

sop



Quality System Procedure - Procedures to be followed by the Shipping Lines

Prepared by :
Head (Ops)

Approved by :
Dy. COO

Issue / Rev No.:
01:05

Effective Date:
22.07.2019

Doc. No.:
VCT-OPS-SOP-SL

INDEX

Clause no.	Description	Page
1	General	
1.1	Definition	
1.2	Abbreviations	
1.3	General Customs formalities	
2	Vessel Operations	
2.1	Berthing Planning	
2.1.1	Pro-forma Vessel Schedules	
2.1.2	Initial Vessel Berthing Request	
2.1.3	Detailed Vessel Call Information	
2.1.4	Late arrivals of vessel	
2.1.5	Vessel Connections	
2.1.6	Berthing Policy	
2.2	Technical Vessel Information	
2.3	Discharge Operations	
2.3.1	Discharge Information	
2.3.2	Transshipment Containers	
2.3.3	Discharge Checking Activities	
2.3.4	Discharge Reporting	
2.3.5	Over-Landed (Out-of-List) Containers	
2.3.6	Short-Landed Containers	
2.3.7	Stowaways	

sop



Clause no.	Description	Page
2.4	Loading Operations	
2.4.1	Loading Information	
2.4.2	Stowage Approval	
2.4.3	Pro-Forma Cargo Deadline	
2.4.4	Loading Checking Activities	
2.4.5	Loading Reporting	
2.4.6	Verified Mass Gross _ VGM	
2.5	Berthing Application	
2.6	Terminal Handling Charges	
2.7	Vessel Related Charges	
2.8	Vessel Bunkering, Repair & Provisioning	
2.9	Vessel Clearance Formalities	
3	Landside Operations	
3.1	Gate Operations	
3.1.1	Terminal Access Control	
3.1.2	Container Exit and Access validation	
3.1.2.1	Export Containers	
3.1.2.2	Import Containers	
3.1.3	Gate Inspection Process	
3.1.4	Equipment Interchange Report (EIR)	
3.2	Rail Operations	
3.2.1	Import Containers	
3.2.2	Export Containers	
4	Door Direction of Container	
5	Containerized Out of Gauge Cargo	
6	Direct Deliveries	
7	Hazardous Cargo	



Clause no.	Description	Page
7.1	Hazardous Restrictions	
7.2	Hazardous Cargo Manifest and Documentation	
8	Container Rework and Cross Stuffing	
9	Reefer Containers	
10	One Door Open Containers	
11	Container Cleaning and Repair activities	
12	Liability	
13	Terminal Planning Software & EDI	
Attachment A	Telephone and Telefax numbers	
Attachment B	Customs Documentation & Procedure	



1.0. GENERAL

The purpose of this document is to describe the procedures to be followed by the Shipping Lines for handling of containers and vessels at Visakha Container Terminal. For the movement of containers through VCT, Shipping Lines or their authorized agents shall get registered with VCT by complying with the requisite formalities (Ref: Annexure 12)

1.1. Definition

This document will describe in detail all the procedures that need to be followed by the Shipping Lines while operating at VCT.

1.2. Abbreviations

CT	:	Container Terminal
CY	:	Container Yard
CONCOR	:	Container Corporation of India
EDI	:	Electronic Data Interchange
EIR	:	Equipment Interchange Receipt
ETA	:	Estimated Time of Arrival
ETD	:	Estimated Time of Departure
EAL	:	Export Advance List
EGM	:	Export General Manifest
FPD	:	Final Port of Destination
IAL	:	Import Advance List
ICD	:	Inland Container Depot
IGM	:	Import General Manifest
POD	:	Port of Discharge
POL	:	Port of Loading
SL	:	Shipping Line or its Authorised Agent
SRF	:	Service Request Form
TOS	:	Terminal Operating System
TSA	:	Terminal Services Agreement
VCT	:	Visakha Container Terminal
VCH	:	Visakhapatnam Customs House
VPT	:	Visakhapatnam Port Trust
VIA	:	Vessel Identification Advice
VO	:	Vessel Operator
APPCB	:	Andhra Pradesh Pollution Control Board



1.3 General Customs formalities

The Customs formalities concerning the movement of containers via VCT are described in Attachment B but serve as an indicator only.

All Customs formalities are subject to the rules and regulations stipulated by the Visakhapatnam Customs House.

2. VESSEL OPERATIONS

Information with respect to vessels calling at the VCT to discharge or load containers have to be provided to the VCT Planning Section by

- the VO's Central Planning Group / Planning Center or
- VO at Visakhapatnam.

2.1. Berthing Planning

VCT shall prepare its quay-wall planning considering the following parameters:

- Pro-Forma Vessel schedules
- Initial Vessel berthing request
- Detailed vessel call information
- Availability of quay-wall space
- Vessel Connections
- Submission of the Import Bay Plan and Export Pre-stowage

2.1.1. Pro-Forma Vessel Schedules

The pro-forma berth windows for the particular line's vessels are negotiated between the VO and VCT. The berth window is related to an estimated number of container lifts and the required day and time of the week.

Unless otherwise agreed, vessels will be planned to arrive and depart on the pro-forma berth window's arrival and departure times.

In case a vessel is delayed on the pro-forma schedule, VCT will try to sail the vessel as close to the pro-forma sailing time as possible provided this will not negatively affect other vessel's schedules.

In case a vessel is arriving ahead of pro-forma but is not required to sail ahead on the pro-forma schedule, VCT will try to accommodate the vessel at the quay-wall provided this would not negatively affect other vessels' schedules.

In case a vessel has to sail ahead of the pro-forma sailing time VCT will try to accommodate this requirement provided this would not negatively affect other vessels' schedules.



The VO has to request out-of-pro-forma handling requirements in writing to the VCT Operations Department in the above such cases.

Vessels arriving within the agreed berthing window and the agreed number of container move exchange lifts, will always have priority over vessels out of pro-forma or incidental vessel call

2.1.2. Initial Vessel Berthing Request

The VO is responsible to provide their vessel's arrival information to VCT's Planning Section (Operations Department).

A 'Vessel Identification Advice' form has to be filled in by the VO and submitted to VCT Planning Section not more than 10 days before vessel arrival. In case, the VO wishes to apply for VIA No. earlier, the same can be done only after prior permission from the Head - Operations, VCT.

All the containers shall enter VCT CY for a particular vessel only after the VIA number is taken. The VIA number shall be used for all the correspondence between VCT and VO / SL.

