



# SCSA-ILA CURRICULUM

## [VESSEL CHECK LIST]



### A) Clerk Receiving and Delivering Containers with a Toplifter Machine.

1. Receiving Containers from a Vessel (Gang).
  - a) Pickup your paperwork and radios (2) from the office (Shipside Clerk).
  - b) Talk to your Foreman in the Lead to get set up.
  - c) Give a radio to the Toplifter you are working to communicate which containers to load.
  - d) Write down your Truck numbers (7) from the Container Gang you are working.
  - e) Verify the Container Number and Prefix you are receiving.
  - f) Put the Correct Stack Location from the painted letters and numbers (Lower Number painted) on the ground.
  
2. Delivering Containers to a Vessel (Gang).
  - a) Talk to your Foreman in the lead to get set up.
  - b) Write down your truck numbers (7) from the Container Gang you are working.
  - c) Markup your Load Plan by Bay. Each Container has either a grounded location or a wheel location. Markup your 20' from your 40'. Mount Containers from the Bay Plan by the sequence number 1,2,3,4 etc. When Delivering 20' Containers ask the Foreman in the Lead , if he wants them loaded singled, 2 containers with a gap or twin picked. Note: All Tanks are to be loaded on a flatbed SINGLED.

### B) Clerk Receiving and Delivering Containers with a Transtainer Gantry

1. Same as all the Points above.
  - a) When talking to the Transtainer Operator, 1 is the stack closest to the Truck Lane. 6 is the very back of the stack. (1-6). Normally, the stacks are 4 high. The Container you want 1 in the middle, 2 on top, 3 on the bottom etc. That's how you communicate with your operator. Maybe if you verified the stack they may all go depending on how it was stowed or laid out.

### C) Clerk Receiving and Delivering Empty Containers with an Empty Handler.

1. Same as Section A) with the exception that the Empty Containers are received and delivered in the Empty Yard.

### D) Lead Clerk under the Container Crane.

1. Verify Container Number and Prefix to be Loaded and Discharged.
  - a) Look at the back doors to verify the Seal is BOLT, BAND, WIRE .
  - b) Note any damages, dents, scratches etc.

- c) Be ATTENTIVE at all times. Hatch Covers are put in the back reach of the Container Crane. When Twin Picks are Loading and Discharging, it can be very hectic to verify the container numbers. Know where you are standing when you check them off.

NOTE: Keep your Vehicle 50' away from your yard machine at all times. If you get confused please Radio your lead Foreman ASAP. Seat Belt must be worn at all times. Observe all Signs and Speed Limits. No Texting and Talking while Driving. Yield to all Machinery while Driving on the Terminal.