Basra Gateway Terminal (BGT) has prepared these port procedures for reference of our valued clients and port users doing transactions in Berth 20 Umm Qasr (North Port). This document contains only the basic information necessary to ensure that transactions could be facilitated accordingly. We encourage our valued clients to take time to read this document for us to efficiently deliver our services.

Should you have any clarifications relating to Terminal Operations, please feel free to contact our BGT representatives.
Foreword

The BGT Port Procedures has been established for the benefit and guidance of all port users of Basra Gateway Terminal at the Port of Umm Qasr (North Port).

This further establishes as a general guide for the documentation requirements needed from shipping lines, agents and other port users in acquiring services to be rendered Interchange) processing and efficient vessel planning, and as such, it is essential that data required in operations are submitted by clients in a timely manner and in the appropriate format for a smooth by BGT.

BGT is implementing a Terminal Operating System that has the capability of EDI (Electronic Data Interchange) processing, to ensure continuous and uninterrupted operations.
Definition of Terms

Apply or Upload
EDI messaged being received.

ATD
Actual Time Departure

Bay Plan (BAPLIE)
Bay plan describes containers existing on-board a vessel and deals with stowing of containers of different types to a slot location on a container vessel. This message is transmitted to the next Port of call, where the Vessel is expected to visit and is intended for use by ship owners, terminal operators, shipping lines, etc.

Carrier
Shipping Line, Vessel Owners, Charterers and their Agents.

Stripping (Destuffing)
Area where cargo is stripped from or stuffed into containers.

/ Stuffing Area

Agent
Container Operating Agent.

Container
Container the standard ISO container, suitable for the transport and stacking of cargo and must be capable of being handled as a unit and lifted by a crane with a container spreader.

Yard
Container terminal yard or any other area within the BGT where containers or cargo are stacked.

Dock
To bring in a vessel and moor up at Berth.
### Definition of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gatepass</td>
<td>A Manual Delivery Form for delivery transaction.</td>
</tr>
<tr>
<td>DSO</td>
<td>Discharge Order</td>
</tr>
<tr>
<td>EDI Automatic Process</td>
<td>EDI messages picked up from temporary tables and automatically processed</td>
</tr>
<tr>
<td>EDI Manual Process</td>
<td>User manually inputs message into BGT system.</td>
</tr>
<tr>
<td>EIR</td>
<td>Equipment Interchange Receipt issued to truck driver at gate which records the physical condition of container in every transaction.</td>
</tr>
<tr>
<td>Empty-Bulk</td>
<td>Empty Containers booked in lots where no container numbers Indicated in Booking Receipt</td>
</tr>
<tr>
<td>ETA</td>
<td>Estimated Time of Arrival</td>
</tr>
<tr>
<td>F.C.L.</td>
<td>A loaded and sealed container received or delivered by BGT intact, usually under one consignee.</td>
</tr>
<tr>
<td>Free Storage</td>
<td>A period of time which containers or cargo may be left in the Container Yard (CY) area without incurring storage charges.</td>
</tr>
<tr>
<td>G. R.T.</td>
<td>Vessel’s declared Gross Register Tonnage</td>
</tr>
<tr>
<td>Hazardous Contr.</td>
<td>Hazardous container” means a Container containing hazardous goods as classified under IMO - IMDG.</td>
</tr>
</tbody>
</table>


## Definition of Terms

**Manifest**  
*Import General Manifest* – This is a detailed report submitted to Customs and Terminal by VOA of all goods on board 6 hours before arrival of the vessel.

Inward Manifest is a document to be filed in prescribed form with the Customs by the carriers of the goods i.e., the Steamer Agent. This document indicates the details of all the goods to be unloaded at the Port from a vessel (ship). Particulars of goods to be transshipped, private property of the crew and Arms and Ammunition, Gold and silver should also be declared separately irrespective of whether for landing, for transshipment or for being carried as same bottom cargo. However, in the case of vessel (ship) the Manifest may be delivered even before the arrival of the vessel. This is known as ‘Prior Entry Import General Manifest’. This system enables the importers to file Bills of entry and get them assessed and pay duty so that the goods can be taken delivery soon after the unloading.

**Inbound Stowage Plan**  
Shows a detailed list of import containers on a particular vessel for discharge with corresponding cell locations, emanating from the ships agent.

**Terminal Truck**  
Internal Truck Vehicle

**Rental Truck**  
External Rented Truck Vehicle

**L.C.L.**  
“LCL” means Containers said to contain Less than full Container Load (Container having cargo of more than one importer/exporter).
## Definition of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDO</td>
<td>Load Order</td>
</tr>
<tr>
<td>P-CHECK</td>
<td>Physical Inspection of Container usual conducted at Pre-Gate or during Vessel Discharging Operation</td>
</tr>
<tr>
<td>Per Day</td>
<td>“Per day” means per calendar day or part thereof</td>
</tr>
<tr>
<td>PILOT</td>
<td>Licensed Navigator whose is responsible to guide incoming ships Safely from other berth in the channel to the BGT berth.</td>
</tr>
<tr>
<td>Reefer</td>
<td>Reefer&quot; means any Container for the purpose of the carriage of goods, which require power supply to maintain the desired temperature&quot;</td>
</tr>
<tr>
<td>Restow</td>
<td>The movement from one stowage position on the ship to another without disconnecting from the crane spreader.</td>
</tr>
<tr>
<td>Retrieve or download</td>
<td>EDI messages being sent</td>
</tr>
<tr>
<td>Shut Out Container</td>
<td>“Shut Out Container” means a container, which has entered the terminal for export for a vessel as indicated by Booking and is not connected to the vessel for any reason whatsoever.</td>
</tr>
<tr>
<td>Stevedoring</td>
<td>Moving of container from ship to CY or vice versa</td>
</tr>
<tr>
<td>Stripping/ De-stuffing</td>
<td>Act of taking out cargo from a container.</td>
</tr>
<tr>
<td>Stuffing</td>
<td>Act of putting cargo inside a container</td>
</tr>
<tr>
<td>TID</td>
<td>Truck Instruction Document which is issued to truck driver at the gate showing container stacking location</td>
</tr>
</tbody>
</table>

---

**Definition of Terms**
Transshipment

Containers transferred from one vessel to another without leaving the port.
General Reports Requirements

1. **Terminal Equipment Interchange Report (EIR)**
   
   The Equipment Interchange Receipt (EIR) is generated by the terminal and is a document intended to record the condition of a container in the custody of BGT, either through the gates or discharged from vessel. This document is printed at the gates, acknowledged and handed to the carrying trucker before exiting the gate.

