PIRAEUS CONTAINER TERMINAL

OPERATIONS PROCEDURES

FOR

SHIPPING LINES
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1. GENERAL

The purpose of this document is to describe the operational procedures for handling of vessels and containers to be followed by the Shipping Lines for smooth operations at the Piraeus Container Terminal. For movement of containers through PCT, Shipping Lines or their authorized agents need to get registered with PCT by complying with the requisite formalities.

1.1 Definition.

This document will describe in detail all the procedures that need to be followed by the Shipping Lines/Vessel Operators while operating at PCT.

1.2 Abbreviations.

CT : Container Terminal  
CY : Container Yard  
CONCOR : Container Corporation of India  
EDI : Electronic Data Interchange  
EIR : Equipment Interchange Report  
ETA : Estimated Time of Arrival  
ETD : Estimated Time of Departure  
EAL : Export Advance List  
FPD : Final Port of Destination  
IAL : Import Advance List  
ICD : Inland Container Depot  
POD : Port of Discharge  
POL : Port of Loading  
SL : Shipping Line or its Authorized Agent  
SRF : Service Request Form  
TOS : Terminal Operating System  
TSA : Terminal Services Agreement  
PCT : Piraeus Container Terminal Pvt. Ltd.  
PCH : Piraeus Customs House  
PPT : Piraeus Port Trust  
VIA : Vessel Identification Advice  
VO : Vessel Operator  
APPCB : Andhra Pradesh Pollution Control Board

1.3 General Customs formalities

All Customs formalities are subject to the rules and regulations stipulated by the Piraeus Customs Authorities.
2. VESSEL OPERATIONS

Information with respect to vessels calling at the PCT to discharge or load containers have to be provided to the PCT Operations Department by:

- VO at Piraeus.
- The VO’s Central Planning Group or center.

2.1 Berthing Planning.

PCT will prepare its quay-wall planning considering:

- Pro-Forma Vessel schedules.
- Vessel Berth Appointment
- Initial Vessel Berthing request.
- Detailed vessel call information.
- Availability of quay-wall space.
- Vessel Connections.
- Submission of the Import Bay Plan and Export Pre-stowage.

2.1.1 Pro-Forma Vessel Schedules

The pro-forma berth windows for the particular line’s vessels are negotiated between the VO and PCT. The berth window is related to an estimated number of container lifts and the required day and time of the week. Unless otherwise agreed vessels will be planned to arrive and depart on the proforma berth window arrival and departure times.

In case a vessel is delayed on the pro-forma schedule, PCT will try to sail the vessel as close to the proforma sailing time as possible provided this will not negatively affect other vessel’s schedules.

In case a vessel is arriving ahead of pro-forma but is not required to sail ahead on the pro-forma schedule, PCT will try to accommodate the vessel at the quay-wall provided this would not negatively affect other vessels’ schedules.

In case a vessel has to sail ahead of the pro-forma sailing time PCT will try to accommodate this requirement provided this would not negatively affect other vessels schedules.

If it concerns vessels of the same VO only, this VO may set its own priorities, after approval of PCT, provided that it does not impact the berth windows of other VOs.

2.1.2 Vessel Berth Appointment

a) Liner Vessels carrying cargo to or from abroad can be served through the appointment (rendezvous) system, by submitting an application form from the Owner Company or its legal representatives, for subordination in the appointment (rendezvous) service system and acceptance of below mentioned terms of system. The application is submitted in writing and there should be a period of five (5days) between
the date of submission and the date of arrival of vessel and there should also be indication of the arrival
date of vessel, the type of cargo, and the duration of the work. The responsible service apprising the needs
of the port in its entirety, has the ability to either approve or reject the submitted application and informs
about their decision the interested party at least one (1) day before the date of arrival of vessel.

b) Vessels that have been included into the appointment (rendezvous) service system are offered, with
regards to vessels that transport containers, the 30% of the available cranes.

c) Cancellation of the rendezvous from either the Owner Company or its legal representatives can take
place 24 hours prior the date of arrival of vessel for a working day appointment (rendezvous).

d) Cancellation of the appointment (rendezvous) from either the Owner Company or its legal
representatives further of the 10% of the approved per calendar semester application is suggested after
decision from the Board of Directors/PCT, to bring about the exclusion from the appointment
(rendezvous) service system.

