PIRAEUS CONTAINER TERMINAL SINGLE MEMBER S.A

OPERATIONS PROCEDURES

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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

EDI : Electronic Data Interchange

CIR : Container Interchange Report

ETA : Estimated Time of Arrival

ETD : Estimated Time of Departure

ECL : Export Coprar List

FPD : Final Port of Destination

ICL : Import Coprar 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 Single Member S.A.

PCH : Piraeus Customs House

VO : Vessel Operator.

CO: Container Operator

LIFO: Last In First Out

## 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.

or

* Shipping agents of the VO at Piraeus.

## 2.1 Berthing Planning.

PCT will prepare its berth planning considering:

* Pro-Forma berthing windows
* Vessel Berthing Appointments
* Arrival announcement & work application
* Availability of berth
* Vessel Connections
* Submission of the Import Bay Plan and Export Pre-stowage
* Vessels’ Particulars

### 2.1.1 Pro-Forma berthing windows

The pro-forma berthing windows for the particular main trade vessels are negotiated between the VO and PCT. The berth window is related to an estimated number of container moves and the required day and time of the week.

For PCT berthing window times start with the beginning of shifts i.e. 07:00, 15:00, 23:00.

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 pro-forma sailing time as possible provided this will not negatively affect other vessel’s schedules and terminal’s normal work flow.

In any case, vessels arriving within pro-forma always have priority over vessels out of pro-forma or incidental vessel calls. If it concerns vessels of the same Line only, this Line may set its own priorities, provided that it does not impact the berth windows of other Lines and terminal’s normal work flow.

PCT has the obligation to berth vessels that have arrived within their window except if there are special circumstances or force majeure.

### 2.1.2 Vessel Berthing Appointment

Feeder services that comply to specific conditions, may negotiate with PCT commercial dpt. their berthing under rendezvous system. In these cases, VO have to notify PCT for the upcoming appointment 5 days before ETA, 72 hours before ETA, 54 hours before ETA and 36 hours before ETA. The 36hours notice is regarded as conclusive and VO cannot change appointment afterwards. If, finally, vessel does not arrive on time, appointment is lost.

Always there is one shift allowance for both vessel and PCT.

All other feeder services, which are not under rendezvous system, are served by PCT on Fist come – First served basis.

### 2.1.3 Arrival announcement and work application

The announcement of vessel’s arrival and work application together with detailed call information has to be submitted to PCT berth planning by the filing out and sending of particular application forms: ANNEX I & ANNEX II.

For all vessel calls, VO has to proceed to the announcement of the arrival of the vessel at least 24 hours prior to the required berthing time via e-mail with the ANNEX I.

Also, at least 16 hours prior to the required working time of the vessel, VO has to provide ANNEX II.

### 2.1.4 Availability of Berth.

In cases that, due to external incidents, delayed vessels etc. port congestion is created, availability of PCT berths may be restricted. Berth Planning of PCT will consult the VO to discuss priority setting for the vessel calls.

### 2.1.5 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. Feasible connections are considered as such, when the units are already stacking at least 16 hours prior berthing of the receiving vessel. (Check also ITT section).

### 2.1.6 Vessels’ Particulars

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. Definitions should be provided at .def files.

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.

## 2.2 Berthing operations

Position of calling vessels into PCT’s berths is communicate to the pilot service by PCT. However, all other arrangements that may be required with the pilot service are responsibility of the vessel and the VO or their agent at Piraeus. Possible delays to vessel’s berthing or departure caused due to late embarkation of pilots, or late preparation of formalities, etc. is on account of VO/SL and PCT reserve the right to claim remuneration for possible delays.

PCT stevedores will conduct the mooring and unmooring of vessels.

## 2.3. Discharge Operations.

### 2.3.1 Discharge Information.

The VO is responsible for communicating the vessel discharging instructions at least 24 hours prior time of Work Application for Oceangoing vessels, at least 16 hours prior time of Work Application for Feeder vessels and at least 6 hours prior time of Work Application for vessels ex Izmir.

