Welcome to the International Container Terminal Services Inc. - Manila International Container Terminal's Port Procedures Guide

ICTSI-MICT has developed this electronic guide for the benefit of our clients in line with our vision of creating a fully paperless and technologically driven relationship with all port users. This contains detailed information that will be of assistance to you whenever you transact with our company. We hope that you will find this tool beneficial and if you have any questions relating to terminal operations or the MICT in general, please feel free to contact the appropriate MICT representative.


The following paragraph does not apply to MICT Operations Management.

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Any official amendments to the contents of this guide will be immediately relayed to all clients possessing the last version. International Container Terminal Services. Incorporated 2012.
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Glossary
This chapter contains all reports and forms pertinent to transactions involving MICT and its clients. Their descriptions were included as well to give clients idea when and where to use the said documents. You will encounter these documents as you read along the manual.

- **Equipment Interchange Receipt (EIR)**
  The Equipment Interchange Receipt (EIR) is intended to record the condition of the container when it passes through the custody of ICTSI, either through the gates or discharged from the vessel. This document will be printed out at the gate, acknowledged and handed to the carrying trucker before exiting the gates.

- **Inventory Report**
  The Inventory Reports known as FULL CONTAINERS ON YARD REPORT and STOCK EMPTY CONTAINERS ON YARD REPORT will be available to the lines through the Electronic List Reporting System generated weekly or upon request of a line or trading partner. It records the current situation of the containers that are in ICTSI's custody.

- **Empty Pool List**
  The Empty Pool List is available upon request of a line. It records the situation of empty containers received, as pool (not nominated for vessel) for certain periods covered, to assist the lines in calculating empty container pool excess.

- **Available Reefer Report**
A list of available operational reefers (live) in the yard is also obtainable through an Electronic List Report. Trading partners may specify the frequency of reporting.

- **Containers for Discharge Report**

  A list of containers for discharge prior to a vessel's arrival is available to the trading partner who submits the Electronic Bay Plan (BAPLIE) within the cut-off period not later than 12 hours before vessel's arrival.

- **Crane Log**

  The Crane Log records and details the activities of a quay crane working on a specific vessel per work shift. It also reconciles all additional activities carried out on behalf of the line, and forms part of the basis for the vessel billing procedure. The line representative must acknowledge a fully accomplished crane log by signing it. He/she shall retain a copy of the log.

- **Final Berthing / Anchorage Report (FB-AR)**

  Upon departure of a vessel from the MICT, ICTSI will prepare a Final Berthing / Anchorage Report, indicating the vessel's total port stay and the type of service rendered. A copy of the report will be forwarded to the PPA and the line concerned. It will also form part of the basis for billing.

- **Export Declaration (ED)**

  As soon as an exporter is ready to ship out cargo, he shall file an export declaration to be approved by the BOC and other government agencies for the shipment. A completely processed document will serve as clearance to accept and load cargo / containers aboard a nominated vessel.

- **Reefer Service Order (RSO)**

  Temperature controlled containers will be received in the Terminal if the covering booking via web (for export) or Live Reefer List (for import) is accompanied by a Reefer Service Order (RSO). This document, which contains container details, also includes the temperature setting required for the container and the refrigeration voltage requirement.
The document also serves as a request to plug-in and monitors the desired container temperature covering the period in which the unit/s are in the custody of ICTSI.

- **Discharge Reports**
  These are sent by e-mail server manifest@ictsi.com (sender only) to your preferred recipient.

- **Discrepancy Reports**
  These are sent as attachment via e-mail to assigned recipients. This contains errors and misdeclarations on expected containers in comparison with the actual.

- **Arrival Notice**
  This is sent to MICT Operations Center twenty-four (24) hours prior vessel arrival together with the EDI plan, and list of containers. MICT Operations Center will confirm accuracy/correctness of contents.

- **Preliminary Berthing/ Anchorage Report**
  This form is accomplished by the Lines and submitted to MICT Operations Center prior vessel arrival and information should be in accordance with the actual declared ATA/B (Actual Time Arrival/Berth)

- **Cargo Handling Job Request**
  Special requests/handlings requested by the Lines/Agent at least six (6) hours prior vessel arrival.

