking.
- (xvi) Vehicles should be parked on firm level ground and stability to maintain.
- (xvii) Loads should be spread as evenly as possible, during both loading and unloading. Uneven loads can make the vehicle or trailer unstable. Loads should be secured or arranged so that they do not slide around.
- (xviii) Ensure the stacked bundles are stable before unlashings the steel cargo and to ensure that no one is standing in danger zone of the cargo movement.

- (xix) Reverse or any other movement of the transport equipment, in which driver's vision is obstructed, must be done under the direction of signaller only.
- (xx) Trailers, stanchions, dunnage and lashing material must be checked visually and should be used if it is in good condition only.
- (xxi) While carrying slit coils, where base of coil to height ratio is more than 1:3, then such coils should not be transported in vertical position but in horizontal position (eye to sky direction) and with proper lashing and securing.
- (xxii) No naked light/smoking/cooking inside the docks.
- (xxiii) Maintain cleanliness; avoid spitting, littering and throwing of waste in docks.
- (xxiv) Ensure that no person is present within the swing radius/handling zone of the lifting appliances or trailer movement.

**(C) Precautions for parking of Vehicles or attending any repairs: -**

- (i) Park at designated parking place or at safer place and not on the road and keep safe distance with adjacent parked vehicle.  
Do not park the vehicle in such a way that it is obstructing the movement of other vehicle or narrowing the width of road.  
Keep the parking light ON.
- (ii) Before parking please ensure that no one is at the rear side of the vehicle.
- (iii) After parking apply the hand brake.  
Place scotch block under the wheel at both side of wheel.
- (iv) Switch-off the ignition of immobilized crashed vehicles to reduce risk of fire.
- (v) Wear High Visibility Jacket while attending the breakdown.
- (vi) Place a hazard-warning triangle (with Reflector) to the both side of the road, 50 meters from the scene.
- (vii) If the vehicle develops mechanical or tire trouble and begins to slowdown, drive it to the side of the road as far as possible from traffic.
- (viii) Avoid working on the traffic side of your vehicle.
- (ix) Remove all the barriers and clean the oils from the road before moving ahead, after repairs.

**6) NOTES:-**

- a) The prime responsibility of ensuring compliance of the Standard Operating Procedure (SOP) shall be of the Transporter and Vessel Agent / Custom Broker (CB) who are engaging the transporter.

- b) The Supervision of the above mentioned operations pertaining to HR/CR coils will be performed by the MbPA staff if MbPA gangs/labors are deployed for the Vessel and Shed operations.
- c) In case of private labors are being deployed for vessel and shed operations, the supervision of the entire operations to be carried out by the concerned employee of the port user who is performing the operation.

## 7) Punitive Action

- (i) Sr. No. (A) (5) of the Blacklisting Policy for Individual / Firms/ Companies for Issuance of DEP of February 2018 stipulates punitive action as under:

Sr. No. (a)	Offence committed (b)	Gravity of misconduct (c)	Offence reported by (d)	Offence reported to (e)	Penalties/ Punishments (f)
5	Rash Driving, noncompliance of safety norms and other misconduct of minor nature	Major (endangering life & property)	Safety Cell / Shed Supdt. / Gate Inspector/ CISF/ Security	Sr. DTM (R)	Blacklisting of the person for 3 years and letter issued to the Port user cautioning them for misconduct of their employee

- (ii) Repetitive offences will lead to action as deemed fit on the company i.e. Transporter / Custom Broker / Vessel Agent, including blacklisting of the firm.

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