

## **SECTION 3**

### **Operational Procedures at Jordan River Customs Site**

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## **1. Direction of a Vehicle to Customs inspection facility-**

### **To be planned and executed by IAA**

#### 1.1 General description (for information only)

1.1.1 Jordan River-Crossing Site is under the responsibility of IAA. The customs is responsible for the vehicle inspection (security and customs inspections).

1.1.2 Light vehicles passing through Jordan River border crossing require customs clearance. Certain vehicles require thorough examination, either as part of customs clearance procedures or as additional security inspections. These inspections will be performed at Jordan River border crossing customs site inspection facility.

1.1.3 The inspection means that will be implemented will comprise of light vehicle Radiographic inspection and a manual inspection.

#### 1.1.4 General Operational Procedures

1.1.4.1 Customs guide lines and general procedures will be defined in this SOW and updated at the PDR.

1.1.4.2 Light vehicles inspection type is customs decision.

#### 1.2 Site's Computerized System (C&C – Command and control system)

The C&C manage the necessary procedures of vehicles directed to the inspection facility. Customs system comprises of the following:

##### 1.2.1 License Plate Recognition System (LPR)

In order to optimize the process of the vehicles inspection and assure that information regarding any arrival of vehicles will be send to the customs office immediately at the arrival of each vehicle, an LPR system will be installed at the entrance gate to the border crossing.

The LPR system will be installed in four (8) additional locations in order to indicate the location of the inspected vehicle and its status.

##### 1.2.2 Customs ID number (vehicle license plate and date of arrival)

This unique ID number will be the vehicle license plate number and date of arrival, including specific time. It will relate to all customs relevant data allowing the match with inspections results.

The license plate will have 8 figures, and the date will have 6 figures. In total, the unique number will have 14 figures.

If a vehicle has a license plate of 7 figures or less, the first figure/s will be added, and will be a hyphen symbol (-).

The date will show the hour/minute/day/month/year.

1.2.3 The C&C system will have 8 (eight) workstations that will include a computer, screen, keyboard and mouse. The workstations will be located as described below:

- At the entrance gate (at the IAA representative station).
- At the radiography station.
- At the radiography inspection station (2 stations).
- At the re-check station.
- At the arrival's hall customs office.
- At IAA control room.
- At the exit gate.

### 1.3 LPR system (part of this project)

#### 1.3.1 The LPR system

Vehicle's location control shall be based on recording the License Plate (LP) number at each stage.

The LPR system will be installed at the following locations: ( The final planning of the traffic routes has not yet been completed)

- a. Entrance gate. (up to 5 lanes)
- b. Pre-inspection parking lot entrance. (up to 2 lanes)
- c. Radiography building car entrance. (1 lane)
- d. Manual pit entrance. (up to 2 lanes)
- e. Customs parking lot entrance (post-inspection/ pre-clearance parking lot). (up to 2 lanes)
- f. exit gate (up to 2 lanes)

## 2. Arrival of Vehicles-

### To be planned and executed by IAA

2.1 Arriving vehicles will go through initial inspection at the entrance gate by IAA representative.

IAA representative will have 2 options to classify the vehicle:

2.1.1 Clear – the vehicle does not need to go through inspection.

2.1.2 Suspicious - the vehicle needs to go through inspection.

2.2 If the vehicle was classified as “Suspicious”, a notification will be sent to the customs for security and customs inspection.

2.3 The vehicle will stay at the Pre-Inspection parking lot. If the vehicle was classified as “clear”, it will be sent to the "clears" parking lot.

2.4 At this stage, all the passengers, driver and all the car content will be unloaded from the vehicle and go through passport control and customs procedure (passengers' procedure).

After completing this procedure, the vehicle will be able to proceed with it's clearance or inspections.

If the vehicle was classified as “clear”, it's driver will be given the keys to the vehicle, and he will pick-up the vehicle from the pre-inspection parking lot and continue to the next parking lot.

### 2.5 Traffic Monitoring

In his proposal, the Bidder will describe the proposed system to be implemented in order to observe, control and monitor vehicles movements in the site and at the exit and entrance gate.