2. **Berth Application Form**
   
   Notice of Arrival (NOA) of a certain vessel accomplished by shipping line agent

3. **Delivery Receipt Form (Bulk Empty Transaction)**
   
   Truckler surrenders to gate for pick-up of empty container without nomination of container.

4. **Truck Instruction Document (TID)**
   
   Generated at the entry gate which indicates the truck traffic flow route and stacking location of the container for transaction in the yard.

5. **Container Discharge Order (DSO)**
   
   Processing of discharge information via EDI (TOS VESSEL PLANNING MODULE). EDI provided by shipping line or agent.

6. **Load Order (LDO)**
   
   Load order generated by the (TOS Vessel Planning Module)
7. **Stowage Instructions**

Stowage Instruction message will be received conveying the instructions regarding the loading and the cell slot locations on a particular vessel with respect to port of discharge and Size/Type Code.

8. **Outbound Stowage Plan**

Report generated by the TOS which will indicate planned and on-board containers on vessel.

9. **Gate-In/Out Report**

Reports which will be generated by the TOS detailing the daily movements of containers Gated In/Out at the terminal per respective container operators.

10. **Load/Discharge Report**

This Report which will be system generated and will detail the containers loaded or discharge from any particular vessel.

11. **Excess Landed Cargo**

This report generated by the TOS identifies containers discharged which are not registered in TOS.
12. **Container Loading and discharge Order/Adv. Container List**

This report emanates from shipping lines informing the port about the containers to be discharged from the vessel or to be loaded onto the vessel.

13. **Container Loading / Discharge Report (COARRI)**

This container terminal report confirms that the containers nominated by a particular shipping line have been discharged from or have been loaded onto a vessel.

14. **Container Special handling order (COHAOR)**

This report is submitted by Shipping agents to the terminal prior vessel arrival identifying containers that require special handling instructions such as over dimensional, open top, flat rack, reefers or hazardous containers.

15. **Gate Open / Cut-Off Report (GOCOFR)**

Cut off time prior to vessel arrival on export receiving of Container / Cargo.

16. **Container/Cargo Gate-in Gate-Out Report (CODECO)**

The CODECO message is a Port confirmation that particular containers specified have been delivered or picked up by the inland carrier (road, rail or barge).

17. **Terminal Equipment Interchange Report (TEIR)**

Equipment Interchange Receipt issued to truck driver at gate which records the physical condition of container in every transaction.
18. **Empty Container Release Order (COPARN)**

Shipping companies use this message to instruct a container storage yard of the Port/CFS to release one or more empty containers for export packing. According to the instructions of the agent, Port/CFS can plan the empty containers at the stuffing point.

19. **Container Stock Report (COEDOR)**

Container Stock Report provides details regarding Empty Containers, destination wise pendency, and for CFS, list and intimation of non-delivery containers.

20. **Voyage Registration (CALINF)**

Voyage Registration will act as a notice from a Shipping Agent (SA) to a Port providing information concerning the expected arrival of a vessel and the expected cargo operations. Against this request, Port will provide VCN (Vessel Call Number), a unique identification number for the voyage to port.

21. **Stowage Instructions (MOVINS)**

Stowage instructions sent by shipping line agent to the container terminal/stevedoring operators information about all activities like discharging, shifting, re-stowing and loading of a particular vessel.

22. **Dangerous Goods Notification (IFTDGN)**

from shipping Agent regarding vessels bringing dangerous goods / Compressed Gas Cylinders to the Port for performing the checks with respect to the legal requirements on the control of dangerous goods.
23. **Vessel Movement / Vessel Departure (VESDEP)**

This message is from Port to Shipping Agent providing information concerning the Vessel movement in Port or departure from Port.

24. **Terminal Performance Report (TPFREP)**

This Report is used by Terminal operator/Port to transmit information related to the shift wise and cumulative cargo operations carried out related to a vessel.


This Report is sent to the vessel's agent indicating total number of containers Discharged/Loaded on a particular vessel at the terminal.

26. **Export Advance List (EAL)**

Vessel agent sends list of containers to be loaded on a particular vessel prior to loading operations which will validate any discrepancy between the EAL and manifested containers.

27. **VESSEL OPERATION PRODUCTIVITY**

System is capable of generating a report on the productivity of operations on the vessel side. The productivity is calculated in number of containers handled per hour and can be analysed for each voyage.
Informational Requirements

This section details the basic transaction requirements clients should provide BGT for transaction.