2.1.3. Detailed Vessel Call information

Detailed vessel call information needs to be given by VO in the daily pre-berthing meeting which is held at VCT every day morning. The VO shall give the exact ETA and the required information below at least 24 hours before arrival at the Port, failing which the berthing program of the vessel may be changed, depending upon other vessels schedule.

The required information consists of:

- Vessel name
- ETA
- Required ETD
- Expected number of moves per vessel call split in:
 1. Total discharge / load moves - 20ft / 40ft split per hatch / bay
 2. IMDG class containers - discharge / load moves.
 3. Live Refrigerated containers - discharge / load moves.
 4. Empty containers - discharge / load moves.
 5. Out of Gauge containers - discharge / load moves
 6. One door open container - discharge / load moves and
 7. Any other special containers

Upon receipt of the above information, VCT will prepare the berth and equipment plan and shall advise the VO of the vessel ETA / ETD.

In case of required changes in the requested ETA / ETD, the VCT Operations Department will contact the VO to create the best workable solution

2.1.4. Late arrivals of vessel

If due to late arrival of vessels causing berth congestion, the Head-Operations of VCT shall consult with the respective VO's to discuss the plan of berthing their vessels.



sop

2.1.5. Vessel Connections

Critical connections of other vessels that may influence the vessel operation have to be announced preferably 48 hours before, but ultimately 24 hours before ETA to ensure proper priority setting for the quay-wall. The information must contain the total number of transshipment containers

2.1.6. Berthing Policy.

VO shall declare ETA of vessel 72 hours prior its arrival to planning section by e- mail. VO shall subsequently submit the berthing application indicating firm ETA 24 hours prior to the vessel arrival to VCT planning section.

If the change in ETA is more than 2 hours from that declared in the berthing application, then the ETA amendment shall be sent by the VO to VCT planning section at least 12 hours prior to vessel arrival.

VCT Berth shall be allocated strictly as per the ETA declared in the berthing application and based on the stowage particulars received from the VO.

Berthing priority will be accorded in the following sequential manner –

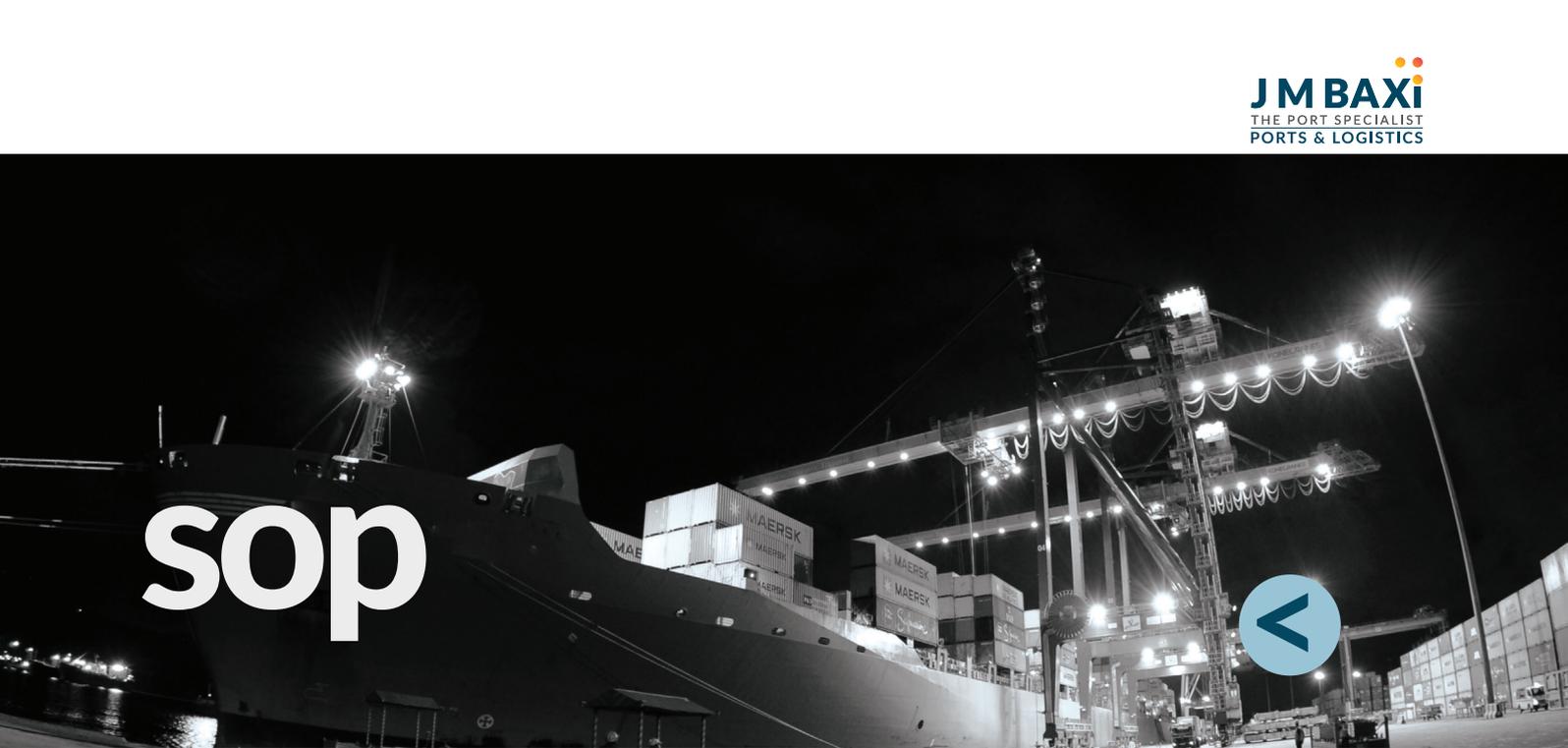
- Vessels which have declared 3 month schedule in advance and calling VCT on a regular window has the priority over all other vessels.
- Vessel which has declared firm ETA 24 hours in advance and has arrived port limits within +/- 2 hours on time as mentioned in the berthing application.
- Vessel which has arrived port limits not maintaining declared ETA in the berthing application.
- Amongst non-window vessels, main line vessel shall have priority in berthing over the other vessels. VCT reserves its right to change berthing plan due to operational reasons.

2.2 TECHNICAL VESSEL INFORMATION

The SL / VO shall provide VCT with vessel technical information, at least 72 hours before arrival. This information has to be supplied the first time the vessel calls the port, or whenever the previously supplied information changes.