The system will produce a unique number for each vehicle that will be printed and used as a “Drivers ticket”. the number will hold, the following three parameters:

- License plate number
- Date and time of arrival

- Number of arrival (the car position in the queue).

The number will give indication and will be used to control, check and monitor inspection status and the processes for every vehicle inspected in the site.

#### 2.5.1 Vehicle ID - automatic

According to the approved traffic monitoring system, based on vehicle's number, the system will automatically read the relevant ID number corresponding to the vehicle. This will serve as Vehicle ID.

#### 2.5.2 Date and time - automatic

According to the approved traffic monitoring system, based on vehicle's date and time of arrival, the system will automatically specify this data. This will serve as date and time of arrival.

#### 2.5.3 Gate-pass – issued at the arrival's terminal

- 2.6 In addition to the unique vehicle number and date and time, a gate-pass will be issued by IAA and will have a unique number
- 2.7 Vehicle's driver and passengers will go through security and customs inspections.
- 2.8 IAA representative or customs representative will decide if the vehicle needs to go through inspection. The decision will be updated at IAA operator's workstation and will be forwarded to the customs C&C operator's workstation.
- 2.9 The driver will stay at the customs hall and wait until the vehicle inspection will be over.
- 2.10 A screen will be installed in the customs waiting hall. The screen will give indication when the vehicle completed the procedure and is being cleared.

### **3. Pre-Inspection Parking Lot-**

- 3.1 To be planned and executed by IAAAs described in section 2.4, vehicle baggage and passengers will be unloaded and forwarded to the arrival's hall at the terminal.
- 3.2 If the vehicle was classified as “Suspicious”, it’s driver will get a gate-pass and a sticker.
- 3.3 The vehicle will stay at the Pre-Inspection parking lot If the vehicle was classified as “clear”, inspection parking lot and continue to the next parking lot.

### **4. Radiography procedure**

In case radiography (R/ RD) was designated, the operational procedure comprises of the following sequence:

- 4.1 The LPR camera will be installed at the entrance to the radiography building car entrance and will read car license data
- 4.2 The vehicle’s data will appear on the operator’s screen along with vehicle’s photography.
- 4.3 A customs representative will drive the vehicle to the radiography tunnel and leave the tunnel.
- 4.4 The system operator at the radiography installation will:
  - a. Verify that the drivers left the tunnel
  - b. Verify all tunnel's doors are closed
- 4.5 The Operator of the radiography system will activate the system, after assuring all aspects regarding radiation safety.
- 4.6 As soon as the radiographic scan has been completed, the customs representative drives the vehicle to the post-inspection parking lot. Vehicles next in the queue (waiting in pre-inspection parking lot) will enter the tunnel.
  - 4.6.1 LPR camera will be installed at the post-inspection parking lot entrance in order to indicate the location and status of the vehicle.

#### 4.7 Image Analysis

- 4.7.1 The radiographic image of each inspected vehicle together with inspection data (IAW operator's name) will be stored together.
- 4.7.2 Routinely, images in a queue will be transferred to the first available (logged in) image analysis workstations (IAW).
- 4.7.3 The Image Analyst Workstation (IAW) will display the radiographic images on one screen along with all the relevant data, on a different screen, and the Customs data from Customs computer on third screen.
- 4.7.4 The contractor will optimally design the workstations, while taking into consideration convenient access to all systems: the facility operation, control and database as well as customs computer network.
- 4.7.5 The image analyst will analyze the radiographic image in accordance with the instructions presented in customs files.

#### 4.8 Analysis Result

The image analyst may reach one of the following conclusions:

- The image is unacceptable – Rescan is required
- Cleared - The vehicle is cleared of any suspicion.
- Suspicious - There is a suspicion; the vehicle will not be cleared.

##### 4.8.1 Unacceptable Image

In case the image quality is unacceptable (corrupted/ bad resolution) the object will be re-scanned (in better adapted conditions: lower scan velocity, etc)

The new/ updated scan image will be linked to the previously accumulated object's all relevant data.

The customs representative will have to drive the vehicle to the radiography tunnel again, in order to re-scan it.

##### 4.8.2 Vehicle Cleared

Upon Image Analyst decision clearing the vehicle the customs system will be updated.