Basic Data

All Shipping Lines transacting with Basra Gateway Terminal (BGT) should supply the following information to form the Basic Data in BGT’s TOS modules:

- Partners (Official Co-Loaders)
- Local Agent
- Carriers and Voyage Types
- Port of Rotation or Line Service
- Country Codes / Place Codes in UN Locodes
- Transcodation of Port Codes other than the standard UN Locodes
- Four-week Vessel Arrival Schedule

Shipping Lines or agents who wish to exchange information electronically should accomplish the EDI Trading Partner request form. The form should be forwarded to BGT together with the UN/EDIFACT Message Data Map of message/ the trading partner has opted to receive and/or send (i.e. BAPLIE, COARRI, CODECO, etc.).
## EDI TRADING PARTNER REQUEST FORM

1. **Partner’s ID (M):**
   
   The code used to indicate to the network to whom the message is to be sent or received from, i.e., “BGT” is BASRA GATEWAY TERMINAL

<table>
<thead>
<tr>
<th>Partner’s Id</th>
</tr>
</thead>
</table>

2. **Partner’s Company Full Name and Address (M):**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

3. **Partner’s Business Contact (Name/ Phone No./ Fax No./ Internet Id) (M):**

   The person requesting the EDI interface.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Phone No.</td>
</tr>
<tr>
<td>E-mail/Fax No.</td>
</tr>
<tr>
<td>Internet Id</td>
</tr>
</tbody>
</table>

4. **Partner’s Technical Contact person (Name/ Phone No./ Fax No./ Internet Id) (M):**

   A person with working knowledge of EDI.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Phone No.</td>
</tr>
<tr>
<td>E-mail/Fax No.</td>
</tr>
<tr>
<td>Internet Id</td>
</tr>
</tbody>
</table>
5. Local Representative Contact person (Name/ Phone No./ Email /Fax No./ Internet Id) (M):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone No.</th>
<th>Email /Fax No.</th>
<th>Internet Id</th>
</tr>
</thead>
</table>

6. EDI Transaction(s), Sender/ Receiver, Inbound or Outbound, Version (M):

This would be the type of messages in the Partner would want to exchange with BGT and who would receive the data. The message is inbound if it is sent to BGT. Examples of a Version Release Number are SMDG 1.5, D95B.

<table>
<thead>
<tr>
<th>Transaction (Message Type)</th>
<th>Direction (Inbound/ Outbound)</th>
<th>Version/ Release</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Interchange Header Type – BG, ISA or UNB (M):

BG and ISA are header types used for the ANSI standards, while UNB is used for EDIFACT standards. The headers are used to describe the sender and receiver the same way as addressing an envelope. If the partner could supply a copy of their header, it would allow for error free set-up of their partnership.

<table>
<thead>
<tr>
<th>Header Type</th>
<th></th>
</tr>
</thead>
</table>
8. Other header requirements (O):

Used if the partner has other requirements other than the standard setup.

<table>
<thead>
<tr>
<th>Header Type</th>
</tr>
</thead>
</table>

9. Data Map for inbound message (BAPLIE) (M)

A list of Tag description, elements/ composite elements, qualifiers, and format of the message type you will be sending BGT. Please provide on a separate sheet.

Notes:

(M) – Mandatory
(O) - Optional

Subsequent to these declarations, all lines are requested to send updates or changes to the above information.
Vessel Information

At least seven (7) days before the arrival of a new vessel, the line or agent should provide BGT with the following information and documents. Same procedure is to be followed for vessels that did not call for three (3) consecutive months and vessels on hire by other lines.

- Vessel's running name
- Radio call sign
- Vessel call sign or Lloyds Registry Number
- Line codes and service code
- Vessel's statistical data
- Vessel's schematic profile
- Lashing plan
- Discharging / loading stowage guidelines
- Valid Cargo Gear Certificate for vessel's equipment

These documents will be used to create a vessel structure that will form part of our vessel library.

Arrival and Departure Reports

The Container Ship Owner (CSO) should keep BGT fully informed of the position of each vessel prior to its arrival at BGT. In order to achieve this, the CSO should advise agents in ports prior to Umm Qasr (North Port) to send the arrival and departure reports from each port directly to BGT, by E-mail or Facsimile. Any amendment/s to this information should be sent promptly to BGT. This will enable BGT to make any special arrangements for the vessel's berth in the BGT.

Upon the departure of a vessel from BGT, a Bay Plan (or BAPLIE) together with Terminal Departure Report will be sent to the CSO in Umm Qasr Port (North Port). A copy will be sent to the vessel's next port of call, either to the agent or terminal as appropriate. This report is also available via the Electronic List Report or EDI in UN/EDIFACT format.
Electronic Data Interchange Procedure

OBJECTIVE: To ensure timely and accurate transmission of reports to clients.

SCOPE: This procedure defines the actions and responsibilities of OP Center Superintendent / Supervisor in the transmission of electronic reports. This covers activities from receiving of request for report transmittal to sending of reports.

DEFINITIONS:

- **TOS**
  Terminal Operating System (TOS)

- **EDI engine**
  EDI Engine, which can do translation/conversion, partner, protocol, and routing and communication management. to support the exchange of EDI messages with the TOS applications.

- **Retrieve or Download**
  Applies to an outgoing message. This is the process of taking the information from the BGT TOS and putting the relevant data into temporary tables before it is picked up by BGT TOS automatically for sending to the community system. This process is also called ‘Download’. Retrieve or Download means Retrieve or Download from BGT into temporary tables.

- **EDI Automatic process**
  The message will be automatically picked up from the temporary tables and processed. User can either set automatic or manual upload through a parameter in EDI Parameter Master.

- **EDI Manual Process**
  User has to manually apply the message into BGT TOS. The message can be manually applied from the EDI Status Monitoring and Controlling Screen.
**PROCEDURE DETAILS:**

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>ACTIVITY</th>
<th>INTERFACE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clients</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All the files sent / received can be scheduled through automatic job or process manually if required. bound MESSAGES: Run the EDI assigned location to access Select the partner folder 1) Paste the file received from E-Mail (files: IAL. Movins. IGM. Baplie )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDI Status monitoring and Control Screen a) Check number of records uploaded, if any error, b) select the record /s with error to determine kind of error and make necessary correction. c) Upload once corrected.</td>
</tr>
<tr>
<td><strong>Operations Planner</strong></td>
<td></td>
<td>Creation of Discharge List upon successful EDI Baplie</td>
</tr>
<tr>
<td><strong>BGTOS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operations Planner</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rectify error</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Successfully processed?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vessel Planning / Discharging / Loading Process</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sends report after vessel operation (see note1)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Port Procedures

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>ACTIVITY</th>
<th>INTERFACE</th>
</tr>
</thead>
</table>
| Operation Planner | Set-up electronic reports in the system. | BGT TOS
Check if partner is defined or not
Check agreement for message type BAPLIE (STOW PLAN) |

Post vessel report?

