الشركة السعودية العالمية للموانئ SAUDI GLOBAL PORTS	Department : Operations Document No : Revision No :	Document Title: Export- Empty Container IN Issue Date : 19/10/2017 Page : 1

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Purpose:

For export empty to make sure timely gate in and offload containers in yard by trucks. Make sure to mention entire procedure definition and roles of each point.

For Free pool empty to make a smooth free pooling activities of Empty container and to offload to the assigned locations in Terminal. And to report accurately to our third party for whatever moves has been done.

DEFINITION:

CHE	= Container Handling Equipment
VMT	= vehicle mounted terminal
A-check	= Administrative Check
P-check	= Physical Check
CTCS	= Container Terminal Control System
EDI	= Electronic Data Interchange
EIR	= Equipment Interchange Report
TID	= Truck Information Details
GP	= Gate Pass
FPE	= Free Pool Empty
TSP	= Terminal Safety Procedure
PPE	= Personal Protective Equipment
TL	= Team Leader
TAR	= Truck Appointment Receipt

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PROCESS	STAFF	SYSTEM	SWP
1. Shipping line prepared manifest and update in EDI Planning. – *Applicable for export empty and Free pool empty* 1.0 Shipping line forward the manifest to transporter and same will inform to terminal (SGP). – *Applicable only for Export Empty* 1.1 Shipping line inform consignee to shuttle empty container direct to SGP Terminal. – *Applicable only for Free Pool Empty*	Shipping Line/ Planning / Transporter	EDI	N/A
2. Truck proceed to main gate the driver must be keep open the door of container. *The following procedure to follow.* 2.0 Truck reach to port main gate driver bring 02 set of EIR copies and TAR	Driver	N/A	N/A

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2.1 If it is Free pool empty container driver bring GP document copy.			
3. Truck will reach to port main gate and show his Port pass to coast guard.	Driver / Coastguard	N/A	PPE/TSP
4. Coast guard only check the PORT Pass and allow truck inside the port. 4.0 In case the document is not correct coast guard can hold the vehicle. 4.1 Transporter will attend the coast guard in case the documents improper.	Driver / Coastguard / Transporter	N/A	N/A
5. Truck driver reach SGP terminal In-Gate loaded empty container, the Gate clerk receive and collect the document handed by incoming truck driver.	Gate clerk / Driver	E-portal / CTCS	TSP - Gate clerk to arrange immediate clearance to let gate in for HSSE vehicle, ambulance in emergency situation.

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6. Gate clerk will check the following points prior A-check/P-check. • Check the vessel cut off for export empty. • Check if there's a CNA order for export empty. • Check the container number match on the EIR document • Container number, ISO Type and prefix must be correct • For free pool empty check if MTI order created and should be scan the GP for future reference. 6.0 If above instructions are correct gate clerk will proceed to A-check accordingly (Figure 8) 6.1 If above bullet points has discrepancy GC will advise driver to backward and let the truck parking and Supervisor will assist.	Gate clerk/ Driver	CTCS /E-portal	PPE/TSP - Gate clerks to assist the truck driver and ensure safe reverse movement if unavoidable situations arise. Also gate clerk seek assistance from security if it necessary to do such kind of operations.

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7. Supervisor/ TL will send an email to planning department and wait for the instructions. (Discrepancy, damage of container and no booking order) must be send thru email.	Gate clerk/ Driver / Gate Supervisor / Planning	CTCS/E-portal	PPE/TSP
8. Once planning rectified the issue and advise to accept the container Gate clerk will proceed to A-check	Planning / Gate clerk	CTCS	PPE/TSP
9. Gate clerk once check/verified will do A-check and input the following. ✓ Truck number ✓ Trucking company ✓ Option ✓ Container number ✓ Position of Containers - A-check successfully done proceed to P-check	Gate clerk	CTCS	PPE/TSP

