

CARGO KIX STAFF HANDBOOK



KIX CARGO AREA STAFF HANDBOOK

Facility Map



A map to show the welfare facilities and company names.

Cargo Area SNS



Events and information on the cargo area are updated on an irregular basis.



Facility Information

Break Rooms

Break Room 1: 3F, International Cargo Agent Bldg. No.2
(Microwave, kettle, Office Glico, beverage & towel vending machine)

Break Room 2: 2F, International Cargo Agent Bldg. No. 3
(Napping space, beverage vending machine, Office Glico)

Women's Break Room: 3F, International Cargo Agent Bldg. No. 2 (1 sofa bed)

*Taking up space and leaving personal belongings unattended is prohibited.
Any unattended items will be removed as soon as they are found. We hold no responsibility for any damage or loss of contents.

*Chairs and beds are frequently damaged. Please handle the furniture with care.

*Eating, drinking, and using beds with shoes on are prohibited in the napping area.

*Please do not make noise from your wireless device or smart phone, talk loudly, or do anything that disturbs others around you.

In case of poor usage, we will check your ID and contact your employer.

We may prohibit the use or may close the break rooms.

Shower Rooms

Near the Break Room 1 on 3F, International Cargo Agent Bldg. No. 2
(2 coin-operated stalls each for men and women)
Face towel vending machines are located in Break Room 1.

*Family Mart is also equipped with a coin-operated shower.

Smoking Areas

Smoking areas are located on each floor of the AgencyBuilding and outside on the 1F of the International Cargo Agent Bldg. No. 3. Please do not walk around while smoking, or litter outside of the approved smoking areas, as it may disturb other users.

Indoor smoking areas cannot be ventilated with windows open. Please smoke with the windows closed.

Smoking in the office is subject to the revised Health Promotion Act, which mandates measures to prevent passive smoking in the workplace, and you may receive guidance from the government or other authorities.

Meals

Convenience stores

- Lawson: 2F, Int'l I Cargo Agent Bldg. No. 2
- Family Mart: Near the truck waiting area behind the gas station in the int'l I cargo area on Island 1

Cafes and cafeterias

- Cafe Noah: 3F, Int'l I Cargo Agent Bldg. No. 2
- Food trucks: Please check our SNS for the schedule and details.
- Customs cafeteria: In CIQ Building (closed as of July 2023)

Entry to the Int'l Cargo Area

The international cargo area is a restricted area requiring security checks for entry, and those who do not have an ID card must be issued a temporary entry pass. In principle, prior application via the website (information registration and application for entry) is required to apply for a temporary entry pass. Please access the following page for the procedure.



Issuance of ID Cards & Vehicle Entry Passes

Those who work in the cargo area or drivers who frequently enter the area can obtain an ID card, such as a brown pass that allows entry only to the international cargo area & restricted areas.

Please be sure to wear your ID card in a visible position.

Vehicle operation passes must be displayed on the dashboard.

These passes will allow you to pass through the less congested permit lanes.

For those who work for a registered company

Green = G Pass: Security area
Red = R Pass: CIQ & security area
Blue = B Pass: Restricted & security area
Yellow = Y Pass: Security, restricted & CIQ
Red Belt: Aircraft entry

Apply at: ID Card Center, 1F, South Airline Bldg. 072-455-2017

Drivers and others without registrations at KIX

Brown = Cargo area only:
Apply to Cargo Area Operation Center(CAOC) or ID Card Center

Validity: 1 year
Cost: 1,048 yen/card (Renewal fee: 524 yen/card)

Required documents:
Application for entry approval (Form 3)
Identification documents (driver's license, etc.)
Copy of driver's license (both sides)
Photograph (40mm x 30mm)
*Taken within the last 6 month

ID Card Center & Car parking office

Place : Airline South Bldg 1F

ID CARD CENTER

tel : 072-455-2017

office hours: business days 9:30-16:30

*issuing ID Card

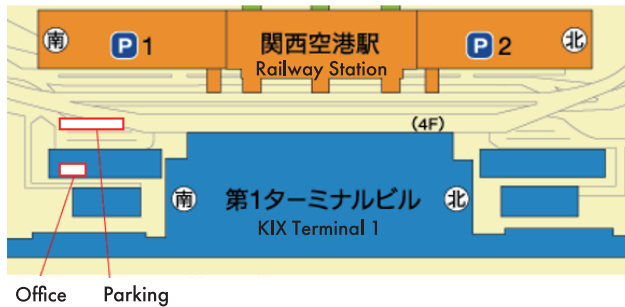
*Applying bicycle use in restricted area

