



PROVISIONAL SAFETY INSTRUCTIONS

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**IPS-02**

**PROVISIONAL SAFETY INSTRUCTIONS FOR VEHICLE  
TRAFFIC IN THE SERVICE ZONE OF THE PORT OF  
VIGO**

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### **1. PURPOSE AND SCOPE**

The purpose of the present document is to define and establish the safety regulations that shall be applied by all users of the Port of Vigo when using vehicles within the confines of the port.

### **2. NORMAS DE CIRCULACIÓN DE VEHÍCULOS A MOTOR**

All motor vehicles circulating within the port service zone shall comply with current and applicable prescriptions concerning Traffic, Circulation and Road Safety, in particular the following:

- Strict observance of orders given by the Port Authority's agents (Security Guards and Port Police).
- Strict observance of existing road markings and signs concerning zebra crossings, level crossings, junctions and roundabouts, give ways, speed limits, stopping places and parking spaces.
- The prescriptions concerning the use of lights by vehicles apply without exception in the whole of the port service area.
- It is forbidden to drive, stop or park within a distance of less than five metres from the edge or side of any quay.

#### **2.1 Specific traffic regulations for cars and motorcycles in the service zone of the port**

- Cars and motorcycles must keep to the authorised service roads.

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- It is strictly forbidden to drive through loading/unloading and goods depot areas when operations are in progress.
- The maximum speed limit at all times is 30 kph.
- Parking is restricted to those areas that have been authorised for the purpose and are duly signed.
- Vehicles must stop without interrupting the traffic, and should never stop in operations zones or their access ways.
- Any vehicle suffering a breakdown must be removed within the following 24 hours. If this is clearly impossible, its driver must notify the Agents of the Port Authority, who will indicate the appropriate area in which it should be left.
- Washing, cleaning, servicing or repairing vehicles is forbidden within the port service zone.
- The owner and driver of a vehicle shall be jointly and severally responsible for any failure to fulfil the present regulations and for any damage or prejudice that they might cause to port installations or any third party.

### **2.2 Specific traffic regulations for goods vehicles in the service area of the port**

- The driver shall be in possession of the relevant licences for the type of goods being transported.

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- Goods vehicles shall carry the current valid documentation for the vehicle in accordance with the kind of goods they transport, as well as proof of payment of road tax.
- They should also carry current valid insurance policies for the tractor, semi-trailer and goods being transported, as well as proof of payment of the same.
- They must only circulate along authorised service roads. When, due to the nature of the service they are providing, they have to drive through goods depot areas, terminals or loading /unloading operations areas, they should do so with maximum care and using only the lanes provided for this purpose.
- Whilst the vehicle is being loaded or unloaded, the driver must remain within the vehicle at all times.
- The maximum speed limit at all times for service lanes is 30 kph, and for terminals, goods depot areas or loading /unloading operations areas the limit is 20 kph at all times.
- Goods being transported should be properly stowed and secured, without affecting the vehicle's stability nor being able to fall off the platform.
- Under no circumstances must goods vehicles circulate with the platform raised, particularly after goods have been unloaded and there is still some remains or residue left.
- When carrying solid bulk goods, these should be properly covered to prevent the product escaping.

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- Fish lorries must keep the drain holes in the box completely closed to avoid spillage of liquid whilst driving through the port zone.
- Parking is restricted to those areas that have been authorised for the purpose and are duly signed.
- Goods lorries must only stop in a suitable place so as not to interrupt the traffic.
- Any vehicle suffering a breakdown must be removed within the following 24 hours. If this is clearly impossible, its driver must notify the Agents of the Port Authority, who will indicate the appropriate area in which it should be left.
- Washing, cleaning, servicing or repairing vehicles is forbidden within the port service zone.
- The owner and driver of a vehicle shall be jointly and severally responsible for any failure to fulfil the present regulations and for any damage or prejudice that they might cause to port installations or any third party.

### **2.3 Specific traffic regulations for loading/unloading and goods moving machinery in the service zone of the port**

- These vehicles must comply with current and applicable prescriptions concerning Traffic, Circulation and Road Safety, in particular the following:
  - ✓ Licence plates.
  - ✓ Vehicle Registration Document.
  - ✓ MOT / Certificate of Roadworthiness.