The vessel technical information consists of:

- Vessel particular
- Schematic vessel Profile
- General Arrangement Plan
- Bay Plan
- Air Draft
- Height of ship's crane from the keel
- Lashing Plan
- Type of hatch covers and their dimension / weight
- Geared / Gearless.
- Vessel capacity in TEUs
- Type of Twist locks



sop



- Per hatch / bay:
- Identification of the hatch / bay numbers
- Depth of hatch / deck in container slots (tiers)
- Position of the bulk heads.
- Position of the engine room & Bridge.
- Position of ballast tanks.
- Information of bays (cellular / non-cellular)
- Position of Derricks and any obstacles on deck.
- Reefer connections
- Maximum stack weight / tier weight.
- Maximum air draft of the vessel
- Under deck clearance
- Other particularities relevant to the vessel stowage

With this information the VCT vessel data base shall be updated.

2.3. DISCHARGE OPERATIONS

2.3.1 Discharge Information

The VO is responsible for communicating the discharge, re-stow and / or remain-on-board instruction at least 8 hours prior arrival of the vessel. On basis on the supplied instructions, the VCT Planning section shall prepare the discharge plan. The instructions must contain:

- **Import Advance List**

A consolidated Import Advance List of all the Import containers belonging to different SL's as per the format attached in both – soft / hard copy and in EDI format shall be submitted by the VO. The import list should clearly indicate the mode of delivery – Rail / Road / Sea and the final destination. The list should also include any containers to be transhipped and re-stowed. VO shall ensure that the containers for which IGM has been filed only are mentioned in the IAL provided to VCT. VCT shall consider Import Advance List received from VO as the relevant document for discharging the containers from the vessel.

- **Import Bay-plan**

A Bay Plan / Stowage of the arriving vessel via an EDIFACT 'BAPLIE' message shall be sent by VO prior to submission of Import Advance List by email to VCT Planning Section. If such a message cannot be generated according to this protocol, a paper document containing the Final Bay Plan from the last port of loading shall be provided.

- Hazardous Cargo Manifest (Annexure 9)
- Reefer Manifest (Annexure 10).
- Out of Gauge Manifest (Annexure 11).



sop



- **Import General Manifest**

The VO shall submit the IGM to VCT Planning Section at least 8 hours prior to the arrival of the vessel.

The SL / VO shall be solely responsible for the accuracy of the information and the details in the above documents and shall take all statutory permissions required for discharging the container prior vessel arrival. Any changes in the discharge instructions after the information deadline have to be in writing to the VCT Operations department.

Important Note:

In case of late submission of the discharge instructions resulting in delay of the vessel discharge operation, VCT reserves the right to charge standby time of its manpower and equipment to the account of the vessel, at the rates published in the VCT tariff / TSA. Also, VCT may decide to cancel the berthing of the vessel in case there are other vessels awaiting for berthing. In such case, the said vessel has to wait in turn again.

2.3.2 Transhipment Containers

The VO / SL shall submit discharge instructions relating to transhipment containers through the Import Advance List whereas the following additional data needs to be provided:

- V in "MOD" column of IAL
- Next Vessel VIA Number in "Cargo Type" column of IAL.
- Final POD for which the container is to be exported for has to be stated in the "FPD" column of IAL.

2.3.3 Discharge Checking Activities

During the discharge process VCT shall perform a visual check on the following items:

- Container number.
- ISO Type / Size.
- Out of gauge.
- Damages, if any, limiting to the front, rear, right and left side panel. Damages on the top & bottom panel and other non-visible shall not be captured due to operational limitations. (Damage report which endorsed by Vessel Chief Officer shall be shared with concern SL. If the Vessel C/O deny to countersign, report shall be prepared on own and shared to SL at the earliest)
- Seal integrity and Seal Number Check.
- Containers without bottle seal on laden containers shall be affixed with VCT seal. A charge for affixing seal shall be levied as per the tariff.



2.3.4 Discharge Reporting

VCT shall provide the SL with EDI discharge message 'COARRI' after the containers have been discharged from the vessel. Final discharge list and recap summary shall be e-mailed by VCT to the VO after sailing of the vessel.

In case of EDI failure or if the VO / SL cannot receive EDI messages, hard copy of discharge list will be made available for the VO / SL after the sailing of the vessel.

2.3.5 Over-Landed (Out-of-List) Containers

When a container is reported as over-landed, the VCT Operations Department shall immediately contact the VO.

The VO shall investigate which line the container belongs to and decide whether the container needs to be re-stowed back or remain discharged. The VO shall then provide full container details to the VCT Operations Department.

The VO shall provide the VCT Planning section with written instructions, Customs permission on the over-landed container as soon as possible but ultimately before departure of the vessel. In case, the VO fails to respond or provide above said documents prior completion of operations, the container shall be restowed back at the cost of VO.

It may be noted that VCT is duty bound to keep Customs informed of the Over Landed containers. All necessary customs permissions for discharging these containers shall be taken by the SL / VO.

2.3.6 Short-Landed Containers

VCT shall report a short landed container to the VO after the vessel discharge operation has completed. The VO shall take necessary action with the SL on whose account the short landing has taken place and resolve the issue with Customs.

It may be noted that VCT is duty bound to keep Customs informed of the Short Landed containers.

2.3.7 Stowaways

VCT shall enforce strict controls to prevent unauthorised access to the Terminal. The SL / VO shall ensure that the empty containers are checked before shipping to VCT so as to prevent stowaway inside it.

The SL / VO shall be liable for any loss or damage suffered or incurred by VCT (including, without limitation, any fines or penalties or the payment of expenses by VCT on account of care, lodging, medical attention, security and repatriation) arising from the presence in the Terminal, whether in Containers or not, of stowaways, or other unauthorised personnel unless such presence of the stowaways, or other unauthorised personnel in the Terminal whether in Containers or not has arisen due to negligence or misconduct on the part of the Terminal Operator.

sop



2.4. LOADING OPERATIONS

2.4.1. Loading Information

The VO is responsible for communicating the vessel loading instructions at least 8 hours prior arrival of the vessel. On basis of the supplied loading instructions, VCT Operations department shall prepare the loading sequences for the subject vessel.

The instructions shall contain:

- **Export Advance List**

A consolidated Export Advance List of all the containers belonging to different SL's as per the format attached in both – soft / hard copy and in EDI format shall be submitted by the VO. The Export list shall clearly indicate the mode of arrival – Rail / Road / Sea and the point of origin.