CAR PARK MANAGEMENT OFFICE

tel:072-455-2495

office hours:business day 10:30-18:30

*applying monthly car park



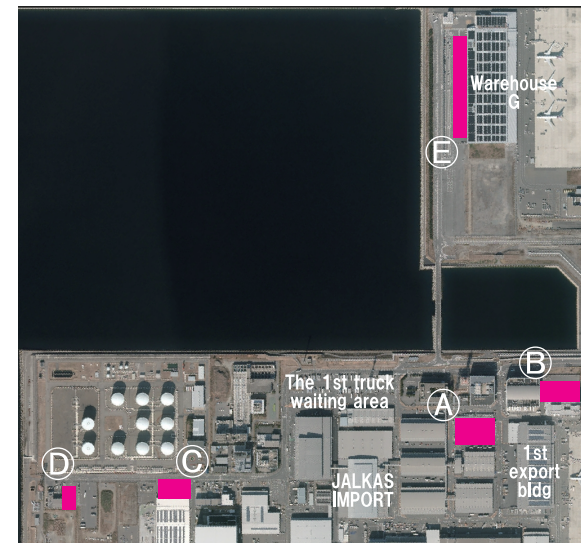
Staff Car Park

- Ⓐ Staff car park No. 1 (multi-story car park)
- Ⓑ Staff car park No. 1 (temporary car park)
- Ⓒ Staff car park Building C,
- Ⓓ Temporary car park
- Ⓔ Staff car park Building G

*Ⓐ is currently operating only on the ground floor.

Hourly charges for Ⓐ (tax included)

Free for the first 30 minutes
260 yen for the first hour
260 yen - 270 yen per 30 minutes



Traffic Rules

Speed limit in premises: 30km/h

Container dolly: 15km/h

Forklift trucks: 8km/h when loaded,
15km/h when unloaded

In principle, please drive backward when loaded.

Do not park in areas other than the designated parking/waiting areas.
Do not park in the green pedestrian lanes as this may lead to accidents.

Forklift Trucks

Forklifts to be used on the island must be applied for in advance and the sticker below must be attached.



Apply at
Cargo Area Operation Center
072-455-4394

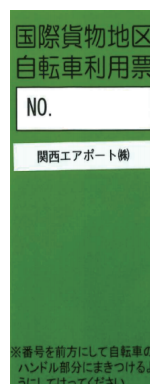
Bicycle Use

Bicycles used on the island must be applied for use and have a sticker affixed.

Bicycles used in the cargo area:
Cargo Area Operation Center (CAOC)

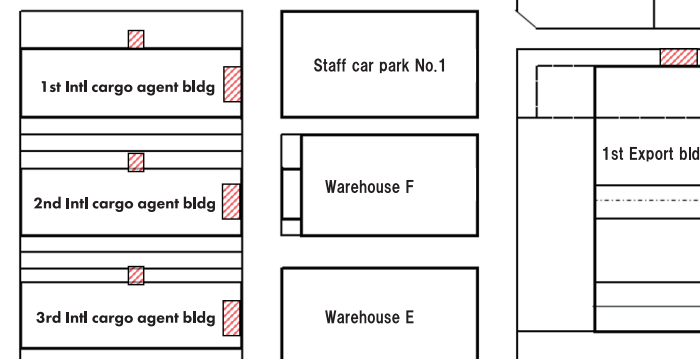
Bicycles used in restricted areas:
ID Card Center

When you stop using your bicycle, please be sure to return the sticker along with the discontinuation notice.



Sticker for bicycle use in restricted areas

Bicycle Parking



- Bicycle parking in the international cargo area is subject to the Road Traffic Act.
- Bicycles must be parked in the red area shown above (designated bicycle parking area) or on your employer's premises.
- Violators may have their approval for use revoked or have their bicycles removed.

Employee Discounts

ID card holders are eligible for employee services at passenger terminal stores. You can check the service details by entering your ID and password on the following website.

ID: cskix PASS: smile





Waste Disposal

In principle, garbage generated at KIX is disposed of at the Clean Center on the island. Please separate your garbage and put it in the designated garbage collection area on the 1F of each building. The designated garbage bags are controlled by number. Items not listed in the table on the right (i.e., items that cannot be disposed of) will be returned. Items that cannot be collected must be disposed of at the business's own risk. Wooden pallets cannot be collected.

