



Field Clerk Training

PURPOSE: To provide guidance and establish a process for training field clerks to be proficient in their duties.

SCOPE: This process will be limited to ILA 1922 personnel who have the jurisdiction as per our CBA to work the yards of the cargo terminals to facilitate the loading and discharging of a Vessel.

I. Qualification for Training

- a. To qualify for orientation and training:
 - i. Must be a member in good standing with ILA Local 1922.
 - ii. Must be selected for training by ILA Local 1922.
 - iii. Must Review the ARB safety policy, terminal safety rules and the non-PIT policy.
- b. Orientation/ Training Scheduling:
 - i. Management will allow each selected trainee to train for two 8-hour shifts (16) hours in total during Vessel operations to complete Orientation and Training program.
 - ii. ILA Local #1922 will confirm the day before a training session via email to Management:
 1. The name of the trainee (max of one (1) trainee per vessel)
 2. The name of the trainer (max of one (1) trainer per vessel)
 - iii. A qualified ILA 1922 Trainer will be assigned by Local 1922
 - iv. OJT Training will consist of a trainer and trainee in the same vehicle while completing 16 hours live operations training that will be divided into two 8 hours shifts.
 - v. Trainee will get paid 8 hours straight time per shift by the company and reimbursed by SEFEPA under USMX training program.

II. Orientation/Training Overview

Field clerk training will consist of the following:

- a. Read and review safety policy.
- b. Receive instructions on how to sign out necessary equipment and start the operation of vessel (vehicle, radio, paperwork, computer, etc.).
- c. Learn to safely navigate the terminal during vessel operation while efficiently loading and discharging cargo to their proper assigned locations.
- d. Learn how to read and follow the flow sheets and bayplan schematics of the vessel operation.
- e. Receive training on the Tablet or Computer for use during vessel operation.
- f. Become familiar with terminal layout and the yard locations of cargo.



- g. Learn proper use of radio communication between lead vessel clerk, Stevedore, top loader, and mule drivers.
- h. Learn how to be instructed on loading and discharging of cargo as per Stevedore's instructions and the provided bayplan layout of the vessel currently working.
- i. Learn to properly set up twin pick loading of two 20ft containers onto a bombcart / busby chassis.
- j. Learn the process for end of vessel operation including the return of all equipment and paperwork to the proper departments.

III. Accidents

- a. When there is an accident, the operator must stop operation and notify an ILA foreman and management of the company immediately.
- b. After the investigation is completed, the operator will be sent for a Post-Accident Drug and Alcohol (D/A) analysis test. This test is not a presumption of fault but as a matter of protocol.
- c. In addition to above, Section III (b), Any operator deemed to be "at fault" by management for an accident, may have to attend a Port-wide Accident Review Board.
- d. For non-fault accidents, if results of Drug test are negative and the alcohol test results are .000, it will be up to discretion of the Management and foreman of Local 1922 if the operator can return to work.

07/23