If there is any discrepancy between the information received upon arrival of the container on the terminal and the load instruction information, the load instruction information will be considered as the most valid source of information. Any difference between the information received on arrival of containers and in the export advance list, which results in shifting of container(s) shall be charged to the SL as per the tariff / TSA.

The load instruction information shall be used for the vessel stowage. VCT shall load the containers based on the information declared in the Export Advance List. If there is any change in load instruction information, SL / VO has to immediately inform the VCT operations in writing.

The SL / VO shall provide a focal point that can be reached 24 hours a day in case any load instruction details need to be verified. The SL / VO shall ensure that all containers mentioned in the Export Advance List have the requisite customs clearance (Shipping bill with allowed for shipment) for loading onto the vessel.

Attached to the load instruction a load recapitulation giving SL breakup of number of containers for each POD shall be provided by the VO.

Important note:

In case of late submission of the loading instructions resulting in delay of the vessel loading operation, VCT reserves the right to charge standby time of its manpower and equipment to the account of the vessel, at the rates published in the VCT tariff / TSA. Also, VCT may decide to cancel the berthing of the vessel in case there are other vessels awaiting berthing. In such case, the said vessel has to wait in turn again.

- **Vessel Stowage Pre-plan (Bay-Plan)**

The VO shall arrange to submit pre stow plan along with 'MOVINS' to VCT along with the Export Advance List and allowed for shipment copy at least 6 hours prior to vessel berthing. Later direct loading charges will be applicable.

EAL should have the following Note:

"We confirm that the containers mentioned in the Export Advance List are having Shipping Bill with allowed for shipment for loading onto the subject vessel"



sop

- Hazardous Cargo Manifest (Annexure 9).
- Reefer Manifest (Annexure 10).
- Out of Gauge Manifest (Annexure 11).
- One Door Open container Manifest (Annexure 12).

● **Export General Manifest**

The VO shall submit the EGM either in soft or hard copy to VCT Planning Section within 3 days of sailing of the vessel.

The SL is solely responsible for the accuracy of the information and the details in the above documents. Any changes in the discharge / loading instructions after the information deadline has to be provided in writing to the VCT Operations department

2.4.2 Stowage Approval

The VCT Planning Department shall submit the Stowage Pre-Plan (Bay-plan) in Hardcopy or EDI format (BAPLIE) to the Vessel Chief Officer / Stowage planner and seek the requisite approval prior commencing the loading operations. After completion of the operations, the final Bay plan – hard and / or soft copy shall be handed over to the VO / Vessel Chief Officer.

2.4.3 Pro-Forma Cargo Deadline

In principle all containers for a particular vessel shall have to arrive before the declared 'cut off' of the vessel. The cut off of the vessel will be 8 hours prior vessel arrival and any changes in the same shall be declared in the daily berthing meeting or by e – mail.

2.4.4 Loading Checking Activities

During the loading process VCT shall perform a visual check on the following item:

- Container number
- Seal Integrity

2.4.5 Loading Reporting

VCT shall provide SL with EDI 'load confirm' message 'COARRI' after the containers have been loaded on board the vessel. In addition, the recap of the final load activities performed on the vessel by VCT shall be e-mailed to the Line/VO after sailing of the vessel.

In case of EDI failure or if the SL / VO cannot receive EDI load confirmation messages, a hard copy of Load List and Final Bay-plan will be made available for the SL / VO after sailing of the vessel.



2.4.6 Verified Gross Mass (VGM)

As per the recent regulation of IMO for SOLAS convention, container gross mass need to be verified prior loading on board the ship. This SOLAS regulation just reinstates the existing regulation that obliges the shipper to provide the carrier verified and accurate weight of the packed container. VCT in line with the continuous endeavour to improve safety have the following procedure in place to implement this SOLAS convention pertaining to Verified Gross Mass (VGM)

- The export container arriving at VCT shall be allowed to Gate in basis e - form 13.
- The SL / CFS operators have been provided web access to update the Verified Gross Mass (VGM) while updating the e - Form 13. This is an electronic process and can be carried out through web access (Portall Application) prior arrival of the container to VCT
- If VGM is not declared at the time of arrival, then the container shall be gated in basis Gross weight declared in the e - Form 13 but will not be loaded on vessel till VGM is received from shipping line.
- For Rail inbound containers SL shall declare the VGM of the container in the Form 11.
- In case the VGM is not provided for the export container at time of entry to the terminal, by road or rail, the container shall be moved to the allocated stack in the container buffer yard awaiting VGM details.
- VGM of each container should also be reflected in the EAL which has to be submitted by VO 8 hrs prior vessel arrival.
- The containers are then loaded on board the vessel basis the VGM provided by the SL / VO in the Export Advance List.
- The export containers without VGM shall not be loaded on board the vessel.

2.5 Berthing Application

The VO shall get the Berthing Application endorsed from the VCT Operations Department prior submitting to VPT traffic department for berthing their vessels. VCT shall indicate the berth with bollard numbers and wharf mark in the berthing application and then endorse it.