e) Cancellation of the already approved appointment (rendezvous) from the Department can be justified
only if, according to their judgment, there are certain setbacks which make it impossible to proceed (force
majeure, strike, serious harm on cranes, etc.). In this case the cancellation is reported to the interested
party within the last 24 hours prior date of arrival of the vessel.

f) Vessel’s arrival prior the appointment (rendezvous) can be served until the entry into force of the
appointment (rendezvous) based upon the order of arrival and in accordance with the regulations of this
article.

g) Vessel’s arrival after the initiation of the shift of the appointment (rendezvous), can be served in order
of arrival and only if they have not followed the aforementioned cancellation procedure of the
appointment (rendezvous), is charged by delay rights.

The Operation Department of PCT S.A. may freely change the priority order of the vessels, only if under
discretion of the general and special needs of the better utilization and efficient operation of the port
require this. This possibility in the case of vessels of shipping line companies or conglomerates that have
a signed contract can be applied only if there is a reasonable decision from the Operation Manager of
PCT S.A.

2.1.3 Initial Vessel Berthing Request.

The VO is responsible to provide vessel arrival information for vessels under their control to the PCT
Operations Department. (See Annex I)

An application form has to be filled in by the VO and submitted to PCT Planning Section not less than 24
hours before vessel’s arrival. All the containers shall enter PCT CY for a particular vessel only after the
VIA number has been submitted to PCT. The VIA number will be used for all the correspondence
between PCT and VO/ SL.
2.1.4 Detailed Vessel Call information

Detailed vessel call information needs to be sent via email/fax to PCT Planning Section by VO before the internal daily pre-berthing meeting -12:00 a.m – (See Annex II). The VO shall confirm Vessels arrival and the required information on daily basis latest on 06:00 for the morning shift and at latest 14:00 a.m for the second and third shift.

Upon receipt of this information, PCT will prepare the final berth, equipment and advise the VO of the vessel ETD.

In case of required changes in the requested ETA / ETD, the PCT Operations Department will contact the VO to create the best workable solution.

2.1.5 Availability of Quay-Wall Space / Berth.

If due to delayed vessels etc. berth congestion causes problems with the quay-wall capacity at the terminal, the GM(O) of PCT will consult the VO to discuss priority setting for the line’s vessel calls.

2.1.6 Vessel Connections.

Critical connections of other vessels that may influence the vessel operation have to be announced preferably 48 but ultimately 24 hours before ETA to ensure proper priority setting for the quay-wall. The information must contain the total number of transshipment containers.

2.2 Technical Vessel Information.

The Line/VO needs to supply PCT with technical vessel information, at least 72 hours before arrival. This information has to be supplied the first time the vessel calls the port, or whenever the previously supplied information changes.

The technical vessel information consists of:

For the whole vessel:
- Name of vessel.
- Vessel radio call sign.
- General plan.
- Bay Plan.
- Length overall.
- Lashing plan.
- Type of hatch covers.
- Reasons to deviate from Port side mooring.
- Vessel capacity in TEUs.
Per hatch/bay:
- Identification of the hatch/bay numbers.
- Identification of the cell numbers.
- Identification of the tier numbers.
- LCG of the container slots.
- VCG of the container slots.
- TCG of the container slots.
- Width of hatch/deck in container slots (cells).
- Depth of hatch/deck in container slots (tiers).
- Position of the bulk heads.
- Position of the engine room & Bridge.
- Position of ballast tanks.
- Position, type and overlap (if any) of hatch covers.
- Information of bays (cellular/non-cellular).
- Position of Derricks and any obstacles on deck.
- Reefer connections.
- Maximum stack weight / tier weight.
- Under deck clearance.
- Other particularities relevant to the vessel stowage.

With this information the PCT vessel library will be updated.

### 2.3. Discharge Operations.

#### 2.3.1 Discharge Information.

The VO is responsible for communicating the discharge, re-stow and/or remain on-board instruction at least 24 hours prior arrival of the vessel. On basis on the supplied discharge instructions, the PCT Planning section will prepare the discharge sequences for subject vessel. The instructions must contain:

- **Import Advance List.**
  A consolidated Import Advance List of all the Import containers belonging to different SLs as per the format attached in both (Annex III) – soft copy shall be submitted by the VO. The import list should clearly indicate the mode of delivery – Road / Sea – and the final destination. The list should also include any containers to be transshipped and re-stowed.