4.8.3 In case vehicle is cleared, the customs representative will drive the vehicle to the customs post-inspection parking lot and turn the keys to the car's driver. The "driver's ticket" will be updated accordingly.

#### 4.8.4 Suspicion

In that case the analyst decision, pending on the reason and type of suspicion, the vehicle is directed to manual inspection (M /P).

4.9 At the end of the analysis the operator will input his results and remarks into Customs computerized system

#### 4.10 Send to Manual

4.10.1 In case that an additional manual inspection is required after radiographic inspection the image analyst will mark the areas within the object referring to the suspicion, add annotations and instructions for manual inspection, as needed.

4.10.2 The file, including radiographic images will be automatically transferred to the Recheck Workstation at the manual inspection site.

4.10.3 A 3<sup>rd</sup> LPR camera will be installed at manual pit entrance (by IAA) in order to indicate the location and status of the vehicle.

4.10.4 The LPR camera will automatically identify the vehicle and send the information to the screen of the Recheck workstation.

## 5. **Manual Inspection Procedure - (for information only)**

5.1 A vehicle will be required to undergo manual inspection procedure (M) as a result of

- a. radiography inspection
- b. Customs decision.

### 5.2 Inspectors (M)

5.2.1 The vehicle will be admitted by a customs representative at the manual inspection area at the Manual Inspection Bays following verifying vehicle's license plate number by the LPR system. Vehicle's data will automatically show on the screen of the re-check station.

5.2.2 The LPR camera will automatically identify the vehicle and send the information to the screen of the workstation via the C&C system, and provides the data that was previously received:

- a. Transferred as result of security issues.
- b. Transferred as result of the radiography scan (including scan image, operator marks and remarks).

### 5.3 Manual Inspection Results

5.3.1 At the end of the manual inspection, the inspector may reach one of the following decisions:

- a. The vehicle is cleared
- b. The vehicle is not cleared.

5.3.2 In case vehicle is cleared, the customs representative will drive the vehicle to the post-parking lot. The car's driver will see that the vehicle finished the procedure on the screen in the waiting area and will pick it up from the customs officer. The "Driver's ticket" will be updated accordingly.

5.3.3 In case the vehicle is not cleared the vehicle will be processed according to customs internal procedures.

- 5.3.4 At the end of the manual inspection, Customs inspector will key-in examination's results into the customs computerized system data base.
- 5.4 Entering manual inspection results into the C&C will automatically update vehicle's status and allow control of vehicle exit from the site.
- 5.5 The vehicle ID (LPR or other) will serve to monitor the exit procedure along with the "Driver's ticket" and gate-pass.
- 5.6 The car's driver will see that the vehicle finished the procedure on the screen in the waiting area and will pick it up from the customs officer.

## 6. Clearance procedure

- 6.1 After clearance as result of the radiographic inspection or completion of the manual inspections, the customs representative will drive the vehicle to the post-parking lot and turn the keys to the customs officer at the arrivals hall. The car's driver will see that the vehicle finished the procedure on the screen in the waiting area and will pick it up from the customs officer. The driver will be directed to the site exit gate.
- 6.2 Clearance given by the radiography analyst or customs inspector at the manual site will automatically update the facility database. In some cases, when there is a problem reading automatically the vehicle's ID (based on Vehicle LPR) driver ticket may also serve to monitor the exit gate pass.
- 6.3 At the exit gates, LPR camera will be installed by the bidder
- 6.4 The process as well as the installed equipment will be adapted to the specific proposed and approved traffic monitoring system, LPR and any other equipment that will be provided by the contractor or others.
- 6.5 **Generally, the exit gate will operate automatically (unmanned): Exit gates shall open automatically for all cleared vehicles. This procedure will be coordinated with IAA.**
- 6.6 Reading the Vehicle ID by the system's reader positioned at the exit gates will validate that the vehicle was directed to the exit gate and is allowed to exit. –

6.6.1 According to the results;

- a. Open the gate
- b. Other: initiate an alarm, check, call security, etc.

6.7 In case reading of the Vehicle ID failed, gate-pass will serve as a backup. The Check-out operator will read vehicle’s gate-pass information and follow the procedures as defined in the previous paragraph.