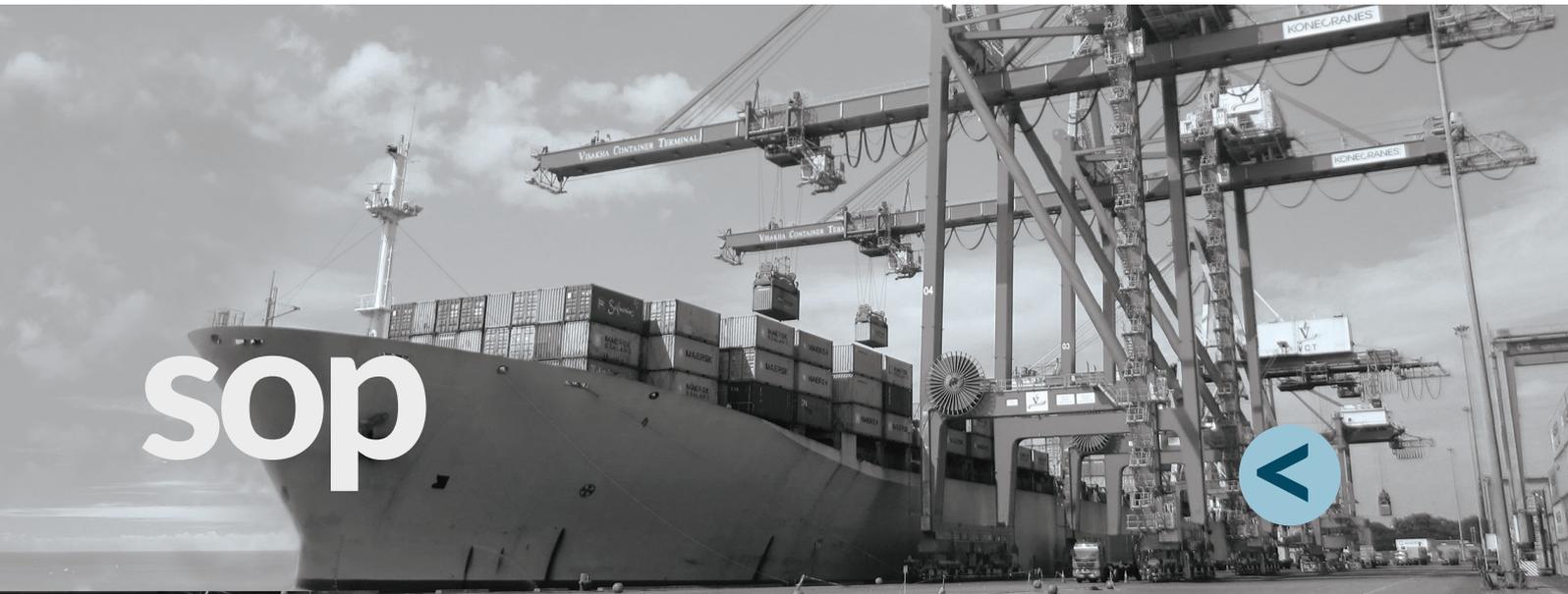
For sailing the vessels, VCT Office in charge shall give a one hour notice to the Master of the vessel based on the ETC and Master shall contact VPT Port control through VHF Radio to convey the ETC for pilot allotment. On immediate completion of the Vessel Operation, Master shall confirm the Pilot request with Port control and at the same time hoist the sailing flag.

The berthing and sailing of the vessel will be carried by VPT marine department. VO shall coordinate with VPT for smooth berthing and sailing of their vessels. Any further delays or cancellation of berthing / sailing due to VPT or Vessel related issues, terminal shall not be responsible any penalty which may be charged by VPT.

2.6 Terminal Handling Charges

The SL / VO and their co-loaders shall pay all the relevant Terminal Handling Charges (THC) to VCT in advance or as agreed, between SL / VO and VCT, in the Terminal Services Agreement.

For Non Regular (One-Off) vessel calls / operation, VCT will require Pre-Payment of the THC before the berthing application is endorsed.



sop

2.7 Vessel Related Charges

The vessel related charges shall be paid by the VO to VPT directly.

2.8 Vessel Bunkering, Repair & Provisioning

Vessel bunkering, repair, Garbage removal and provisioning activities have to be communicated to VCT at least 48 hours before arrival of the vessel. These activities are only allowed after approval of Customs, VCT Operations Dept. and are subject to compliance of safety and security procedures set in the terminal. These activities must not delay the vessel operations and must be completed within the operational working time of the vessel unless otherwise agreed. Bunkering from the land side shall be carried out only during the day light hours. For sea side bunkering and repair on board, VO shall obtain requisite permission from VPT marine department.

Only in exceptional cases the vessel operations may be stopped or the vessel berth stay can be extended because of these activities. Any penal charges that may accrue to VPT in view of the above shall be borne by the VO.

2.9 Vessel Clearance Formalities

The VO is responsible for the Arrival and Departure Clearance of the vessel(s) and arrange for the required authorities –

- Customs,
- Immigration,
- PHO and
- others if any

To be available at Berthing and Completion of Operations in order to complete the clearance formalities.

Important note:

In the event, the required boarding parties are not available at berthing of the vessel(s) causing a delayed start of operations, VCT reserves the right to charge standby time of its manpower and equipment to the account of the vessel, at the rates published in the VCT tariff. If the vessel is delayed for sailing after completion of operation due to reasons not on account of VCT, the berth idling charges shall be levied as per the tariff.

sop



3. LAND SIDE OPERATIONS

Gate & Rail operations include visual inspection and seal checks when these containers are arriving in VCT. The Gate and Inspection facilities shall be manned by VCT / Customs and Security officials.

3.1 Gate Operations

3.1.1. Terminal Access Control

VCT controls access of transporting companies to the terminal. A transporting company shall have their drivers inducted on terminal safety training by VCT prior deploying them for movement at VCT. Trucks having Insurance and PUC certificate with driver possessing valid driving license shall only be permitted entry inside VCT. It is mandatory for the transporters to get registered with VCT.

3.1.2 Container Exit and Access validation

VCT performs a Container Exit and Access validation. Containers are only allowed to leave or enter the terminal upon instructions received from the SL, provided that VCH does not restrict the container(s) from leaving or entering the terminal.

3.1.2.1 Export Containers(s)

VCT shall provide User ID and Password for accessing the TOS and / or Portall Application.

SL shall update the mandatory data's in the Portall Application, using the dedicated User ID and Password. Based on the SL updation, e - Form 13 data's shall reflect in VCT and CFS for further action. CFS at their end shall fill Shipping Bill Number, Seal Numbers and Trailer details and generate printout of the e - Form 13 given to the Transporter prior to the container entering VCT

All the export containers arriving at the terminal have to report the terminal. The SL directly or through their appointed CFS Operator / CHA or Transporting Company shall provide the e - Form 13 (duly filled up in all respects) and Shipping Bill, Annexure C (for factory stuffed containers). Factory stuffed container details can be updated in TOS with help of Terminal Representative at Pre-gate by submitting valid documents

Container shall be allowed entry inside the terminal with e - Form 13. Trailers on arriving inside the terminal shall directly proceed towards the gate lane in the gate complex.

VCT gate clerk shall verify the e - Form 13 and generate EIR in soft mode and same shall be forwarded to SL.



3.1.2.2 Import Container(s)

The VOA shall provide IAL to VCT Planning Section prior berthing of vessel. IAL shall indicate the destination / CFS where the container will be delivered. For the CFS bound containers, the CFS operator shall send a Job order / TSA to VCT Planning Section in EDI format or in hard copy if EDI format is not able to be exchanged. For factory bound containers, SL shall provide delivery order or electronic delivery order with requisite customs permission to VCT planning section.

The CFS / CHA / Transporter shall generate the Truck Appointment System in the TOS or provide a delivery ticket to the VCT gate personnel for the trailers arriving for picking the containers.

3.1.3 Gate Inspection Process

On arrival in the terminal, the transporter shall proceed to the gate / inspection area of the VCT, which is considered the physical entry / exit to / from the terminal.