Sends report after vessel operation (see note 1)

Monitors sent report (see note 2)

End

For periodic report, System automatically sends report based on defined period:
Reports:
Gate in/out (CODECO)
Load /Discharge

Check the communication mode.
Retrieve Process @ EDI Management Screen
Select Stow Plan, Vessel, Container Operator Code, Load, ROB indicator, Partner information and Download

Note 1

Note 2
Berthing Requirement

**Berthing Application / Notice of Arrival (NOA)**

In compliance with the requirements set by the Iraq Ministry of Marine Transport, Customs, IPA Berth 20 and Harbour, the Container Ship Owner (CSO) will need to submit a formal request for berth, or Berthing Application in the format prescribed with a Preliminary Berthing / Anchorage Report, Vessel Statistical Supplement, Outward Foreign Manifest, and Oath on Entering Vessel from a Foreign Port. Copies of these should be given to BGT not later than **twenty four (24) hours** prior to a vessel’s declared arrival.

**For EDI Capable Container Ship Owners:**

- **Baplie (EDI Import Bay Plan)**

  Before BGT can confirm a CSO’s Berthing Application, the terminal requires a complete and Final Baplie message sent by the trading partner and confirmed receipt / acceptance Vessel Planning Section. The EDI contains the number of containers for discharge on port and retained on board. It also includes the number of reefers, dangerous goods and their corresponding IMO -IMDG codes.

  For vessels departing outside the Umm Qasr Port, BGT requires that the message be sent no later than twenty four (24) hours before the vessel's arrival. Vessels departing a port within the Umm Qasr are required to send the message no later than twelve (12) hours before the vessel's arrival.

  Any amendments to the original message must be corrected by sending a fully amended Baplie message.
• **Movins (EDI Loading Move Instructions)**

BGT is capable of processing Movins messages. For CSO's utilizing this particular message, BGT requires that it be sent no later than six (6) hours before the particular vessel's arrival.

**For Non-EDI Capable Container Ship Owners:**

• **Import Bay Plan**

Immediately after a vessel has left a port end-route to the BGT, the completed Export Stowage Plan should be submitted to the BGT as the Import Bay Plan. This document is the source of all information regarding inbound containers to be discharged at the BGT.

The Import Bay Plan must be legible. It is required for data input, and must be submitted to the BGT Operations Centre in hard copy format, or by e-mail, at least twelve hours (12) before a vessel's arrival.

This document should contain the following:

- Dangerous Cargo (DG) List,
- Temperature Controlled Container List (TCCL) with Reefer Service Order (RSO), Foreign Transshipment List,
- Uncontainerized Cargo List, Special Container List (detailing out-of-gauge containers),
- Shifter Containers (shifting on board or via dock), and other containers requiring special handling.

The Import Bay Plan should also contain the following:

- Details of the position of each container aboard the vessel.
- Details of the uncontainerized cargo stowed in each section of the vessel.
- Container prefix and number.
- Container Operators (in case there are official co-loaders).
- Container length, width, height, and type or ISO code.
• Ports of loading
• Container status (FCL – Full Container Load / LCL – Least Container Load).
• IMDG codes (for dangerous cargo).
• Temperature settings (for live reefer).
• Over height, over right, over left, over forward, and/or over after (for out of gauge containers).
• The out carrier vessel name, the voyage number, and the Stowage Port of Discharge (SPOD) (if foreign transhipment)

Likewise, this document is the source of information for input into Terminal Operating System (TOS). This data is then used to create the Discharge Order (DO). The Yard module will then be able to create slot reservations as required by a container's specifications. When downloaded into the Vessel Planning Module, the Operations planner can determine the best unloading program or crane split. The observance of the cut-off time for the submission of this document is extremely critical because all pre-planning tasks must be done prior to the vessel's arrival at BGT Umm Qasr Port (UQR) (North Port).

• Request for Port Services

The request for port services should be submitted to BGT by the CSO no later than twenty four (24) hours before a vessel's arrival. Requests may include total port services, including tug/pilot assistance (c/o Port Harbour), manpower and equipment, and other allied services. This document will also form part of billing process.

• Final Berth Confirmation

Final berth confirmation or a written response to the CSO's request for berthing, will be sent to the line or agent subsequently if the vessel's ETA changes. In the event that a vessel fails to arrive within two (2) hours of the confirmed berthing time, the berth assignment for the vessel will have to be re-confirmed, either by e-
mail or facsimile, no less than twelve hours (12) prior to a vessel's confirmed arrival. Confirmation will only be given upon receipt of all required documents. When window vessels miss their scheduled arrival and cannot be completed on the time frame allocated, the vessel docking will be for the terminal operator's discretion.

- **Inward Foreign Manifest**

  At least seventy two (72) hours prior to the arrival of a vessel at Umm Qasr Port (UQR) (North Port), the CSO should send an advance copy of the Inward Foreign Manifest (Via e-mail or flash thumb drive) to the Customs and a copy to BGT. It should indicate the vessel name, voyage number, line, vessel master, ETA in Umm Qasr Port (UQR), container numbers, Bill of Lading numbers, commodity descriptions, shippers, consignees, and their respective addresses.

