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## PURPOSE

To make sure timely gate in and exact container load on truck after clearing all the formalities by customs.

Make sure to mention entire procedure definition and roles of each point, correct time of gated out the containers to have an


Exact and accurate data to feed in to our valued counterparts.

## DEFINITION OF TERMS:

TID	= Truck Information Details
CHE	= Container Handling Equipment
RDT	= Radio Data Terminal
VMT	= Vehicle Mounted Terminal
A-check	= Administrative Check
P-check	= Physical Check
IL	= Indemnity Letter
TL	= Team Leader
FOT	= Full Out Truck
LOLO	= Lift On-Lift Off
MTI	= Empty-In
EIR	= Equipment Interchange Report
RGS	= Registered Set
OSC	= Over Size Cargo
TSP	= Terminal Safety Procedures

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PROCESS	STAFF	SYSTEM	SWP
<p>1. Delivery department will issue a gate pass with five copies to broker.</p> <p>The following are the procedure prior Delivery team issued gate pass to Broker.</p> <p>1.0) Gates Clerk to create the FOT order once discharge list received coming from EDI.</p> <p>1.1) Gates Clerk to download the Gate pass and upload to Delivery Desktop.</p> <p>1.2) Delivery Clerk should check that All finance charges must be fully settled.</p> <p>1.3) Delivery Clerk should check All the Order should be executed and only (FOT/MTI order) remained RGS. And all containers should be custom block release.</p>	<p>Delivery Clerk/ Supervisor/ Broker</p>	<p>CTCS</p>	<p>Office in charge to verify the fire extinguishers inside the office are in good working condition. And ensure staffs are trained for operating the fire extinguishers</p>

2. Broker approach to the customs and take permission on delivery Gate Pass.	Broker/ Saudi Custom	N/A	PPE - (Supervisor to guide the person to use the correct pathway when going to custom officer out gate. 
3. Brokers will distribute the copies accordingly  Distribution are follows. 1.) white copy- custom out-gate upon gate out 2.) green copy- sgp gate 3.) pink copy- custom port main gate 4.) yellow copy- custom out-gate officer 5.) blue copy-transporter	Saudi Custom/ Brokers	N/A	NA
4. Broker will forward four copies to transporter.	Broker	NA	N/A

5. Truck Driver will now carried the four copies of Gate pass.	Driver	NA	PPE/TSP
6. At Port main gate truck driver show the Port pass to coast guard and enter from main gate.	Driver	NA	PPE/TSP
7. Truck driver reach SGP terminal In-Gate.	Driver	NA	PPE/TSP - Gate clerk to arrange immediate clearance to let gate in for HSSE vehicle, ambulance in emergency situation
8. SGP Gateclerk will update A-check in CTCS. According to the delivery EIR/ GATEPASS.  The following must be observe upon gated-In the truck.  8.0) If it is Refrigerated transaction the following should be observe (If there's no Generator set Gateclerk will ask to driver the IL) and put remarks on CTCS – With Gen Set and With IL. Scan the IL and return the IL copy to driver after scanning.	Gate Clerk/ Supervisor/TL	CTCS	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.

8.1) If it is OOG the gate clerk must check the Gate Pass and check the container in CTCS, once it has OSC order the transactions must be executed and needs LOW BED trailer. If it is not lowbed trailer Gate Clerk advice to driver to send back and let him to bring LOWBED trailer as to the operation protocol required. And inform the TL/Supervisor on this matter.

8.2) If it is fit to the OOG requirements (as per 8.1) Gate Clerk inform the TL/Supervisor on this matter and let the truck park at In-Gate Bay area while processing the requirements prior gated in. Lowbed trailer must be gated in using the Lane#10 and protocol to port authorities must be practice and follow. Advice driver not to pass x-ray and park at out gate parking area and coordinate to out gate custom officer.

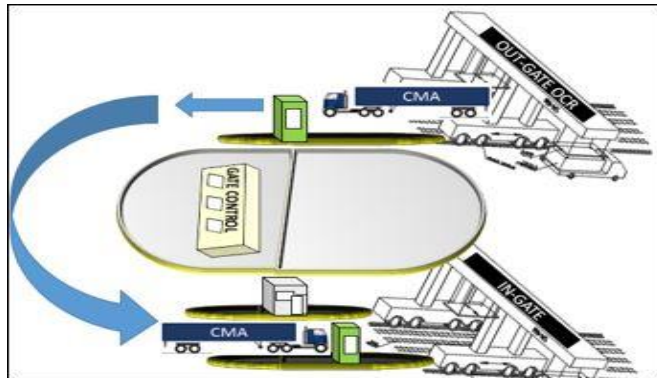
8.3) Once if there is finance issue let the trucks backward and park and inform the driver for

<p>the said charges that needs to settle.</p> <p>8.4) If it is LOLO charges, Gates will ask for an invoice or payment receipt prior Gates will execute the Order.</p> <p>8.5) If the following are not meet move the truck backward and park at IN-GATE Parking Area. And tell driver to coordinate his supervisor/broker.</p>			
<p>9. Once all are verified and checked. (as per 8.1-8.4) Gateclerk will now proceed to issue TID and advice the truck driver that this container already scan and if not tell driver pass through X-ray.</p>	<p>Gateclerk/ Driver</p>	<p>CTCS</p>	<p>PPE/TSP (Gateclerk to verify the truck operator regarding the condition of twist locks/ for safe loading of containers.</p>
<p>10. Coast guard Check the Port pass ID Gate# 40.</p> <p>10.0) In case the documents is not correct coast guard can hold the vehicle Take the truck backward and Parking and cancel the TID.</p>	<p>Coast Guard/ Driver</p>	<p>NA</p>	<p>PPE/TSP</p>

10.1) Transporter will attend the coast guard. If no Issue on his Port pass ID, truck will proceed to YARD for loading.			
11. CHE operator load the container on truck as per VMT given message.	CHE operator	VMT	PPE/TSP
12. Truck driver will now proceed to X-ray if the container is not yet scan and yet proceed to terminal exit if it is scan already.	Transporter	NA	PPE/ TSP
13. At terminal exit gate the truck driver handover gate pass to custom out gate officer.	Driver/ Custom officer	NA	PPE/TSP
14. Driver will hand over the TID copy and Gate clerk will update the gate- out movement in CTCS.  The following must be done in case of:	GATE CLERK/ TL/ Transporter	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



14.0) 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)



14.1) 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

<p>and Take Picture prior container move out from the terminal.) All OOG must be Gated Out- Using the Lane# 10.</p> <p>14.2) If container is Refrigerated Gate Clerk should have to take picture for the unit with the Generator set carried by.</p> <p>14.3) If Custom out-Gate officer still not arrive for clearing the FOT containers. below needs to follow:</p> <p>14.3.0) Call Gate 35 after 15mins. 14.3.1) Go to gate 35 after 30mins. 14.3.2) Call Custom Supervisor after 45mins. 14.3.3) Call Government Relation Manager after 1 hr. 14.3.4) Update WhatsApp, for out gate status. And custom out-gate officer movement.</p>			
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15. Truck approach to Port main gate and handed over the Pink copy to customs.	Driver	NA	PPE/ TSP
16. Transporter carry light blue copy with him.	Driver	NA	PPE/ TSP
17. <b>END OF PROCESS</b>			