The instructions must contain:

**Import Coprar List**.

A consolidated Import Coprar List of all the Import containers belonging to different SLs as per the format attached (Master Coprar) or EDI format shall be submitted by the VO. The import list should clearly indicate the mode of delivery – Road / Sea – and the final port of discharge (FPOD – the port after Piraeus). The list should also include any containers to be transshipped along with their connecting vessels (Vessel Name, Calls sign, Voyage). Finally VGM is obligatory for all full discharging units. Hold requests for empty containers (excluding tanks) should be provided when the COPRAR list is sent.

**Import Bay-plan**.

A Bay-plan/ Stowage of the arriving vessel via an EDIFACT ‘BAPLIE 2.2’ message shall be sent prior to submission of Import Coprar List by email to PCT Planning Section.

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.

**Requests for transferring containers from PCT vessels to other terminal (ITT)**

Requests for transferring containers to other terminal must be provided when then discharging files are sent at the format requested by PCT.

***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, as per the prevailing PCT tariff. Also, PCT may decide to delay operations till deadline is met or even 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 Coprar 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 check on spot basis (Yes or No)

Containers without 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 e-mailed to the VO after sailing of the vessel with Terminal Departure Report (TDR).

In addition, soft copies of the incident reports made for containers found damaged during the discharge operations are sent to the VO by PCT operations dpt.

### 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 24 hours prior time of Work Application for Oceangoing vessels, at least 16 hours prior time of Work Application for Feeder vessels and at least 6 hours prior time of Work Application for vessels ex Izmir. On basis of the supplied loading instructions.

The instructions must contain:

**Export Coprar List**

A consolidated Export Coprar List (Loading List) of all the containers belonging to different SLs as per attached format (Master Coprar) or EDI format shall be submitted by the VO.

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 coprar list, which shall result in restowing of container(s) will be charged as per the tariff. VGM for transshipment and inter terminal units is obligatory to be provided at the coprar loading list.

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.

If a held container is requested in loading coprar, it does not mean it will be available for loading. In such case, shipping line will be notified of all required actions needed and afterwards, terminal and shipping line will mutually agree to proceed.

The Line shall provide a local 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.

**Empties Recap**

A Recap of all empty units (Operator, Sztp, Destination, Figures, Remarks) to be loaded from PCT belonging to different SLs should be provided at the main body of the email (not in print screen but an xl table) which includes Export Coprar List and all elements should be even with the movins file. In case of any discrepancy between Empties Recap and Movins file, PCT will not be responsible for any misloading.

***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 delay operations till deadline is met or even 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 pre-stowage plan to PCT along with the Export Coprar List and Empties recap loading instructions at least 24 hours prior time of Work Application for Oceangoing vessels, at least 16 hours prior time of Work Application for Feeder vessels and at least 6 hours prior time of Work Application for vessels ex Izmir.

**Re-stow List**

Should be provided in xl file and all re-stows should be included in movins file. Re-stow positions should correspond to latest arrival plan and movins file, as well as the container numbers,

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 EDI format (BAPLIE 1.5 / 2.2) to the Vessel Chief Officer and seek the requisite approval prior commencing the loading operations by e-mail. In case, that the issues are many Chief Officer should call Vessel operator and find a solution, that will make the plan acceptable and after that to communicate back to PCT with readable changes in xl file or revised movins with container numbers in case that changes are too many. After completion of the operations, the final Bayplan – will be sent to VO/Vessel Chief Officer by e-mail.

### 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 for all export units will be 24 hours prior vessel berthing time and is counted from the start of each shift (for example if a vessel berths at 17:30, cut off is 24 hours prior the start of the afternoon shift, which is 15:00 of the previous day). Exception only is for Reefer and Dangerous units, which can be waited till vessel’s start of berthing shift (for example if a vessel berths at 17:30, cut off is the start of the afternoon shift, which is 15:00 of the same day).

### 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 check on spot basis. (Seal Yes or No).

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

In case Master or Chief officer request any adjustment or correction to the stacking or lashing of containers on the vessel from PCT stevedores, this has to be asked during operation of the vessel on the spot. Otherwise, and if such a request is made after the completion of operations to a particular ship’s bay or the vessel, any delays to ship’s departure will be on VO account and PCT reserve the right to claim remuneration for possible delays.