- **Estimated Time of Completion**

  Immediately after finalization and approval of loading plan by chief officer, BGT will issue the Estimated Time of Completion to the particular vessel master. The notice will contain the arrival conditions of the vessel, including the actual time of arrival at the pilot station, actual time the vessel was secured to the berth, the forward and aft draft of the vessel, the LCT of the vessel, and the estimated time of completion of operations (ETC). This report should be confirmed and signed by the master. A copy will be issued to the Shipping Line / Agent.
Vessel Loading and Offloading Operations

**DISCHARGING PROCEDURE**
- Shipping lines will submit EDI BAPLIE.
- Container slots are assigned and planned using VESSEL and YARD modules.
- STS offload container from vessel and mounted on to awaiting terminal truck
- Container numbers / status / details are P-checked and recorded on tally sheet
- Truck proceed to container planned location and dismounted by Reach Stacker
- BGT sends an EDI COARRI messages to Shipping Lines.

**LOADING PROCEDURE**
- Shipping lines submit MOVINS / Loading Plan via EDI
- Vessel Planning module plans the stowage plan of the containers for loading.
- Containers are mounted from yard to Prime Movers.
- STS picks up the containers from truck and loaded to its vessel stowage location.
- BGT sends an EDI COARRI message to Shipping Lines.
Vessel Discharging Procedural Steps

OBJECTIVE: To hasten vessel turnaround time and attain committed productivity rate.

SCOPE: This procedure defines the actions and responsibilities of Operations Personnel in vessel operations. This covers activities from receiving of vessel's operational data up to preparation and submission of reports after vessel operation.

1. BGT Operations Assistant receives Electronic Data Interchange (EDI) from vessel agent (BAPLIE) discharging lists of incoming vessel.
2. Operations Assistant processes the data in the TOS vessel planning module for generation of discharging list, container yard location plan and equipment/gang preparation for distribution to Container Yard Shift Superintendent.
3. TTV (Terminal Transfer Vehicle) receives move instruction to go to particular Quay Crane for discharge of container.
4. Quay Crane operator commences discharging operations to internal/rental truck vehicle.
5. Vessel tally clerk physically inspects containers being discharged and records in Vessel discharge Tally sheet all damages, if seal intact, if reefer operational, any delays, hatch cover opening/closing time and number of the internal/rental truck vehicle.
6. In the event that any container being discharged is found by vessel tally clerk with any nonstandard such as major damage, no seal or with leaks, the tally clerk instructs Quay Crane operator to stack container temporarily at a safer area on the apron or back reach of the crane as deemed practical. The vessel tally clerk then informs
Operations Center, Shift Superintendent and Safety Officer regarding the nonstandard findings.

Operations Centre notifies shipping line agent/vessel duty officer for appropriate action. BGT seals will be used for container manifested with seals but without / broken seal in actual.

7. For containers discharged without any exception, Terminal/ Rental Truck Vehicle driver receives move instruction from his vehicle mounted terminal to proceed to the boundary where container is planned for dismounting after tally clerk executes in the system.

8. The Internal/ Rental Truck Vehicle with discharge container then arrive at the planned Stacker dismounting location.

9. Upon arrival of the TTV for dismounting at the planned area, the Reach Stacker operator stacks the actual container as per Yard Clerk instruction.

10. Yard Clerk instructs TTV to go back to Quay Crane for next transaction.
Vessel Loading Procedural Steps

1. Operations planner generates load list and creates load order in the TOS vessel planning module.
2. Operations planner releases load list to shipping line agent.
3. Shipping line agent sends back loading plan with special instructions regarding expected containers or Movins.
4. Operations planner on receipt of loading plan from shipping line validates and matches containers in plan.
5. Operations planner then starts pre-stow auto/manual planning.
6. Operations planner prepares stowage loading plan and presents this to vessel Chief Officer for approval.
7. On receipt of finalised stowage plan from Chief Officer, planner inputs revisions if any.
8. Finalised stowage plan is then distributed to Shift Superintendent, Vessel Tally Clerk and Quay Crane Operator.
9. Shift Superintendent organizes in coordination with equipment dispatcher and operations planner the allocation of container handling equipment and manpower resources required.
10. Operations Planner then releases system work queue for loading move instructions.
11. TTV receives move instruction and drives to Reach Stackers (RS) loading point for mounting of containers for loading.
12. RS operator validates the actual container with work instruction and if in order, mounts the container on the TTV and executes the move into the system via the vehicle mounted terminal.
13. The TTV with export loaded container gets move instruction and proceeds to the assigned vessel and quay crane for loading operations.
14. The vessel tally clerk then checks the actual container mounted on TTV against the load list and coordinates with Quay Crane operator to load container as per slot position in the load plan.
15. Quay crane loads the container to the assigned slot in the stowage plan which the hatch tally checker checks and executes in the hand held terminal.

16. TTV then gets move instruction to drive back to the RS loading area for next mounting of export container.

17. After completion of vessel operations, the operations planner then executes vessel completion in the TOS applications and sends out EDI (COARRI) load, BAPLIE/ TDR and shut out list reports.
Full Import Delivery

Gate House Infrastructure and Operations

Other than the main Terminal Gate, BGT will put in place a Berth 20 Yard Gate in with 3 lanes, where 2 lanes are dedicated for trucks entry and 1 lane for trucks with bare chassis exit. Other than this 3 lane at the In gate, A Gate Control Booth will be positioned near the customs scanning area for Gate out of full container transaction.
Delivery of FCL/LCL Container Procedural Steps