- **Import Bay-plan.**
  A Bay-plan/ Stowage of the arriving vessel via an EDIFACT ‘BAPLIE 1.5 / 2.07’ message shall be sent prior to submission of Import Advance List by email to PCT Planning Section. If such a message cannot be generated according to this protocol, a paper document containing the Final Bay-plan from the last port of loading has to be provided.
Section at least 8 hrs prior to the arrival of the vessel.
The SL is solely responsible for the accuracy of the information and the details in the above documents.
Any changes in the discharge instructions after the information deadline have to be in writing to the PCT Operations department.

**Important note:**
In case of late submission of the discharge instructions resulting in delay of the vessel discharge operation, PCT reserves the right to charge standby time of its manpower and equipment to the account of the vessel, at the rates published in the PCT tariff. Also, PCT may decide to cancel the berthing of the vessel in case there are other vessels waiting berthing. In such case, the said vessel has to wait in turn again.

### 2.3.2 Transshipment Containers.

The VO/SL will submit discharge instructions relating to transshipment containers through the Import Advance List whereas the following additional data needs to be provided:
- Next Vessel Voyage.
- Final POD for which the container is to be shipped to.

### 2.3.3 Discharge Checking Activities.

During the discharge process PCT will perform a visual check on the following items:
- Container prefix and number.
- Out of gauge.
- ISO Type/Size.
- Damages, if any, limiting to the container sides which are visible while performing the operational activity.
- Seal (Yes or No) and Seal Number Check.

Containers without bottle seal will be affixed with PCT seal. A charge for affixing seal will be levied as per the tariff.
2.3.4 Discharge Reporting.

PCT will provide the VO/SL with EDI ‘discharge confirm’ messages after the containers have been discharged from the vessel. A recap of the discharge activities performed by PCT will be faxed / e-mailed to the VO after sailing of the vessel.

In case of EDI failure or if the VO/SL cannot receive EDI messages, hard copy of discharge list will be made available for the VO/SL after the sailing of the vessel.

2.3.5 Over-Landed (Out-of-List) Containers.

When a container is reported over-landed, the PCT Operations Department will immediately contact the VO. The VO will investigate which line the container belongs to and decide whether the container needs to be re-stowed back or remain discharged. The VO will then supply full container details to the PCT Operations Department.

The VO will provide the PCT Planning section with written instructions on the over-landed container as soon as possible but ultimately before departure of the vessel. In case, the VO fails to respond prior completion of operations, the container shall be restowed back at the cost of VO.

It must be noted that PCT is obliged to keep Customs Authorities duly informed of the Over Landed containers.

2.3.6 Short-Landed Containers.

PCT will report a short landed container to the VO after the vessel discharge operation has finished. The VO will have to take necessary action with the SL on whose account the short landing has taken place and resolve the issue with Customs Authorities too.

It must be noted that PCT is obliged to keep Customs Authorities duly informed of the Short Landed containers.

2.4. Loading Operations.

2.4.1. Loading Information.
The VO is responsible for communicating the vessel loading instructions at least 16 hours prior arrival of the vessel. On basis of the supplied loading instructions, PCT Operations department will prepare the loading sequences for the subject vessel.
The instructions must contain:

- **Export Advance List**

A consolidated Export Advance List (Loading List) of all the containers belonging to different SLs as per the format of Annex III.

If there is any discrepancy between the information received upon arrival of the container on the terminal and the load instruction information, the load instruction information will be considered as the most valid source of information. Any difference between the information received on arrival of containers and in the export advance list, which shall result in restowing of container(s) will be charged as per the tariff.

The load instruction information will be used for the vessel stowage. If any load instruction information changes, the SL/VO has to immediately inform the PCT operations in writing.

The Line shall provide a focal point that can be reached 24 hours a day in case any load instruction details need to be verified.

Attached to the load instruction a load recapitulation giving SL breakup of number of containers for each POD shall be supplied.