In the gate / inspection lane, the truck driver shall hand over the e - Form 13 to VCT staff. VCT staff shall perform the following checks:

- Container damages
- Seal Integrity Check
- Internal Cleanliness (Empty Containers)
- IMO Labelling (Hazardous Containers)

In case of:

- Heavy container damages
- Non-compliance Seal Integrity
- Dirty Container interior / exterior
- Without IMO labels

The truck shall not be allowed to enter VCT with the container(s) and will be requested to either return back to the truck parking area for further investigation and / or follow-up.

In case of a dirty container interior and / or non-essential IMO labelling, the driver will be requested to arrange for cleaning of the container and / or the removal of IMO labelling before being accepted to enter the terminal and deliver the container(s).

VCT may provide container cleaning services, IMO label fixing at the rates published in the VCT tariff / TSA, after having received written instructions from the SL



3.1.4 Equipment Interchange Report (EIR)

Export Containers:

After physical check of the container, VCT Personnel at the Gate counter(s) shall cross check the e - Form 13 with the TOS and EIR shall be generated in soft copy. VCT shall provide EIR hard copy for Reefer export container only.

After EIR generation, the truck shall proceed into the yard for offloading the container. Gate clerk shall generate the ticket with yard location(s) in where the truck will have to report for offloading the container(s). Signboards located inside the terminal will direct the drivers to the appropriate yard locations/areas.

Import Containers:

VCT Personnel at the Gate counter shall verify the Truck Appointment System in the TOS and proceeds the delivery process or update the Delivery Ticket brought by trailer driver indicating the container number and yard location for picking up the container. Signboards located inside the terminal will direct the drivers to the appropriate yard locations / areas for loading the container by terminal equipment.

The EIR shall be generated after the container is loaded on the truck and the truck arrives at the VCT out gate Kiosk. EIR shall be issued to the truck driver and soft copy automatically goes to concerned shipping line. Truck shall then be allowed to move out of the terminal with the container.

3.2 Rail Operations

3.2.1 Import Containers

For Import containers being delivered by Rail to the various ICDs, the SL shall be responsible for providing the required load instructions by submitting Form 21 and a copy of TSA document to the VCT Planning Section, with a copy to the Rail Operator. VCT shall organize loading of the container(s) on the train in accordance / coordination with the Rail Operator.

3.2.2 Export Containers

For export container arriving by Rail from the various ICDs, the SL shall be responsible to provide VCT with the required discharge instructions by submitting Form 11 to the VCT Planning Section at least 8 Hours prior to arrival of the train at VCT. VCT shall organize discharge of the container(s) from the train in accordance / coordination with the Rail Operator. If the Form 11 is not submitted within the stipulated time, the containers shall be stacked in the buffer yard and shifting charges to the export CY will be levied to the SL as in the tariff

4. DOOR DIRECTION OF CONTAINER

All the containers arriving in the terminal by Road, Sea and Rail should have the doors faced towards aft / rear end of the carrier (i.e. Truck, Vessel and Train). It may be noted that Containers are stacked inside the terminal in a unidirectional manner so as to enable a smooth and safe operation. If the containers arrive in the terminal with doors facing forward, the trailers carrying container need to manoeuvre in opposite direction and will not be able to follow the designated traffic flow which is a safety hazard. For such containers where the door direction is reverse on the carrier, VCT shall be using its resources to change the door direction prior offloading container in the CY. The necessary Lift on / Lift Off charges shall be levied on the respective SL.



5. CONTAINERISED OUT OF GAUGE CARGO

The SL shall take prior approval from VCT for any OOG Container planned for handling in the terminal with detailed information of the shipment.

The information shall consist of:

- Total no. of cargo
- Dimension of the cargo
- Length / width / height of the cargo
- Weight of the cargo
- Position on board.
- Description / drawing.
- Customs approval

If the cargo needs to be handled separately, SL shall indemnify VCT of any damage while handling the same.

6. DIRECT DELIVERIES

For exceptional cases (IMDG cargo, OOG Shipment or high value cargo), there shall be a possibility for direct delivery of container(s) under the quay crane. For performing this, the SL shall inform VCT of the container details 24 hours prior vessel arrival.

VCT shall inform the VO / SL about the expected time of discharging of the container based on the container stowage and operation plan.

Three (3) hours before arrival of the vessel the requested direct deliveries shall be confirmed to VCT by the SL. The truck shall be placed at VCT Two (2) hours before the agreed time of container discharge.

SL shall comply with the VCT safety rules, requisite customs permission required for direct delivery of the containers.

7. HAZARDOUS CARGO

The below mentioned requirements are for terminal operational purpose over and above the requirements and procedures as set by VPT regarding the handling of dangerous cargo in the Port.

7.1. Hazardous Cargo Restrictions

In principle there are no restrictions to the volume of dangerous cargo shipments through the VCT provided all packaging and labelling is confirming the IMDG rules and regulations for sea containers. IMDG class 2 and 3 containers shall be handled under direct delivery by the SL.

For IMDG class 1 and 7, prior permission must be obtained from VPT Marine Department and other statutory authorities. For this cargo, storage is not permitted inside.



Important note:

Any special safety activities, materials or cleaning services as a result of dangerous cargo handling or leaking containers will be invoiced to the SL at the rates published in the VCT Tariff. If no provisions have been made in the VCT Tariff for subject activities or services, VCT will calculate these costs as per project basis and submit these to the SL for payments.

7.2 Hazardous Cargo Manifest and Documentation

Together with but separate from the vessel load / discharge instruction a Hazardous cargo Manifest along with Material safety data sheet (MSDS) must be provided to VCT

Planning Section at least 48 hours before the arrival of the container to the terminal. This manifest shall contain the following data for each container as mentioned on the load instruction carrying hazardous cargo:

Per container number / per commodity:

- Discharge port
- Number of packages
- Package type.
- Cargo gross weight.
- Full cargo name (technical).
- IMDG class.
- UN number.
- Flash point.
- EMS number.
- MFAG number.
- Emergency contact name with telephone number

Important Note

The SL is solely responsible for the data submitted in the Hazardous manifest and also for non-declaration or mis-declaration of the hazardous cargo details. For the commodities falling under APPCB guidelines, the Performa along with MSDS sheets need to be submitted to the APPCB Office, Visakhapatnam at least 48 Hours prior to the container arrival. The acknowledged copy of the same shall be submitted to VCT Planning office at least 48 Hours prior to the arrival of the container at VCT. All the consequences and liabilities thereof, arising out of the lapse on part of the SL in not submitting the proper and correct details shall be on SL's account and will be their liability.