1. From Terminal Main Gate, outside truck enters BGT Main Yard Gate.
2. Presents Delivery Orders (D.O.) (Shipping Lines and Ministry of Transport), Operations Supervisor Truck Entrance Request to Gate Clerk.
3. Gate Clerk checks stamps and information on Delivery Order and its Annexure (if applicable), including Truck Entrance Request and Payment.
   On the Gate module, Gate Clerk Keys in: Plate Number, Trucking Company, Badge Number, Driver Name, D.O. Reference Number, and generate and print / manual write TID (location of container in the Yard).
4. Gate-in clerk / supervisor generates/ or writes container location TID (Truck Instruction Document) and prepare the Load Order and put a stamp on it.
5. Truck proceeds to import stacking location and show to Yard Clerk the TID, Load Order, D.O. for verification of stamps.
6. Yard Clerk instructs the Reach Stacker operator to load or mount the subject container to respective truck.
8. Outside truck with mounted import container then proceeds to the Customs Scanning Area for clearance.
9. After customs clearance (payment receipt/ stamp, evaluation result, customs stamp on DO of Ministry of Transport), truck driver proceeds to gate out and presents the document to the Gate out Clerk.
10. Agent brings to Yard Supervisor the following:
    ● DO Ministry and Shipping Lines with Annexure if applicable
    ● Customs Clearance
    ● Customs Payment Receipt,
11. Yard Supervisor prepares a Receiving Cargo Document and verifies if Storage and Stripping Dues are applicable. If yes, Agent will pay at Billing if there are storage dues.
12. Agent will return back to Gate out Clerk to show payment receipt.
13. Gate out Clerk stamp Load Order, collates all documents related to container being delivered, execute gate out (container status in the system will be updated to Delivered) and Generate EIR.

14. Gate out Clerk Print 2 copies of EIR, secure signature of Driver on EIR, stamps it and hand over 1 signed/stamped copy of EIR to the truck driver. A gate pass will be issued as well together with EIR

15. Truck driver proceed to Terminal Main Gate for Exit.

16. Gate clerk files one copy of EIR chronologically for record keeping and with retention period for future reference.
Receiving Empty Container Procedural Steps

1. Truck driver arrives at Umm Qasr Port and parks at truck holding area.
2. Agent proceeds to Terminal Main Gate office for Entrance Request payment with customs clearance document on hand.
3. Truck driver then proceeds to the Main Container Yard Gate for pre-gate inspection.
4. Gate checker/inspector conducts inspection of empty container. Record the inspection made.
5. If all in order, truck will be allowed to gate in. Note any discrepancy, gate checker/inspector must contact operations center.
6. Truck driver then proceeds to gate-in lane and present entrance request and payment to receipt to gate clerk.
7. Gate-in process the gate in of empty container. Keys-in names of truck driver and budge.
8. If system generates yard location, gate-in clerk confirms gate in. Note: If no yard location, operations center must be notified for manual planning.
9. Gate-in clerk prints TID and Charge Form and stamp.
10. Truck driver then proceeds to container planned location as shown in the TID.

11. On arrival of truck at yard container location shows to Yard Clerk the Charge Form, RS dismounts container and stacks this at the assigned location planned.

12. Truck then proceeds to gate out lane for bare chassis.

13. Gate out clerk visually checks actual plate number of truck and keys this to retrieve truck transaction details. The Accomplish Charge form will be collected as well.

14. If all in order, gate out clerk confirms in the system and affixes gate out stamp in the EIR and signs. Note: If any discrepancy, truck driver is instructed to leave the queue for verification of problem.

15. Gate out checker hands over 2 copies of EIR to truck driver which one is his copy and the other he surrenders to security on gate out at the Terminal Main Gate.

16. Gate out checker retains 1 copy for customs and the other for terminal file.

17. Truck exits the terminal
Manual Receiving of Rolling Cargo Procedural Steps

1. CHA/ Rolling Cargo Operator submits Export Declaration to operations center.
2. Operations Center receives Export Declaration and verifies for Customs clearances. If not in order, advises rolling cargo operator to do the needful or receiving of rolling cargo would not be possible due to yard space available.
3. Operations Center issues truck pass to rolling cargo driver/operator.
4. Rolling cargo driver/operator enters assigned gate in lane and presents Truck Pass, Export Declaration / Clearances to Port Security / Gate Clerk. Port Security / Gate Clerk logs the carrier number, rolling cargo count, model/make, nominated vessel and document reference numbers.
5. Gate Clerk/ Port Security notifies Safety Office to assist in the gate in of cargo.
6. Safety officer escorts the rolling cargo to its assigned roro yard location.
7. Rolling Cargo Operator parks / offloads unit from carrier at roro yard and park.
8. Assigned roro yard receiving clerk inspects rolling cargo conditions and tally count upon arrival at roro yard – using vehicle inspection / tally forms. In case of defects, missing item or damages found during inspection; Receiving clerk, segregate unit/s to separate area for Survey Inspection.
9. CHA / Exporter pays rolling to Billing cargo charges upon completion of inspection and receiving of rolling cargo.
10. Rolling cargo operator proceeds to assigned gate out lane and present gate pass to Port Security upon gate out.
11. Roro Yard receiving clerk files documents and update records for the rolling cargo receipt.
Rolling / Project / Break Bulk Cargo delivery-gate Procedural Steps

1. CHA files Bill of Entry with Customs and secure supporting documents.
2. CHA secures from operations centre manual delivery gate pass / truck pass for delivery of rolling / brake bulk/ project cargo.
3. Delivery vehicle driver presents gate pass / truck Pass to port security.
4. Port Security / Gate Clerk instructs Delivery Vehicle Driver to proceed to roro / break bulk /project cargo location and logs Truck Pass and Gate Pass information.
5. Delivery truck driver proceeds to roro / break bulk/ project cargo yard location as applicable and presents delivery gate pass and customs related clearances to the assigned roro / break bulk / project cargo clerk.
6. Assigned roro clerk receives gatepass and customs related documents and conducts inspection with CHA.
7. If documents and cargo is not in order, initiates necessary correction and documentation / reporting for any discrepancies found.
8. If in order, mounts cargo for delivery on the deliver carrier or truck.
   a. Loading could be possible as follows:
   b. Consignee owned equipment used.
   c. Equipment rental / Labour – corresponding special services charges will apply.
9. Delivery Vehicle Driver temporarily parks at a designated area and secures customs stamp “ Out of Charge “ and proceed to gate out lane and presents gate pass to assigned gate out clerk.
10. Gate-out Clerk inspects actual cargo against gatepass/ packing list and customs stamps on Bill of Entry and confirm the following:
    Take Note of the following as applicable:
    a. Markings / Model / Make / Description
    b. Number of packages /unit count
    c. Gate Pass Number
    d. Trucker
    e. Consignee
    f. CHA
    g. Payment of charges references
11. Gate-out Clerk affixes time and date on the delivery gate pass and sign. Issues two copies to driver and retains original file for billing and audit purposes.