*Important note:*

In case of late submission of the loading instructions resulting in delay of the vessel loading operation, PCT reserves the right to charge standby time of its manpower and equipment to the account of the vessel, at the rates published in the PCT tariff / TSA. Also, PCT may decide to cancel the berthing of the vessel in case there are other vessels awaiting berthing. In such case, the said vessel has to wait in turn again.

- **Vessel Stowage Pre-plan (Bay-Plan)**

The VO shall arrange to submit prestow plan to PCT along with the Export Advance List at least 16 hours prior to vessel berthing.

- **Hazardous Cargo Manifest.**
- **Reefer Manifest.**
- **Out of Gauge Manifest.**
- **Export General Manifest**

The VO shall submit the EGM to PCT Planning Section within 3 days of sailing of the vessel.(Annex IV)

The SL is solely responsible for the accuracy of the information and the details in the above documents. Any changes in the discharge/loading instructions after the information deadline have to be in writing to the PCT Operations department.
2.4.2 Stowage Approval.

The PCT Planning Department shall submit the Stowage Pre-Plan (Bay-plan) in Hardcopy or EDI format (BAPLIE 1.5 / 2.07) to the Vessel Chief Officer and seek the requisite approval prior commencing the loading operations. After completion of the operations, the final Bayplan – hard and/or soft copy shall be handed over to the VO/Vessel Chief Officer.

2.4.3 Pro-Forma Cargo Deadline.

In principle all containers for a particular vessel will have to arrive before the declared ‘cut off’ of the vessel. The cut off of the vessel will be 16 hours prior vessel arrival and any changes in the same shall be declared the soonest as possible by e – mail / fax.

2.4.4 Loading Checking Activities.

During the loading process PCT will perform a visual check on the following items:

- Container prefix and number.
- Damages, if any, limiting to the container sides which are visible while performing the operational activity
- Seal Number Check. (Seal Yes or No).

Containers without seal will not be loaded. PCT will inform immediately the VO for further actions.

2.4.5 Loading Reporting.

PCT will provide the Line with EDI ‘load confirm’ message after all the containers have been loaded. In addition, the recap of the final load activities performed on the vessel by PCT will be faxed / e-mailed to the Line/VO after sailing of the vessel.

In case of EDI failure or if the SL/VO cannot receive EDI load confirmation messages, a hard copy of Load List and Final Bay-plan will be made available for the SL/VO after sailing of the vessel.

2.5 Stevedoring & Terminal Charges.

The SL/VO and all the co-loaders have to pay all Stevedoring Charges to PCT in advance and the Terminal charges as per valid procedures.

2.6 Vessel Related Charges.

The vessel related charges shall be paid by the VO to the authorized party directly.
2.7 Vessel Bunkering, Repair & Provisioning.

VO has to notify PCT for Vessel bunkering and repair activities at least 24 hours before arrival of the vessel.

These activities are only allowed after written approval from the Harbor Master and are subject to safety and security procedures set by the Harbor Master. These activities must not delay the vessel operations and must be completed within the operational working time of the vessel unless otherwise agreed.

2.9 Vessel Clearance Formalities.

The VO is responsible for the Arrival and Departure Clearance of the vessel(s) and arrange for the required authorities – Customs, Immigration, PHO and others if any – to be available at Berthing and Completion of Operations in order to complete the clearance formalities.

Important note:
In the event, the required boarding parties are not available at berthing of the vessel(s) causing a delayed start of operations, PCT reserves the right to charge standby time of its manpower and equipment to the account of the vessel, at the rates published in the PCT tariff. If the vessel is delayed for sailing after completion of operation due to reasons not on account of PCT, the berth idling charges shall be levied as per the tariff.

3. LAND SIDE OPERATIONS

Gate operations, including visual inspection and seal checks are subject to landside container handling. The Gate and Inspection facilities will be manned by PCT/Customs and Security officials.

4. CONTAINERISED BREAK-BULK CARGO

4.1 Break bulk requirements

The Shipping Line has to inform PCT, about any break-bulk activities required on vessels. Information has to be provided to the PCT Planning Section at least 48 hours before arrival of the vessel at PCT.