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- They must be equipped with regulation acoustic and luminous signals, as well as a flashing warning light visible through 360° and a reverse warning light and bleeper.
- The driver must be in possession of the corresponding certification of training.
- Current valid vehicle documentation must be kept in the vehicle.
- Current valid insurance document and proof of payment of the premium must be kept in the vehicle.
- They must never be used to transport people, with the exception of those vehicles designed or adapted to carry a passenger.
- Under no circumstances should they travel along service roads at more than 20 kph. When moving loads they should travel at the appropriate speed to avoid causing accidents or harm to people or goods.
- Road circulation prescriptions applying to these vehicles must be strictly observed at all times, particularly those referring to ramps and slopes, reducing speed when turning, sudden braking, no overtaking and safety distances to be maintained from other vehicles, precautions to be taken when the surface is wet or slippery, etc.
- Fork lift trucks not carrying load must never travel with the forks raised. When they are travelling with a load on raised forks, they must at all times respect the manufacturer's height/maximum load ratio.
- When working they shall at all times have the flashing light switched on to warn others of their presence. Similarly, to announce their presence in dangerous places or junctions with poor visibility, they shall use a

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bleeper with sufficient volume to be heard above any noise produced in nearby installations.

- When a fork-lift truck driver leaves the truck unattended, the motor must be switched off, the parking brakes activated, the controls blocked and the fork left at ground level sloping downwards.
- It is totally forbidden to carry loads whilst driving along the general roadways inside the port.

### **2.4 Specific traffic regulations for transporting abnormal loads in the service zone of the port**

- Transport of loads that unavoidably exceed the limits laid down by the General Vehicle Regulations and the General Traffic Regulations needs special authorisation. In order to circulate within the confines of the Port of Vigo, Special Transport Vehicles must obtain a Prior Special Authorisation from the Commercial Production Department, which will always be issued subject to port operations. This authorisation must be applied for at the Port Authority's Police Office at least 48 hours in advance.
- This authorisation expressly states that before the special transport starts to travel through the service zone of the Port of Vigo, the Head of the Port Police Service must be consulted, since he is responsible for giving final authorisation for the transport to circulate in the said zone, taking into account the particular conditions of port activity at that time.
- The haulage company must take all the necessary safety measures, and is solely responsible for damages to third parties and/or port installations.

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- Vehicles carrying abnormal loads must stay as close to the right-hand side of the road as possible and keep a minimum distance of 50 m from the required escort vehicle or vehicles.
- These vehicles must only stop or park off the roadways. If this is done during the hours of darkness, both the vehicle and its load must be correctly signed in accordance with current legislation.

### **3. TRAFFIC REGULATIONS FOR ANIMAL POWERED VEHICLES**

These vehicles are totally forbidden from circulating within the confines of the port. In cases of absolute necessity, special authorisation must be obtained from the Commercial Production Department.

### **4. REGULATIONS FOR RAILWAY ROLLING STOCK WITHIN THE CONFINES OF THE PORT**

RENFE regulations for the circulation of railway rolling stock will apply, particularly the following:

- Vigo Port Authority shall periodically clean and inspect the railway tracks.
- Trains and/or locomotives wishing to circulate within the confines of the port must request permission from the Commercial Production Department a minimum of 24 hours in advance, this permission being granted or refused by the said department.
- Rolling stock shall only be operated or handled by employees of RENFE, who will only obey the signals of the Operations Foreman, unless in the case of a danger signal, which may be given by anybody.

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- Locomotives must sound their horn before setting off, and at all road and rail crossings within the confines of the port.
- Trains and locomotives must never exceed walking speed.
- Whilst circulating in the Port they must be preceded by a person on foot, carrying a hand signal and fully visible to the train driver; this person must verify that the tracks are in good condition. Crossings must be manned by RENFE personnel with the corresponding hand signal.
- When rail convoys are being pushed from the rear, special measures must be taken to ensure at all times that the way is clear. At least one person must be at the head of the convoy, in radio communication with the driver of the locomotive pushing the wagons.
- It is absolutely forbidden to pull or push wagons with any type of machine other than a locomotive that is properly coupled to them.
- During loading and unloading operations, RENFE cargo supervisors must ensure that the goods are correctly stowed, and that all locks, catches and buckles are in good condition and have been properly closed.
- Wagons must never be pushed and left to roll into place.
- It is forbidden to get on or off locomotives or wagons in movement, or to stand or sit on their buffers.
- It is forbidden to cross the tracks in front of a moving convoy, or to pass between buffers.

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- The entrance and exit of locomotives and wagons into and from the quay or terminal where hazardous goods are handled shall be controlled by the operator of the corresponding terminal.
- The quay operator shall be present at all times during goods transfer operations.
- The locomotives used shall be suitable for this kind of transport.
- When wagons are stationary and uncoupled from a locomotive within the confines of the port, it is absolutely forbidden to manipulate their brake systems.
- RENFE and the stevedoring company personnel shall take all the necessary safety and occupational hazard prevention measures foreseen in current legislation.