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10. Gate clerk proceed to P-check and handover the TID to Driver and Driver Proceed to coastguard.	Gate clerk / Driver	CTCS	PPE/ TSP
11. Coast guard Check the Port pass ID Gate# 40 of truck driver. 11.0 In case the documents is not correct coast guard can hold the vehicle move the truck backward and park the truck in trouble area. Gate clerk cancel the TID. 11.1 Transporter will attend the coast guard. If the Issue has been resolve then truck will proceed to final checking.	Driver / Coastguard	CTCS	PPE/TSP
12. The Final Checker will properly check the container and the following needs to observe: • Major damage/ missing container parts should be coordinate to Planning/SDM thru email.	Coastguard / Final check/ SDM	N/A	PPE/TSP- Final checker must maintain safe distance with the truck and should be in the view point of the truck driver, in case moving out to the blind spot of the driver he should

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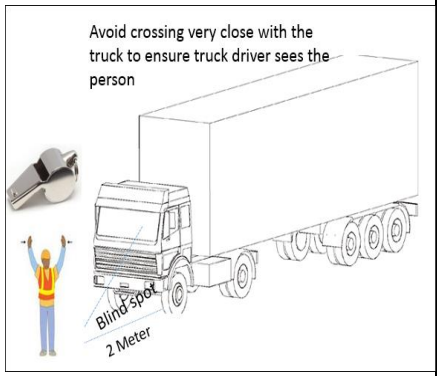
• Empty DV containers with hazardous stickers should be removed by the driver in safe locations, ensured by TL/Supervisor. • Empty TANK containers with hazardous stickers should not be remove and inform planning for further clarification (There still residue). • Improper mounting of container on trailer should be held and report to SDM. • Check the container characters and other vital information match to the TID. • Empty flat rack bundle must be received as sequence base on the actual bundle. Master container always in down position. 12.0 If there's no damage found. (*Figure13*) 12.1 If damage found in the container *(Figure 12*)			communicate prior to do so/ Proper whistle usage/ High Visibility vest. 
13. Final checker will advise the driver to park at trouble area. Then Supervisor will facilitate the container damage and send email to planning. Once planning advice to accept the unit, Supervisor advice Gate Clerk to P-Check with proper damage code and	Final checker/ Gate supervisor/ Driver / YOC	CTCS/SPACE	PPE/TSP- Final checker must maintain safe distance with the truck and should be in the view point of the truck driver, in case moving out to the blind spot of

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inform YOC, to give the location for damage container. Gate clerk will Issue the TID again with damage remarks.			the driver he should communicate prior to do so/ proper whistle usage/ High Visibility vest.
14. Final checker advice truck driver to observe SGPC safety procedure then proceed to Location as per TID given.	Final checker / Driver	N/A	PPE/TSP
15. CHE operator will offload the container match to the information given by the VMT to the specified location.	CHE Operator	N/A	PPE/TSP

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16. CHE operator place the container on location according to the VMT information.	CHE Operator	VMT	PPE/TSP
17. Once offload the container truck will proceed to terminal exit gate.	Driver	N/A	PPE/TSP
18. Gate clerk will gate out the truck by tagging in the system using individual plate no. /body number and ensure the truck is empty prior gated out. 18.0 If free pool empty Gate clerk will print the EIR from CTCS and stamp with SGP LOGO and attach the TID to the EIR. Then will turn over to the supervisor for reporting. 18.1 Supervisor will prepare the excel report for the 24hrs. Free poll empty Movement. Thereafter will counter check the EIR received from Out-Gate to match with E-Portal generated Report. And scan all the EIR and save in a file then send thru email to shipping lines the scan EIR's and excel report. – *Applicable only for Free pool empty*	Gate clerk	CTCS/E-PORTAL	TSP – Gate clerk/ TL to coordinate with the custom for the necessary initiative to clear the passage for outgoing ambulance/ HSSE vehicles in emergency situations
19. **END OF PROCESS**			

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