


POLICIES AND PROCEDURES

TO: Assistant General Manager, A & F Assistant General Manager, Operations Harbor Master Superintendent, Transportation		SUBJECT: Port Facilities Damage & Incident Report Procedures	
Policy Memorandum No. 80-02	EFFECTIVE DATE: JAN 28 1980	REVISION DATE:	
APPROVED BY:  GREGORIO C. SANCHEZ, General Manager			
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)			
<p>I. SCOPE:</p> <p>A. These procedures shall apply to incidents involving damages to Port facilities.</p> <p>B. Reporting procedures for cargo and equipment damage are promulgated through Policy Memorandum No. 79-05 issued on March 19, 1979.</p> <p>II. DEFINITIONS:</p> <p>A. <u>Port Facilities</u> shall mean all permanent structures including but not limited to buildings and appurtenances thereto, perimeter fencing, water lines, fire hydrants, light poles, transformer, fuel pumps, pavement, wharves, and fender system.</p> <p>B. <u>Equipment and/or Property Damage Report</u> shall mean the standard reporting form so titled utilized by both the Safety and Security sections of the Harbor Master's Office and the photographs and supplemental reports or dispositions attached to it.</p> <p>C. <u>Principal Investigator</u> shall mean the Safety Officer or Security Officer on duty at the time the damaged facility incident is reported to the Security Office or the Harbor Control Tower who is assigned to investigate the incident.</p> <p>D. <u>Assistant General Manager</u> shall mean the Assistant General Manager for Administration and Finance or his designee.</p> <p>III. INVESTIGATION OF DAMAGE:</p> <p>A. The Port Safety Officer on duty at the time a damage incident report is received shall be the Principal Investigator. Whenever a Safety Officer is not immediately available or cannot be contacted, the ranking Port Security Officer on duty at the time shall be the principal investigator.</p> <p>B. Upon receiving a damage incident report, the principal investigator shall immediately proceed to the scene. All witnesses and parties involved shall be interviewed in order to determine the chain of events. All physical evidence shall be examined and photographed. All witnesses and parties involved who are Port employees shall be required to submit written reports to the Harbor Master's Office within twenty-four (24) hours of occurrence of the incident.</p>			

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- F. A work request to effect repairs shall be initiated by the Harbor Master's Office. Emergency repair work may be initiated **when**, in the opinion of the Harbor Master, the safety or security of the terminal area is seriously breeched.
- G. If the responsible party desires to effect repairs themselves, the work shall be reviewed for acceptability by the Transportation and Maintenance Superintendent.