Inquiries about purchasing garbage bags and garbage disposal:
Clean Center 072-456-6165

Category	Contents	Bag color	Remarks
Combustible garbage	*Kitchen waste *Wood waste (less than 30cm) *Paper that cannot be recycled (thermal paper, carbon paper, waxed paper, paper scraps) *Others (cigarette butts, tea bags)	White 45L, 90L	Please drain food scraps well, and tightly seal the mouth of plastic bags before disposing. Cigarette butts can cause fires, so moisten them before placing them in plastic bags.
Recyclable garbage	Cans, empty steel, and aluminum cans	Green 45L	Please make sure that no contents remain in the can. Punch holes in spray cans.
	Bottles (unbroken) Plastic bottles	Pink 45L Clear 45L	Please make sure that no contents remain.
	Recycled paper (newspapers (except advertising magazines), magazines) Used wood-free paper (copy paper, computer paper) Documents (those that do not require confidentiality)	Yellow 45L	Separate newspapers & magazines from used wood-free paper. Separate into quantities that a person can carry (within 10 kg)
	Cardboard		Please bundle them with string or duct tape into quantities that can be moved by a person.
Non-burnable garbage	Glass tableware, Porcelain tableware, Broken/empty bottles Scrap metal (knives, forks, spoons)	Blue 45L	
Combustible bulky waste	Wooden waste (wooden frames or boxes which can be moved without pallets. Clothing (uniforms, caps) Grass clippings, Bags (excluding metal bags) Wooden products (desks, tables, chairs, bookshelves)		Large items that cannot be shredded at one time should be reduced in size before disposal.

Crackdown on Violating Vehicles, etc.

All vehicles are identified by vehicle number. Violators of traffic rules, nuisance parking, etc. will be given demerit points, and if they accumulate five points, they will be banned from entering the international cargo area. Please display your vehicle operation pass on your dashboard and follow the rules of etiquette and traffic. Please refer to the table on the right to see the violations and demerit points. For more information on enforcement, please check the barcode below (Japanese only) and the following score table.



Violation demerit score table (vehicles with vehicle operation pass, general entry certificate, or temporary entry certificate)

violations	scores		demerit point release period
	vehicle	driver	
Failure to display on the dashboard the vehicle operation pass, general entry certificate, or temporary entry certificate	1	1	6 months
Failure to show turn signal	2	2	
Violation of parking in no-parking zones (reverse lanes, etc.)			
Obstruction of traffic (double parking, corner parking)			
Secondary sorting, loading/unloading cargo on the roads or green belts			
Exceeding visitor parking time	3	3	
Unauthorized parking in the visitor car park			
Failure to check for safety (temporary stop line, check left and right, etc.)			
Distracted driving (cell phone, smoking, eating, drinking, documents)			
Violation of speed limit on the terminal access road (exceeding the speed limit)	5	5	
Dangerous drive(driving in reverse,sudden acceleration,sudden braking,sharp turns,etc.)			
Driving without qualification (during the period of driving prohibition)			
Illegal dumping of industrial waste, etc.			
Failure to follow the instructions of the person in charge, security guards, and traffic enforcement officers			

Evacuation Site

The primary evacuation site in the event of a disaster is Truck Standby Area No. 1 in the international cargo area. In the event of a major tsunami warning, the evacuation site is KIX SORA PARK on island 2. If your company has a separately designated evacuation site, please prioritize that site. Please check the "Earthquake and Tsunami BCP" on the following page.



Access Bridge

If an average wind speed of 20 m/s is predicted for the access bridge, traffic restrictions will be implemented 20 min before the predicted time. When there is a strong wind forecast, please check iHighway (website of NEXCO WEST JAPAN).



NEXCO West JP iHighway



Japan Meteorological Agency Airport Time series forecast

Railroads

JR West and Nankai Railway are operating. In case of stormy weather, train operation will be suspended when the wind speed exceeds 30 mph on the anemometer on the bridge and resumed when the wind speed drops below 20 mph after safety checks are made.



Nankai Railway



JR WEST

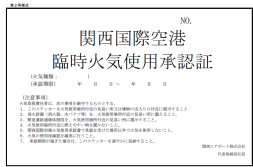
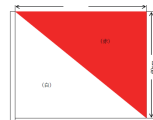
Fire Use

Use of fire at KIX requires application and approval.

What is fire use...?
e.g., setting up a smoking area, bonfires, welding or other work that generates sparks, stoves, or other fire-generating heating equipment, gas stoves, etc.

You must obtain approval and post a fire use approval flag or a temporary fire use certificate, when using fire. Please return them promptly when you finish using the fire.