**Manual receiving of Project / Break Bulk Cargo Procedural Steps**

1. Exporter / CHA inquires with BGT Operations Centre if particular cargo is acceptable for loading – pictures, diagrams and details will be sent via e-mail.
2. BGT Operations Centres replies through e-mail if subject cargo for loading can be handled based on the information given.
3. If ever cargo has insufficient details necessary for safe handling, BGT will advise CHA to send additional details or clarifications. Or will decide that BGT could not handle the cargo.
4. If cargo handling requirements are Ok, BGT receives Export Declaration and verify customs clearances.
5. If Ok, BGT Operations Centre issues Truck Pass for the Project / Break Bulk Cargo. Else, advises exporter/CHA to do the needful.
6. Receiving Truck Driver enters the assigned gate in lane for the project / break bulk cargo and presents truck pass to Port Security / Gate Clerk
7. Gate Clerk / Port Security Officer notifies Safety Officers of the incoming Project / Break Bulk Cargo.
8. Safety Officers checks the lashing requirements of cargo for receiving. Notifies Operation Centre and allow proceeding if Lashings / Truck are adequate. Otherwise, relay to Gate Clerk/ Gate Supervisor / Port Security / OP Centre that additional lashing is needed. This will be coordinated with the concerned CHA / exporter – Truck temporarily parks at the designated area while waiting for the additional lashings.
9. Operations Centre now coordinates with Operations for the gearlocker and equipment in preparation for the special handling gears in dismounting the break bulk/ project cargo.
10. Operations Centre prepares / allocate area for the project/ break bulk cargo.
11. Safety Officer escorts the outside truck to its designated location.
12. Outside truck driver presents the Truck Pass together with the Export Declaration documents to assigned Yard Clerk.
13. Equipment Operator, Gear locker personnel, Operations Superintendent / Foreman Safely off loads / dismount the cargo to its designated yard area / location.
FCL/LCL Container Destuffing Procedural Steps

1. Agent prepares destuffing request with the Delivery Order (DO) from Shipping Lines and Ministry of Transport.
2. From terminal main gate, outside truck enters BGT Main Yard Gate.
3. Presents Delivery Orders (D.O.) (Shipping Lines and Ministry of Transport), Operations Supervisor Truck Entrance Request to Gate Clerk.
4. Gate Clerk checks stamps and information on Delivery Order and its Annexure (if applicable), including Truck Entrance Request and corresponding payment.
5. Gate clerk prepares manual gate in, Gate Clerk records Plate Number, Trucking Company, Badge Number, Driver Name, D.O. Reference Number on manual form and prepare TID (location of container in the Yard) manually.
6. Gate-in clerk / yard supervisor writes container location TID (Truck Instruction Document) and prepare the Load Order and put a stamp on it.
7. Truck proceeds to import stacking location and show to Yard Clerk the TID, Load Order, D.O. for verification of stamps.
8. Yard Clerk instructs the Reach Stacker operator to load or mount the subject container to respective truck.
9. Yard Clerk issue a Loading Confirmation Slip after mounting of container onto truck. Yard Clerk issues the Load Confirmation Slip (pink colour- for destuffing) to Truck Agent or representative.
10. Outside truck with mounted import container for destuffing then proceeds to designated destuffing area for FCL.
11. While for LCL destuffing, Operations Manager will sign/stamp the de-stuffing request. The warehouse or location where LCL cargo container will be destuffed will be assigned by the operations manager.
12. Truck with container for destuffing (stripping) will gate out from the main yard.
13. A gate clerk will issue a manual EIR. Secure drivers signature on it, affix for stripping stamp and counter sign. One (1) for the driver and another copy for filing.
14. Truck will proceed to designated destuffing area.
15. Agent will accomplish a de-stuffing / stripping request form, signifying the need for equipment and / or labour.

16. Operations Manager will sign /s stamp the de-stuffing request and Agent will proceed to IPA billing for payment of services or equipment rental needed.

17. Once payment has been made, Agent could now proceed to Engineering to get the Equipment needed for de-stuffing by presenting the D.O.Payment Receipt and De-stuffing Request.

18. Engineering Manager will affix stamp on the receipt of payment and release the equipment with assigned operator.

19. Once the equipment has been deployed to destuffing area, destuffing activities could start.

20. In destuffing area, Customs conducts required examination and affix customs stamp on relevant Delivery Order of Ministry of Transport.

21. Once destuffing is completed, destuffing clerk will prepare a destuffing update report.

22. Truck Agent will go back to Yard Supervisor for Gatepass Issuance for Loose Cargo.

23. Yard Supervisor will require the Truck Agent to pay for applicable storage and opening of container charges.

24. Once payment has been made, Yard Supervisor will prepare summary report of destuffing, by collating the entire relevant documents, such as, DO’s, Payment Receipt. Load Confirmation and checking relevant stamps on documents, including destuffing report.