The information must consist of:

- Handling by Container Gantry Crane/external crane.
- Piece count.
- Length / width / height.
- Position on board.
- Description/drawing.
- Customs approval confirmation.
- Planning.
5. DIRECT DELIVERIES.

For exceptional cases (IMO cargo or Value transport), there will be a possibility to deliver the container(s) under the quay-crane for direct loading/discharging. For safety reasons this activity will have to comply with the PPT rules and regulations.

PCT needs the following information at least 24 hours before the arrival of the vessel at PCT:

- Number of container(s).
- Time of delivery.
- Contents of the container(s).

PCT will inform the VO/SL about the expected time of loading/discharging of the container.

Three (3) hours before arrival of the vessel the requested direct deliveries have to be confirmed to PCT.

Three (3) hours before the agreed time of loading, the containers(s) will have to be present at the terminal.

6. DANGEROUS CARGO

The below mentioned requirements are for terminal operational use over and above the requirements and procedures as set by VPT regarding the handling of dangerous cargo in the Port.

6.1. Dangerous Cargo Restrictions.

In principle there are no restrictions to the volume of dangerous cargo shipments through the PCT provided all packaging and labeling is confirming the IMO rules and regulations for sea containers.

For IMO 1 and 7, prior permission must be obtained from PPT Marine Department and other statutory authorities. For this cargo, storage is not permitted inside.

Important note:
Any special safety activities, materials or cleaning services as a result of dangerous cargo handling or leaking containers will be invoiced to the SL at the rates published in the PCT Tariff. If no provisions have been made in the PCT Tariff for subject activities or services, PCT will calculate these costs as per project basis and submit these to the SL for payments.
6.2 Dangerous Cargo Manifest and Documentation.

Together with but separate from the vessel load/discharge instruction a dangerous cargo manifest along with Material safety data sheet (MSDS) must be provided to PCT Planning Section at least 48 hours before the arrival of the container to the terminal. This manifest must contain the following data for each container as mentioned on the load instruction carrying dangerous cargo:

Per container number/per commodity:

- Discharge port
- Number of packages
- Package type.
- Cargo gross weight.
- Full cargo name (technical).
- IMO class.
- UN number.
- IMDG page number.
- Flash point.
- EMS number.
- MFAG number.
- Emergency contact name.
- Emergency contact telephone number.

**Important Note**
The SL is solely responsible for the data submitted in the Hazardous manifest and also for non-declaration or mis-declaration of the hazardous cargo details. For the commodities falling under auth guidelines, the Perforama along with MSDS sheets need to be submitted to the auth Office, Piraeus at least 48 Hours prior to the container arrival. The acknowledged copy of the same shall be submitted to PCT Planning office at least 48 Hours prior to the arrival of the container at PCT. All the consequences and liabilities thereof, arising out of the lapse on part of the SL in not submitting the proper and correct details shall be on SL’s account and will be their liability.

7. REEFER CONTAINERS.

PCT has 150 reefer connections for storage of reefers in the yard. Reefers will be plugged and unplugged only once as a standard activity in the vessel operations.

The power supply and temperature monitoring shall be done by PCT three times/ day. PTI, Run Test of Reefer Containers can be provided by PCT. For performing these tests, the SL shall inform the PCT Planning Section.

The terms and conditions concerning reefer activities in the terminal will be subject to the TSA between SL and PCT.
8. LIABILITY

Terminal shall be exempted from liability for damage to goods caused solely by insufficient protection or packing and improper declaration of content and weight and due to any other reason not attributable to PCTPL. The party with a direct interest in the cargo i.e. the cargo seller or buyer, shall insure the cargo on an ‘all risks’ basis for its full value. PCT shall be informed in advance by the SL if the nature of the cargo is of high value and need special handling.

9. TERMINAL PLANNING SOFTWARE & EDI

PCT has selected CATOS software as the vessel and yard planning software or Terminal Operating System.

The use of this product allows PCT to exchange various EDIFACT messages with its customers such as there are:

- BAPLIE
- CODECO
- COARRI

In addition to the EDIFACT messages, PCT will send In Yard list of containers, Gate In/Gate Out details of the containers in flat file by email to the respective SLs twice on a daily basis (08:00 & 15:00).

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