8. CONTAINER REWORK AND CROSS STUFFING

VCT does not intend to provide container rework or cross stuffing activities at its terminal. Only in exceptional circumstances and under Customs Permission and supervision, space may be provided for reworking or cross stuffing at a charge as per the TSA / Tariff.

sop



9. REEFER CONTAINERS

VCT has 318 reefer connections for storage of reefers in the yard. Reefer containers shall be plugged and unplugged only once as a standard activity in the vessel operations.

The power supply and temperature monitoring shall be performed by VCT at 4 hours interval and EDI report shall be sent to the SL with temperature recordings. The reports shall be issued by VCT to SL from the time of arrival / plugging of container till the time of departure / unplugging. Any variation observed shall be immediately brought to the notice of VCT planning section by the SL thru mail.

PTI, Run Test of Reefer Containers can be provided by VCT. For performing these tests, the SL shall inform the VCT Planning Section through SRF.

The terms and conditions concerning reefer activities in the terminal will be subject to the TSA between SL and VCT

10. ONE DOOR OPEN CONTAINERS

For one door open export containers,

Shipping Line shall provide the details of commodity and one door open nature in the e - form 13. VCT shall receive the containers based on e - form 13 and stack them in separate CY.

SL / CHA shall provide the SRF for opening the door and shall obtain the requisite Customs permission for opening the container. SL / CHA shall ensure that sufficient packing / grill is placed near the door to prevent the cargo from falling down when the container door is being opened and for safe onward shipment.

Based on the Customs permission, VCT shall assist SL / CHA for cutting the seal and one side door shall be kept in open condition.

SL shall send the Special Container Manifest to terminal for loading onto the vessel. SL / VOA shall provide the details of one door open in EAL.

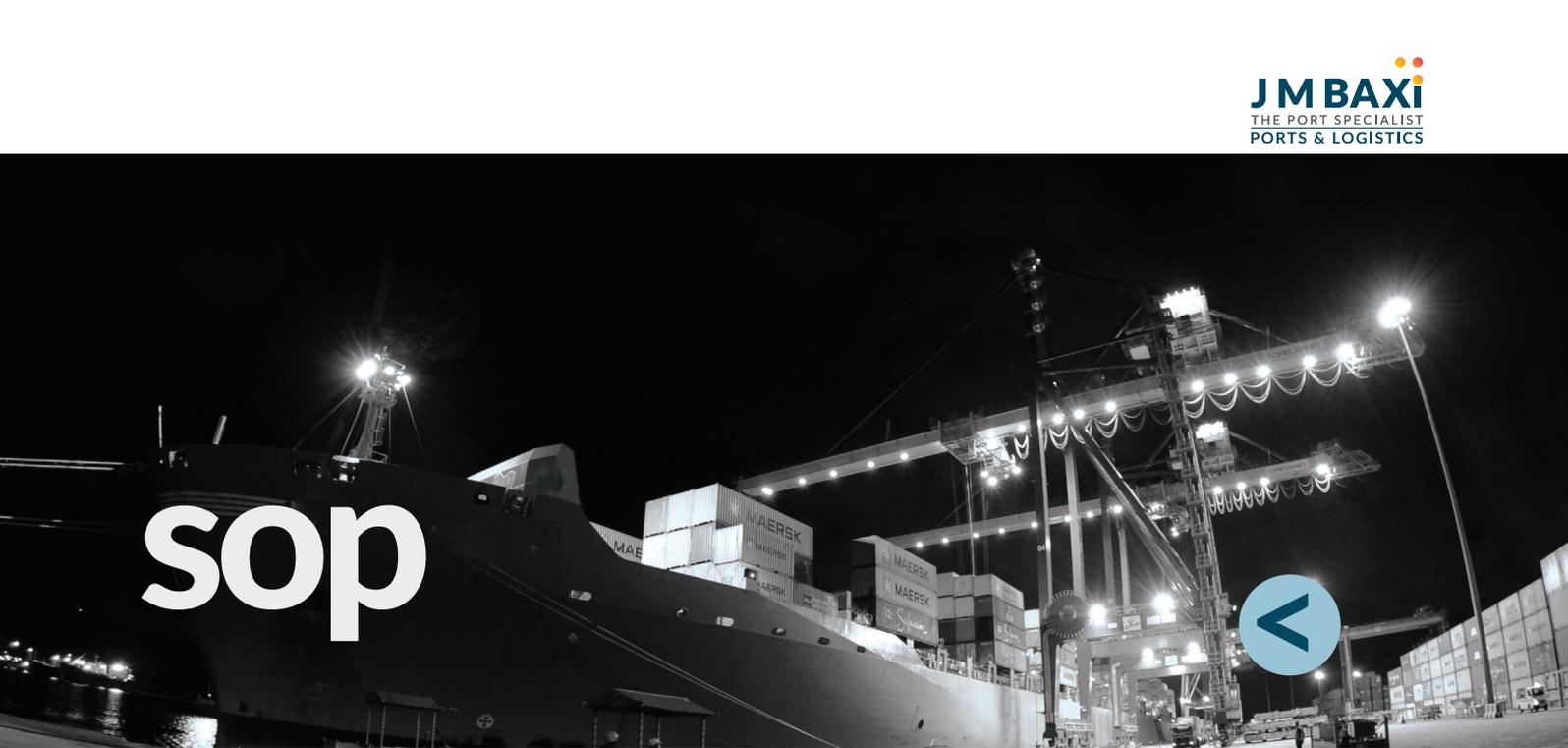
VOA shall inform centre planner for providing the stowage for one door open containers and same shall be reflected in the loading stowage plan provided to the terminal. VCT shall coordinate with Vessel Chief Officer and container shall be loaded in one door open condition as per the stowage provided.

VCT shall not be held responsible for the loss of cargo during shipment / transit due to the open door nature of the shipment.

11. CONTAINER CLEANING AND REPAIR ACTIVITIES

VCT can provide container cleaning and repair services.

The terms and conditions concerning container cleaning and repair activities in the terminal will be subject to the TSA between the SL and VCT



sop

12. LIABILITY

Terminal shall be exempted from liability for damage to goods caused solely by insufficient protection or packing and improper declaration of content and weight and due to any other

reason not attributable to VCT. The party with a direct interest in the cargo i.e. the cargo seller or buyer shall insure the cargo on an 'all-risks' basis for its full value. VCT shall be informed in advance by the SL if the nature of the cargo is of high value and need special handling.