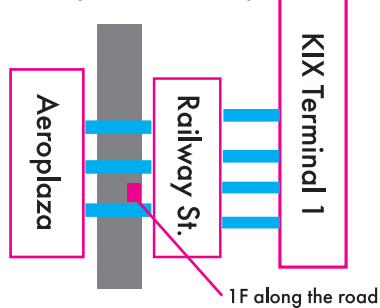
Fire use approval flag



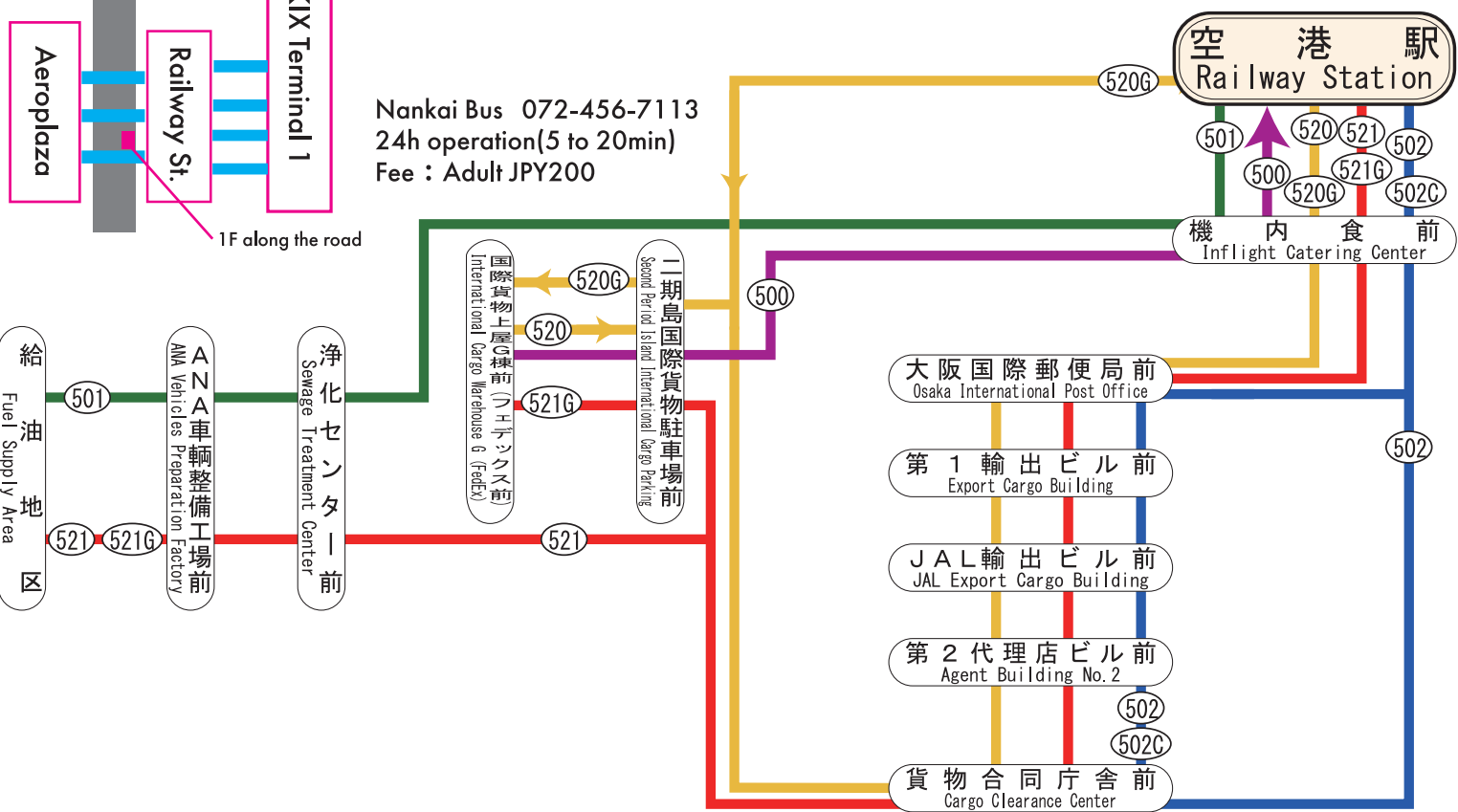
Where to apply:
Cargo Area Operation Center
072-455-4394

Cargo Area Buses

Railway station bus stop



Nankai Bus 072-456-7113
24h operation (5 to 20min)
Fee: Adult JPY200



Contact Information

Cargo Area Operation Center (CAOC)
2F, International Cargo Agent Bldg. No.5 (24h) 072-455-4394
※First report of facility abnormality/accident, various applications, and inquiries

KIX Police Office
072-456-1234
※Lost and found items, accidents, (Lost and found items maybe kept at Security Office No. 1)

Cargo Area Security Office No.1
072-455-2437

ID Card Center
072-455-2017
※Issuing ID card, bicycle use in KIX

Staff Car Park Office
072-455-2495

Clean Center
072-456-6165
※Garbage bags & inquires about garbage disposal

Izumisano Fire Station KIX branch
072-456-0119
※Fire

Share with us your ideas

Please tell us what you notice because you use the int'l cargo area every day. Please feel free to post your ideas about places you think are dangerous or things you wish were better. We will consider improving and realizing projects that have a high priority or that receive a lot of feedback.

Please feel free to submit your ideas here ➡



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