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PURPOSE

To make sure timely gate out the empty containers from yard by trucks.

Make sure to mention entire procedure definition and roles of each point.

Definitions

RDT	=	Radio Data Terminal
TID	=	Truck Information Details
RTG	=	Rubber Tire Gantry
CHE	=	Container Handling Equipment
VMT	=	Vehicle Mounted Terminal
EIR	=	Electronic Interchange Report
EDI	=	Electronic Data Interchange
A-check	=	Administrative Check
P-check	=	Physical Check
EOT	=	Empty Out
TSP	=	Terminal Safety Procedure

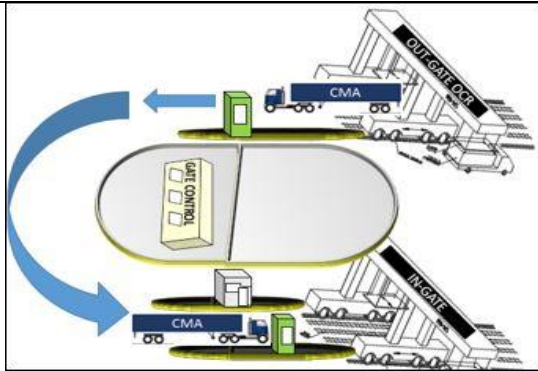| PROCESS	STAFF	SYSTEM	SWP
1. Delivery department will issue a gate pass with five copies to broker. The following are the procedure prior Delivery team issued gate pass to Broker. 1.0) Gates Clerk to create the BKG EOT order once discharge list received coming from EDI. 1.1) Gate Clerk to download the Gate pass and upload to Delivery Desktop. 1.2) Delivery Clerk should check that all finance charges must be fully settled. 1.3) Delivery Clerk should check All the Order should be executed and only (MTO BKG order) remained RGS. And all containers should be custom block release.	Shipping lines/ Delivery Clerk/Broker	Out-look/CTCS/ E-Portal	PPE/TSP

2.	Gates will proceed to print the Gate Pass for all the Import- Empty Containers. Distribution are follows. 1.) white copy- custom out gate upon gate out 2.) green copy- sgp gates 3.) pink copy- custom port main gate 4.) yellow copy- custom out-gate officers 5.) blue copy-transporter	Gate Clerk/ Supervisor	E-Portal/CTCS	PPE/TSP
3.	Gate Supervisor/ Team Leader will coordinate to operation and send email that Gate Pass are ready to pick up and advise broker to proceed to finance for the confirmation.	Gate Supervisor/ TL/ Broker	E-Mail	PPE
4.	Once settled all the charges, Gates will now award the Gate pass copy and have it stamp by the Out-Gate custom officer. Advice Broker to come back after stamped and return all the gate pass copy to Gate supervisor.	Broker/ Gate Supervisor	N/A	PPE (Supervisor to guide the person to use the correct pathway when going to custom officer out-gate.

5. Team Leader/ Gate Supervisor will now coordinate to YOC/ Control center for the Best pick location. Once received the list for best pick up slot sequencing. Gates will sequence the gate pass copy according to the best pick up list from planning.	Team Leader/ Supervisor/YOC	E-Portal/Space	PPE
6. At port main gate truck driver show the port pass to coast guard.	Transporter	NA	PPE/TSP
7. Truck arrived at Terminal In-gate.	Gate Clerk/Driver	NA	PPE/TSP - Gate clerk to arrange immediate clearance to let gate in for HSSE vehicle, ambulance in emergency situation

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8. Gate Clerk will prepare A-Check according to the Gate Pass. The following factors cannot gated In the truck due to: 12.0 Finance still not update the finance Block 12.1 The Container has still custom block. 12.2 If there's an issue let the truck backward and park at In-Gate Park Bay-Area. And call TL/Supervisor to attend the issue. 12.3 Gate Clerk will check the E-Portal if no Remarks at TID (SCAN –Already) if the container is pre-scan or not. 12.4 Gate clerk inform driver that this container already scan otherwise tell driver pass through x-ray.	Gate Clerk/Driver/Gate Supervisor	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.
9. If issues rectified or no issue to the transaction Gate clerk prepare P-check and print TID	Gate Clerk	CTCS	PPE/TSP (Gateclerk to verify the truck operator regarding the condition of twist locks/ for safe loading of containers.

10. Once the TID is printed truck will now proceed to terminal as per location given.	Driver	NA	PPE/ TSP

11. Coast guard Check the Port pass ID Gate# 40.
 	
    15.0 In case the documents is not correct coast guard can hold the vehicle Take the truck backward and Parking Gates cancel the TID.
 	
    15.1 Gates Clerk will assist .Transporter will attend the coast guard. If no Issue on his Port pass ID truck will proceed to Final checking.
	Coast Guard/Transporter	NA	PPE/TSP

12. Truck will now proceed to Yard for loading	Driver	NA	PPE/TSP
13. CHE operator load the container on truck. 13.1) After loading if container not yet scan truck pass through x-ray. 13.2) After loading if container scan already immediately truck proceed to Terminal Out-Gate lane# 09.	CHE operator/ Driver	VMT	PPE/TSP

14. At terminal out gate the truck driver handover the Gate pass copy to custom officer and proceed to out gate cabin lane# 09.	Driver/ Custom Officer	NA	PPE/TSP
15. Gate out checker will update the CTCS for the gate out movement. The following should be done in case of: 15.0) If the container is x-ray failed/ or Suspected containers this should be offloaded. Gate Clerk/Tally clerk will advise the Team Leader/Supervisor that this container will be offloaded to location/suspected area. Gate clerk/Tally clerk advise driver to send off to CONTROL CENTER for his request to offload. (Truck will not be allowed for reverse movement from gate cabin)	Gate Clerk/ Driver	CTCS	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

15.1) If the container is to be x-ray/ re-x-ray outside the Terminal or send to Gate 35. Gate Clerk should has to be done (Update the CTCS to gate out the container, Scan the Gate Pass and Take Picture prior container move out from the Terminal.)

15.2) If container Hold by the custom Gate Supervisor will facilitate to call the broker and rectify the issue to custom out-gate.

15.3) If Custom out-Gate officer still not arrived for clearing the EOT containers. below needs to follow: 15.3.0) Call Gate 35 after 15mins. 15.3.1) Go to g.0ate 35 after 30mins. 15.3.2) Call Custom Supervisor after 45mins. 15.3.3) Call Custom Government relation after 1 hr. 15.3.4) Gate Clerk will update the through WhatsApp.			
16. **END OF PROCESS**			