

GATE TEAM GENERAL RESPONSIBILITIES

SN	WORK TASK	FREQUENCY	WORK ACTIVITIES	ASSIGNED STAFF	COVERED BY	SOURCE
1	Bonded Zone	Daily	Preparation of the FOT Order/ Printing of Gate Passes/Proper Coordination to Custom team for the Custom Block Release/Proper disposition of email correspondence to SDRS team/Sequencing as per location/ X-ray clearances.	Faisal	Gate Clerk/Norly/Danny	Email/ E-portal/CTCS
2	Export Movements	Daily	Advance pre-planning activities by sending emails information to all Liners /Transporters on Cut-off time as to when Gate to open/ IMDG /OOG Containers need to check the veracity of the stickers prior shuttle. And some precautionary safety details and procedures.	Norly / Danny	Ericson	Email/ E-portal/CTCS
			A-Check / P-Check of containers and some verifications on container details. Assisting YOC on Pre-location issues. XRE/Re-PLAN.	Gate Clerks	Norly	
3	Import Movements	Daily	Assiting Brokers for their TAS Issues and TABADUL concerns / Handles Issues on Gating in of trucks / Saudi Authority Issues and Container Damages for Assisting Drivers / Commercial team.	Faisal / Esmail	Ericson/Danny	Email/ E-portal/CTCS
			A-Check / P-Check of containers and some verifications on container details. Assisting YOC on Pre-location issues. XRE/Re-PLAN.	Gate Clerks	Norly	
4	Scanning/Editing	Daily	Scanning of gate passes / EIR / Indemnity letter	Gate Clerks	Norly and Danny	Scanner/ Share Folders
5	Documentation and Email Correspondence	Daily	Immediate response on whatever customers inquiry and sorting out gate related issues.	Danny	Norly and Ericson	Email/ E-portal/CTCS
6	File Management	Daily	Proper filing of documents of all Gate Documents by sequentially binding in by rope accordance to its File classification. Ensures safe keeping of all relevant gate documents.	Gate Clerks	Norly and Danny	Racks/ Rope/ EIR/GATE PASSES/IL
7	Saudi Authorities (Custom / Coast Guard)	Daily	Close coordination to Saudi Authorities for early clearances of all Import containers and Ensures efficient truck turn around of all transporter fleets.	Esmail/Faisal	ALL LOCALS	Telephone/ Saudi Authority
8	Lift On / Lift Off (LOLO ORDER)	Daily	Assisting the drivers in returning back to yard all Suspected cargo containers with proper coordination with YOC for their yard location. Creation of LOLO order and sending LOLO order forms to YOC / Finance.	Gate Clerks / Norly / Danny	Ericson	Email/ E-portal/CTCS
9	Re-X-Ray Containers	Daily	Updates and follow-ups re- x ray containers to x ray team thru Whats up. Coordinates the xray results to driver for timely gating out of truck.	Faisal	Gate Clerk/Norly/Danny/Esmail	Whatt's Apps/ E-Portal/ SGPC Tracking
		Daily	Coordination to Xray Team and follow ups the result to our Custom X-ray.		Gate Clerk/Norly/Danny/Esmail	Whatt's Apps/ E-Portal/ SGPC Tracking
10	Re-Export Containers	Daily	Assisting the brokers for all Re-export containers in providing them data to follow up in settling the involved charges and other formalities / Providing of gate passes after the process.	Norly / Danny	Esmail / Ericson	Email/ E-portal/CTCS/ Shar Folder
11	OCR Management	Daily & 2x Month	Checking the PMS/ Accuracy of information on OCR WEB Apps/ and Manning of Operators. Twice a month cleaning of OCR facilities and cameras / Coordination with CAMCO and IT.	Ericson	Esmail / Danny / Norly	OCR Control Center Command/ CTCS
12	Gate Pass Issuance	Daily	Providing Gate Passes to all brokers with their corresponding bayan.	Delivery Team	Esmail / Danny / Norly / Ericson	CTCS/ E-portal/Share Folder
			Gate pass downloading based on discharging list / uploading on share folder / Printing the Gate pass / Accommodates and assisting the broker.	Gate Clerks	Norly/Danny/Esmail/Ericson	
13	Delegation of Manpower	Daily	Proper delegation of staff thru their competency and assigning of individuals during peak days.	Norly / Danny	Esmail / Ericson	Roster/ Email/ Gate Appss
14	Full Out Order (FOT)	Every Vessel Arrival	Creation of Full out Order of Import for every vessel arrival and checking the accuracy of the FOT created.	Gate Clerks / Norly / Faisal	Danny / Ericson/Esmail	CTCS/ E-portal/Email
15	Weekly Highlights / Report	Every Week End	Administers the making of weekly reports and comprehensive plotting of the highlights for the weekly meeting presentations.	Danny	Norly	CTCS/E-Portal/Email's/Whatt's APPS.
16	Auction yard containers	Exceptional	Checking Custom /Finance block to ensure containers are cleared prior send off to Auction yard / Ensures all orders are executed and completed in system.	Norly / Danny	Esmail / Ericson	CTCS/Email/Whats Apps.
			Out-gate Check Physically the container bound to Auction area.	Out-gate Clerk	Norly/Danny/Esmail/Ericson	
17	Empty Out Delivery (EOT)	Exceptional	Preparation and creation of the EOT Order / Downloading of gate pass / Printing of Gate Passes / Sequence the gate pass as per plan location.	Gate Clerks	Norly / Danny	CTCS/Email/Eportal/Liner/Transporter
			Proper Coordination to Custom and Finance team for releasing of billing block and custom block / Proper disposition on the email correspondence from concern shipping line & transporters to pull out the empty units in our terminal in the given schedule.	Norly / Danny	Esmail / Ericson	
18	Gate Facility / Vicinity	Daily	Coordination to Engineering and Logistic Team for any repairing and cleaning activities.	Esmail/Ericson	Danny/Norly	Emails / Bravo
19	Training for New Staff	Every time for New Hired.	Proper trained and give more enhancement for all the new staff And cross staffing/ training for other skills.	Norly / Danny / Ericson	Faisal / Esmail	Gate Appss/ CTCS/E-Portal
20	Roster Management	Daily	Proper Management Daily Roster assigning most competent individuals for Peak time/days.	Esmail/Norly	Danny	Emails / Bravo