25. Yard Supervisor will update destuffed container status in TOS.

26. Yard Supervisor issues Gatepass for loose cargo to Truck Agent.

27. Truck with loose cargo proceeds to Terminal Main Gate for gate out.

Truck with bare chassis will gate out from the terminal and empty containers of destuffed cargo stays in stripping area awaiting further instruction from the Agent for repositioning.
PORT SAFETY AND SECURITY

The safety and security officer or their representatives are mandated to strictly enforce BGT rules and regulations throughout the terminal. They will monitor any violations and are authorized to recommend ejection and future non-issuance of entry pass to the terminal of repeat offenders or for unacceptable risky behaviour.
GENERAL TERMINAL RULES

1. Public safety, security and efficient operations in the terminal are BGT’s concern. Therefore, access may be restricted to anyone or a part of the terminal area such as Quay, Container Yard, and its open cargo storage and inspection area.

2. Only port users with legitimate transactions will be allowed to enter the Berth 20 Umm Qasr (North Port) terminal.

3. All vehicles allowed to enter the terminal must park at the designated parking areas only.

4. There are separate accesses for vehicles and pedestrians into the container terminal and all are required to adhere to the access lanes, gates and designated parking areas.

5. The “NO ID, NO ENTRY” policy is enforced inside Umm Qasr (North Port). Only persons with legitimate business shall be allowed access and will be issued the Port Pass by IPA prior to entry, which shall be worn and properly displayed by pinning it on their breast pocket.

6. Loitering is prohibited in operational areas - therefore, people with legitimate transaction will be issued an ID at the gate by security for the transaction at the terminal.

7. All drivers of vehicles/trucks entering the container terminal must comply with the specified maximum speed limit of 10 KPH. They should be alert to all traffic signs at the terminal and take the necessary precautions to follow the proper traffic flow, strictly avoid counter flowing and carefully adhere to the traffic flow as indicated in the Truck Instruction Document map to avoid any collisions or sanctions.

8. All external vehicles or trucks must be road worthy. In case of breakdown, towing charges shall be for the account of the driver or owner of the vehicle.

9. BGT’s Berth 20 Umm Qasr (North Port) is a “NO SMOKING” facility - therefore, smokers should refrain from smoking while inside the terminal. Designated smoking areas will be provided for.

10. All BGT employees working in the terminal must be in proper attire using all the safety Personal Protection Equipment (PPE) at all times.
11. Littering is prohibited in the terminal. Trash bins will be provided in various areas at the terminal.
12. All accidents/incidents of any nature, pilferage and other safety and security matters must be immediately reported to the BGT operations management.
TRAFFIC REGULATIONS

1. Tractors, trailers and straight bed trucks without plate numbers are not allowed to enter the terminal. Therefore, to avoid any inconveniences, the driver must ensure that the truck he is driving has license plates fitted in the vehicle before entering terminal.

2. All drivers shall obey the BGT Berth 20 Umm Qasr (North Port) rules and regulations.

3. All trucks carrying or picking-up cargo or container shall be subjected to inspection at the gate on entry and before exiting. The truck driver shall carry in his possession proper documentation or proof of transaction with the port for presentation to gatekeeper/security to avoid unnecessary queuing at the gates.

4. A maximum speed limit of 10 KPH will be enforced inside the BGT terminal. All drivers must obey this speed limit.

5. All BGT cargo handling equipment such as Quay Crane (QC), Reach Stackers, Terminal Transfer/Truck Vehicle and Forklifts have the right of way over all other types of vehicles while in the terminal. All other vehicles entering and while inside the terminal must give way to the ports equipment.

6. All outside trucks/vehicle drivers must be alert and take necessary precautions when manoeuvring at the port as container handling equipment inside the terminal have “Blind Spots” that make it difficult for the equipment operators to see their surroundings, thus, outside truck and vehicle drivers must always give way to terminal equipment.

7. It is PROHIBITED to enter, park or leave trucks or vehicles on any of the equipment lane runways or pathways. They are also not allowed to ENTER or PARK on any part of the terminal’s stacking area. This will pose hazard and obstruct the equipment lanes and pathways that may cause accidents or delay terminal operations.

8. All truck drivers must stay inside their truck while waiting for mounting or dismounting of container in the yard. They must park in designated mounting and dismounting area, and shall be attentive with the on-going operations ready to respond to situations.
9. After the container is mounted or dismounted, the driver must immediately proceed to the exit gate and are not allowed to remain inside the terminal.

10. The driver is responsible to secure the mounted container/s on their truck bed or chassis. The trucks must have enough gears for securing containers like twist locks chains etc.

11. In case of emergencies, safety & security office might stop operations and/or divert traffic as necessary to insure proper handling of the situation.

12. BGT shall not be held responsible for any injury to persons or port users, loss and damages to properties or vehicles arising from any incidents/accidents, or from the commission of felonies or crimes perpetrated by either driver or by any other person while inside the terminal. The safety and security section will preside over these matters.

13. BGT reserves the right to take sanction and prosecute drivers and/or truck or vehicle owners found to have violated BGT rules and regulations.
SANCTIONS FOR VIOLATION AT BGT

1. Repeated or Gross violations of the foregoing rules and regulations shall be sufficient grounds for BGT to impose corresponding and appropriate graduated penalties against the violators. (Note: There will be three categories proposed: Serious, Less Serious and Minor offences). List of port violations and its corresponding category or weights and accompanying penalties will be discussed and agreed upon by Terminal Manager, Safety and Security for documentation and subsequent implementation.

2. Any driver or truck owner committing violation with regards to these regulations shall be responsible and liable for the consequences and must pay the cost of any damages inflicted on BGT equipment, company property, cargoes or shipping line containers, etc.

ALL DRIVERS, TRUCKING COMPANIES, TRUCK/VEHICLE OWNERS and OTHER PORT USERS are the key elements of these procedures and control system. Therefore, they must adhere to the foregoing and other regulations which may not be found herein but have been implemented in the jurisdiction of BGT.