13. TERMINAL PLANNING SOFTWARE & EDI

VCT is using Navis N4 TOS as Terminal Operating System (TOS) and Portall Application.

The use of this product allows VCT to exchange various EDIFACT messages with its customers such as:

- BAPLIE
- CODECO
- COARRI
- MOVINS

In addition to the EDIFACT messages, VCT will send In Yard list of containers, Export container EIR soft copy and Gate In / Gate Out details of the containers in flat file by email to the respective SLs on a daily basis.

sop



ATTACHMENT "A"

Telephone and Telefax numbers

Operations Department	
Head (Operations)	
Land line	+91 891 2877005
Mobile Phone	+91 9490149202
Dy. General Manager (Operations)	
Mobile Phone	+91 7750077756
Sr. Manager (Operations)	
Mobile Phone	+91 7299909669
Planning Section:	
Land line	+ 91 891 2877033 / 2877034 / 2877037
Fax	+ 91 891 2739765
e-mail ID	opspln@vctpl.com ; opsdoc@vctpl.com
Mail ID for EDI Messages	edi@vctpl.com
Planning In Charge	
Mobile Phone	+91 8897110077
Finance Department	
GM (Finance)	
Land line	+ 91 891 2877040
Mobile Phone	+ 91 8008999974



ATTACHMENT "B"

Customs Documentation & Procedure for moving Export / Import containers:

1. Import containers delivery from VCT

a) Import Containers moving out by road to local CFSs for de-stuffing:

These containers shall be delivered by VCT to the concerned CFS Operator authorized by the SL. The processing of Bill of Entry / customs examination of cargo / de-stuffing operations /and delivery of cargo shall all be done at CFS. The procedures within CFS will be laid down by the CFS operator.

The SL shall submit the Job order / TSA on the CFS operator. The CFS operator in turn shall place the job order to the VCT Planning Section along with the SLs advice received.

The CFS Operator shall complete the requisite Customs formalities (Execution of Bond / TSA etc.) to get the approval for transporting the containers from VCT CY to CFS.

The CFS operator shall bring in the trailers for taking the delivery of the Import containers. He shall also complete all the customs / terminal formalities at the VCT gate complex. (Refer Section – 3).

b) Import Containers moving out by road to factory for de-stuffing:

These containers shall be delivered by VCT to the factory directly. The SL shall provide a delivery order or electronic delivery order and authorization of the CHA / transporter to VCT Planning Section for moving out the container from VCT to the factory.

The SL / CHA shall bring in the trailers for taking the delivery of the containers. They shall also complete all the customs / terminal formalities at the VCT gate complex. (Refer Section – 3.1.2.2).

c) Import Containers moving out by road to various ICDs and upcountry CFSs:

The SL shall arrange to submit the necessary customs clearance (Transshipment Permission) to the concerned ICD operator, who in turn shall approach VCT Planning Section with the SL's authorization to pick up the container from VCT CY. The SL shall also complete all the customs and terminal formalities at the VCT gate complex. (Refer Section - 3.1.2.2).

d) Import Containers moving out by rail to various ICDs:

The SL shall arrange to submit the necessary customs clearance (SMTP) to the rail operator. The SL shall also place the indent (Annexure 7) for rail movement as per norms set by rail operator, with copy to VCT Planning Section. The VCT shall arrange to load the containers on train according to the pendency (first in first out basis).

sop



e) Transhipment Containers

The SL shall indicate the Transhipment Details (Outbound Vessel VIA No. & POD) in the Import Advance List of the Import vessel. The container shall be accordingly stacked in the CY. The necessary Transhipment Permission from Customs shall be arranged by SL. For loading the containers, the SL shall mention the details of the containers in the Export Advance List for the respective outbound vessel prior its arrival.

2. Export containers Arrival at VCT

SL shall ensure that the Export containers arriving at VCT have Shipping Bill with Let Export Order from Customs. Only containers ready for loading in all respects shall be allowed inside VCT CY.

a) Export Containers moving in by road from local CFSs:

These containers shall be delivered at VCT by the concerned CFS Operator patronized and authorized by the SL. The carting of cargo / Stuffing Operations / customs examination and clearance / Processing of shipping bills shall be done at the respective CFS.

The procedures within CFS will be laid down by the respective CFS operator.

The CFS Operator would have completed the requisite Customs formalities (Execution of Bond etc.) to get the approval for transporting the containers from CFS to VCT CY.

The CFS operator shall complete all the customs / terminal formalities at the VCT gate complex (Refer Section – 3.1.2.1).

b) Export Containers moving in by road from Factory:

These containers moved in by the SL directly to VCT from factory shall be allowed in CY only after the necessary customs clearance and completion of other gate formalities (Refer Section – 3.1.2.1).

Customs examination of export container shall be permitted in VCT based on SL request by SRF.

c) Export Containers moving in by road from various ICDs and upcountry CFSs:

The SL shall arrange to submit the necessary customs clearance (Shipping Bills) to the concerned ICD / CFS operator at the respective ICD / CFS. The ICD / CFS Operator shall arrange for transportation of the container to VCT and complete all the customs / terminal formalities at the VCT gate complex. (Refer Section – 3.1.2.1) for taking the container in to the CY.



d) Export Containers moving in by rail to various ICDs:

The SL shall arrange to submit the necessary indent to Rail Operator for rail movement to terminal as per norms set by them.

The train shall enter the terminal directly without any gate formalities

The SL shall arrange to submit Form 11 (Annexure 8), clearly indicating the VIA no. of the vessel on which the container is intended to be loaded, to VCT

Planning section at least 8 hours before the train arrives at VCT to enable proper stacking of the containers. The Rail operator shall provide VCT Planning section with container details and Wagon No. for discharging the train.

3. Gate and VCT CY formalities:

a) The gate movement (Entry / Exit) will be under the control of Customs & Security Staff of VCT.

b) The SL directly or through its appointed CFS Operator / transporter i.e. any authorized person, shall first approach the Customs official with the relevant documents (TSA / Bill of Entry / Shipping Bill, etc.) Along with e - form 13 (Annexure 5). After completion of the verification process by Customs, the truck shall be allowed to proceed inside VCT CY for receiving / offloading containers.

4. Vessel Operation:

The VO shall be responsible for arranging the necessary customs supervision of the loading / discharging operations of their vessels, as per the Customs norms.

5. Notes:

Wherever applicable the Customs rules will override the above procedures / Modus operandi. VCT expects to provide a single window to all users for completing the operational formalities.