Non-cellular vessels (ie vessels without cell-guides below deck and / or specific container stowage positions on deck) are not normally handled at the Container Terminal. In case Port agrees to handle such vessels at the Container Terminal, a surcharge on the loading and discharging rates will apply as per Tariff.

### 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 e-mailed to the Line/VO after sailing of the vessel with TDR.

## 2.4.6 Re-nominations of loading vessel

In case VO proceeds to re-nomination of loading vessel, PCT reserves the apply charges.

## 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.

## 2.8 Ship’s repairs, welding, hot works

Hot works while ship is at berth are forbidden by the Port Authority. VO has to obtain relevant permission by the Authorities and if so, PCT will examine whether repairs can take place while vessel at berth and in all cases without interrupting or delaying operations.

## 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 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. PCT controls access of truckers to the terminal. A trucker is only allowed on the terminal after full identification of the trucker and registration of the terminal visit. Containers

are only allowed into the terminal on instruction of the Line who has to provide the necessary pre-advise before the container arrives at the gate. Containers will be allowed to depart the terminal only subject to completion of all customs formalities by the Line and full payment of port charges. In addition, total weight of truck and cargo must be under the limit set by local transport regulations.

## 3.1 VGM information

PCT will weigh and provide VGM for containers entering PCT in means other than vessel and inter-terminal if Shipping Line’s agent fails to provide the info (through pre-advise). For container entering terminal through vessel and inter-terminal, PCT shall need a written request from container operator in order to provide an updated VGM. In such case charges will be applied to the VO for weighing cargo according to PCT tariff. VGM charge includes the actual weighing procedure (if such takes place) and the administration costs for the electronic processes involved for the VGM which stands for all export containers.

## 3.2 Transfer container between container terminals (ITT)

The CO is solely responsible for requesting transferring containers between terminals, unless operational factors require otherwise.

The acceptance of transferring containers between container terminals by shipping lines must be approved by both terminals (sending and receiving). The transferring of containers between terminals for connecting vessels is subject to:

* Time of the container operator’s request,
* Total amount of containers to be transferred until vessel connection
* Operational workload.

For containers received by terminal, hold requests for empty containers (excluding tanks) should be provided when the transfer list is sent.

For containers entering from PCT gate or stuffing, transfer request should be sent when the containers are entered in PCT TOS.

## 3.3 Empty container pick up

Empty containers requested for gate out or stuffing is performed LIFO.

Planning department will provide priority for pick up for the container quantity requested by container operator.

Container operator is responsible for checking the containers provided by the planning dept. and arrange truckers to pick up the containers with the provided order. If not picked up in the required order, terminal reserves the right to stop the procedure unless the truckers arrive in order and to notify the container operator accordingly. If container operator does not comply, then PCT may proceed with the required moves informing container operator and PCT Marketing dept.

3.4 Hold requests

Requesting to hold a container does not mean it will be available upon request. In such case, container operator will be notified of all required actions needed and, afterwards, terminal and container operator will mutually agree to proceed.

# 4. CONTAINERISED BREAK-BULK CARGO

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 before cargo’s loading from previous port in order to confirm for safe handling. Cost will be advised to SL by PCT marketing department

The information must consist of:

* Handling method by Container Gantry Crane/external crane.
* Piece count.
* Length / width / height / weight.
* Position on board.
* Description/drawing.
* Customs approval confirmation.
* Planning.
* Lifting & Lashing points on cargo.

# 5. OOG CARGO

VO/SL has to provide detailed instructions to the PCT operations department for the handling and stowage of awkward cargo that may need special treatment. Such instructions may include photographs, reports, etc. describing the way the cargo was loaded on the vessel at the port of loading or at other previous ports.

In case that special equipment or tools has to be deployed by PCT for the handling of such an OOG cargo, extra charges will be levied as per PCT tariff.

# 6. DIRECT DELIVERIES.

For exceptional cases (IMO cargo, Non IMO waste or High Value cargo), 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 PCT rules and regulations.

By applying the procedure for direct delivery from the area falling into PCT S.A. jurisdiction; i.e., it is not allowed for the cargo to remain in areas falling into PCT S.A. jurisdiction.

