SHARED QUAY · TERMINAL OPERATOR AND STEVEDORE

Shared Quay Coordination Checklist

Agree who owns each control where a terminal operator and a stevedoring company work the same quay and yard. Tick one owner per row, name the contact, and note how it is checked. Review it at least once a year and whenever the layout or the work changes.

Terminal		Berths / areas	
Terminal operator		Stevedoring company	
Date agreed		Version	

Who owns each control

Control	Terminal operator	Stevedore	Named contact	How it is checked
Vehicle routes, traffic rules and parking areas	☐	☐		
Crossings and marked walkways to cargo transfer points	☐	☐		
Fixed exclusion zones (e.g. under quay cranes)	☐	☐		
Temporary exclusion zones: who opens, marks and closes them	☐	☐		
Speed limits: setting them / enforcing with own drivers	☐	☐		
Lighting of routes, crossings and stack ends	☐	☐		
Visiting truckers: gate briefing and where they wait	☐	☐		
Ro-ro ramp foot: traffic plan where quay meets ramp	☐	☐		
Vessel-call safety briefing	☐	☐		
Handover between gangs and shifts	☐	☐		
Radio channels and the stop-work signal	☐	☐		
Inductions for casual and hiring-hall labor	☐	☐		
Near-miss reporting: one report, shared with both	☐	☐		
Joint review of near misses and changes	☐	☐		

Each vessel call

Vessel-call briefing (both supervisors attend)	
Vessel, berth and date	
Crane plan and working blocks	
Ro-ro ramp plan (if any)	
Temporary exclusion zones, and who opens and closes them	
Routes and crossings in use; any closed lanes	
Radio channels and stop-work signal	
Visiting trucks: gate, route and waiting area	
Near misses since the last call, and what changed	

Sign-off

	Name	Role	Signature	Date
Terminal operator				
Stevedore				

Next review date: _____ Also review after: a layout change ☐ a serious near miss ☐ a new contract ☐

A coordination checklist, not legal advice. How OSHA's multi-employer citation policy (CPL 02-00-124) applies to your site depends on its facts; take advice on your lease and contracts.