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Purpose

To ensure proper and timely receiving of export containers.

To clearly define roles and responsibilities of all personnel involved at the export yard inspection yard operations.

DEFINITION

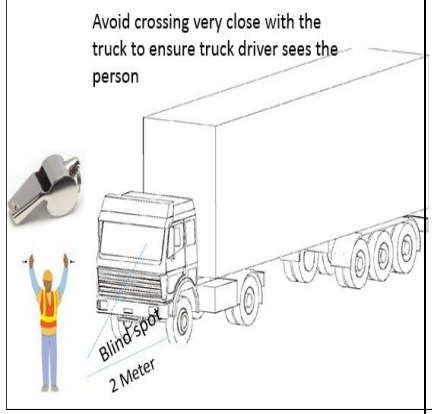
CHE	= Container Handling Equipment
VMT	= Vehicle Mounted Terminal
EIR	= Equipment Interchange Report
A-Check	= Administrative Check
P-Check	= Physical Check
CTCS	= Container Terminal Control System
TID	= Truck Information Details
TSP	= Terminal Safety Procedure
PPE	= Personal Protector Equipment
TL	= Team Leader
TAR	= Truck Appointment Receipt


PROCESS	STAFF	SYSTEM	SWP
1. Shipping line will prepared manifest and list of export container send to planning in advance and copy of manifest handover to broker.	Shipping line	N/A	N/A
2. Broker will take manifest and handover to transporter.	Broker / Transporter	N/A	N/A
3. Transporter will bring the container at gate with 2 sets of EIR and TAR.	Transporter	N/A	N/A
4. Truck will reach to port main gate and show the copy of Port Pass to coast guard.	Driver / Coastguard	N/A	N/A
5. Coast guard only check the PORT Pass and allow truck inside the port. 5.0 In case the document is not correct coast guard can hold the vehicle. 5.1 Transporter will attend the coast guard in case the documents improper.	Driver/ Transporter/ Coastguard	N/A	N/A

6. Truck driver reach SGP terminal In-Gate loaded of full box container, the Gate clerk receive and collect the document handed by incoming truck driver.	Gate clerk/ Driver	E-portal	TSP - Gate clerk to arrange immediate clearance to let gate in for HSSE vehicle, ambulance in emergency situation.
7. Gate clerk will check the following points prior A-check/P-check. <ul style="list-style-type: none"> • Check the vessel cut off. • Check booking has been updated. • Check the container number match on the EIR document • Container number and prefix must be correct. • ISO CODE. • Seal Intact. • Check if container nominated for XRE or NOT. If it's XRE then CTCS not updated for XRE. • Check if container nominated for XRE or NOT. If its NON-XRE then CTCS not updated XRE. • If OOG export, Let the truck parking and coordinate the Supervisor. The Supervisor /Team Leader will facilitate for whatever needed to lashing / Labor/ Supervisor. And the signature of lashing supervisor that OOG approved to be gated 	Gate clerk / YOC	CTCS/SPACE	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

<p>in. and assist gated in using LANE#10 with permission from the authority.</p> <p>7.0 If above instructions are correct gate clerk will proceed to A-check accordingly (Figure 10)</p> <p>7.1 If above bullet points has discrepancy GC will advise driver to backward and let the truck parking and Supervisor will assist</p>			
8. Supervisor/ TL will send an email to planning department and wait for the instruction. (discrepancy, damage no booking order must be emailed	Gate supervisor/ Planning / TL	CTCS	PPE/TSP
9. Once planning rectified the issue and advise to accept the container Gate clerk will proceed to A-check	Gate supervisor/ Planning / TL	CTCS	PPE/TSP
<p>10. Gate clerk once check/verified the container will proceed to A-check and input the following.</p> <ul style="list-style-type: none"> ✓ Truck number ✓ Trucking company ✓ Category ✓ Container number ✓ Position of container <p>- A-check successfully done proceed to P-check</p>	Gate clerk	CTCS	PPE/TSP

11. Gate clerk P-check the transaction and give the TID to Driver. And Driver will proceed to coastguard.			
<p>12. Coast guard Check the Port pass ID Gate# 40.</p> <p>12.0 In case the documents is not correct coast guard can hold the vehicle Take the truck backward and Parking.</p> <p>12.1 Transporter will attend the coast guard. If no Issue on his Port pass ID truck will proceed to final checking.</p>	Coastguard/ Transporter	CTCS	PPE/TSP
<p>13. The Final Checker will properly and physically check the container and the following to observe:</p> <ul style="list-style-type: none"> Major damage/ missing container parts should be coordinate to Planning/SDM/YOC/ Control thru email. Hazardous Containers no appropriate stickers should be coordinate to PLANNING/EDI/SDM/YOC thru email. Laden containers with hazardous stickers should be check to CTCS. Checking the right sticker be match to hazard commodity. Improper mounted the container to chassis should be check and report to SDM. Check the container characters and other vital information match to the TID. 	Final checker / Gate supervisor/ TL / YOC	STCS/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 the driver he should communicate prior to do so/ Proper whistle usage/ High Visibility vest.

<ul style="list-style-type: none"> Check the Seal properly if intact, if not, Report to TL/Supervisor <p>13.0 If there's no damage found. (Figure14)</p> <p>13.1 If damage found in the container (Figure 14)</p>			
<p>14. Final checker will advise the driver to park. Supervisor will facilitate the container damage. Once emailed and documented by supervisor, Gate supervisor advice Gate clerk to P-Check with proper damage code and advice YOC to give the separate location for damage container. Gate clerk will Issue the TID again with damage remarks.</p>	<p>Final checker / Gate supervisor</p>	<p>SPACE</p>	<p>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 communicate prior to do so/ Proper whistle usage/ High Visibility vest.</p>

			
<p>15. Final checker advice truck driver to observe SGPC safety procedure then trucks proceed to Location as per TID given.</p> <p>Reminder</p> <p>14.0 Non XRE – proceed to location. (Figure 17)</p> <p>14.1 With XRE – Proceed to X-ray area and wait the location given by YOC.(Figure 16)</p>	Final checker	CTCS	PPE/TSP
16. For the X-Ray container after custom stamp the TID. YOC team will give the location TID as plan base on the space planning.	YOC/Custom	SPACE	PPE/TSP
17. CHE operator will offload the container match to the information given by the VMT to the specified location.	CHE Operator	VMT	PPE/TSP

18. Once offload the truck will now proceed to terminal exit gate.	Driver	N/A	PPE/TSP
19. 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.	Gate clerk	CTCS	PPE - Gate clerk/ TL to coordinate with the custom for the necessary initiative to clear the passage for outgoing ambulance/ HSSE vehicles in emergency situations
20. END OF PROCESS			