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).
* Truck Plates
* Driver names & licenses.

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.

# 7. DANGEROUS CARGO

The procedure for loading, unloading, forwarding and temporary storage of dangerous cargoes within the area of PCT Single Member S.A. is performed in accordance with the terms and conditions stipulated in Presidential Decree 405/1996 (Government Gazette 272/A/1996) “Regulation for loading, unloading, forwarding and storage of dangerous goods in ports and transporting thereof by sea”, the Regulation of Piraeus Port, and the International Maritime of Dangerous Goods Code (IMDG), as amended and applied.

Based on the above, the handling of the dangerous cargoes (**of all classes except of classes 1 (explosive materials) & 7 (radioactive materials))** in packaged form placed within containers in areas falling into the jurisdiction of PCT S.A. is performed as follows:

It is allowed to load, unload, pass in transit (remain on board), and temporary store at the area of PCT S.A. containers of classes 2.1, 2.2, 2.3, 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 6.2, 8 and 9 on the following conditions:

* 1. The above is allowed only with regards to packaged cargoes placed inside containers.
	2. It is not allowed to conduct filling, emptying and unsealing operations for containers with dangerous cargoes. The containers loaded with dangerous goods must be exclusively delivered with their cargo inside.
	3. It is forbidden to conduct fumigation or apply pesticides and ventilate dangerous containers.
	4. Upon request by the Customs Authority, a physical and/or sample inspection to containers containing dangerous goods shall be conducted; this inspection is conducted in a special area, upon approval by PCT S.A. and in accordance with the pertinent law.

It is required from the customs broker to present the Material Safety Data Sheets (MSDS) for the dangerous goods that have been placed inside the containers, in order to conduct the inspection.

If a sample inspection is requested by the Authorities (Customs Authority, General Chemical State Laboratory, Agronomists, etc.), the shipper of the goods must take care in order to include a sample of the dangerous goods, marked “for customs use only”; this must be placed in such an area inside the container, that it is easy to remove it upon opening the container.

 If necessary, the Fire Brigade is called by PCT S.A.

## 7.1 NOTIFICATION PROCEDURE

The notification procedure with regards to dangerous goods of any class, except of classes 1 & 7, which are handled inside PCT S.A., which is applied with the purpose of ensuring the best and safest possible handling of Dangerous Cargoes, is the following:

* + 1. At least 24 hours before the arrival of the vessels, the following must be presented through a fax or email by the vessels’ responsible entity (shipping agent, shipping company, etc.) to the Department for the Environment and Port Services:
1. A copy of the officially received (with protocol number) (by the competent Port Authority) application - statement submitted to the Port Authority for the approval of the loading / unloading and/or in transit passage of dangerous goods as per Specimens I & II of P.D. 405/1996.
2. A signed copy from the shipper and packer (Container Packing Certificate) of the Dangerous Goods declaration (or Multimodal Form), as required by the IMDG code, as well as the dangerous goods manifests (this refers to the loading or unloading of dangerous goods in packaged form inside containers).
3. PCT DG excel
4. The IMO Dangerous Cargo on board list containing the following: Stow position, Container number, Line operator, Port of loading / discharge, DG class, UN number, proper shipping name, packing group, weight, flash point, Subsidiary Risk, Remarks (e.g. Marine Pollutant, Limited Quantity etc. and EMS (this refers to the in transit passage of dangerous goods placed inside containers (remaining on board).
	* 1. The final approval for loading / unloading and/or in transit passage of dangerous cargoes is communicated through a printed signal issued by the Central Port Office of Piraeus / Judicial Department to the Department for the Environment and Port Services.

# 8. REEFER CONTAINERS

PCT has 2115 reefer connections for storage of reefers in the yard. Reefers will be plugged and unplugged only once as a standard activity in the vessel and gate 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.

In case of malfunction of reefer units, PCT reefer technicians notify container operator who is responsible to arrange external technician to enter the terminal and repair the units on his account.

# 9. 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 PCT. 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.

# 10. 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).

# 11. CONTACTS

Telephone and Telefax numbers

**PCT ship and berth planning**

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