- **Hold Container List**
  Requested by the line to HOLD LOADING of export cargos. Requires approval of MICT Operations Duty Superintendent.

- **Expected Containers**
  Requested by the Line to EXEMPT (still to come export loaded containers) from Loading Closing Time (LCT)
• **Special Stowage Instruction**
  
  Request by the Line to ICTSI for specific storage position on board vessel as required by the Shipper to protect the cargo

• **Temperature Controlled Container List/ Reefer Service Order**
  
  The report is requested by the Agent/Lines to ICTSI of the expected reefer container scheduled to discharge / loading to / from a certain carrying vessel. Reefer assistants are available to monitor the plug-in and plug-out of reefer containers during discharging and shifting.

• **CFS Stuffed Container List**
  
  This form officially notifies MICT Operations on the CFS stuffed containers scheduled for loading to a vessel.

• **Estimated Time of Completion**
  
  Information tendered by MICT Operations to Vessel Master to the Line on the vessel estimated time of completion of operations. Also serves as the reference for crew/vessel to prepare the vessel for departure.

• **Shifting via Dock**
  
  Request by Line notifying MICT Operations to perform shifting of containers via dock or on-board vessel (SVD/SOB) sent 24 hours before vessel arrival. The report includes list of containers for shifting and designated vessel indicating party to be billed. (PPA Tariff applied)

• **Vehicle Inspection Report**
  
  All vehicles / rolling cargo received by ICTSI will be covered by a Survey Report, or Vehicle Inspection Report, detailing all the accessories / items found and the physical condition of the specific vehicle. ICTSI, or its accredited surveying company, in the
presence of a line representative, will prepare this document. It should then be signed by the representative to signify his conformity.

- **Container Inspection Report**

  The Container Inspection Report will be completed each time a container is found to be damaged upon discharge from a vessel, before entry into the Central Gate or while the container is within the custody of ICTSI. The document will detail the extent of damage sustained as determined by joint inspection between the line and ICTSI.
This section details the basic transaction requirements clients should provide ICTSI for transaction.

- **Basic Data**

  All Shipping Lines transacting with International Container Terminal Services Inc. (ICTSI) should supply the following information to form the Basic Data in ICTSI's Container Terminal Control System (CTCS):

  - Partners (Official Co-Loaders)
  - Local Agent
  - Carriers and Voyage Types
  - Port of Rotation or Line Service
  - Country Codes / Place Codes in UN Locodes
  - Transcodation of Port Codes other than the standard UN Locodes
  - Four-week Vessel Arrival Schedule
  - List of Authorized Truckers

  Shipping Lines or agents who wish to exchange information electronically should accomplish the EDI Trading Partner request form. The form should be forwarded to ICTSI together with the UN/EDIFACT Message Data Map of message the trading partner has opted to receive and/or send (i.e. BAPLIE, COARRI, CODECO, etc.).

  Subsequent to these declarations, all lines are requested to send updates or changes to the above information.

- **Specimen Signatures**

  Each container operator will provide ICTSI with a list of specimen signatures of their staff/personnel who are authorized and responsible for signing documents to affect the delivery or collection of containers/cargo to and from the Manila International Container Terminal (MICT).
• **Vessel Information**

At least seven (7) days before the arrival of a new vessel, the line or agent should provide ICTSI with the following information and documents. Same procedure is to be followed for vessels that did not call for three (3) consecutive months and vessels on hire by other lines.

- Vessel's running name
- Radio call sign
- Vessel call sign or Lloyds Registry Number
- Line codes and service code
- Vessel's statistical data
- Vessel's schematic profile
- Lashing plan
- Discharging / loading stowage guidelines
- Valid Cargo Gear Certificate for vessel's equipment

These documents will be used to create a vessel structure that will form part of our vessel library.

• **Arrival and Departure Reports**

The Container Ship Owner (CSO) should keep ICTSI fully informed of the position of each vessel prior to its arrival at the MICT. In order to achieve this, the CSO should advise agents in ports prior to Manila to send the arrival and departure reports from each port directly to ICTSI, by facsimile, or by E-mail. Any amendment/s to this information should be sent promptly to ICTSI. This will enable ICTSI to make any special arrangements for the vessel's berth in the MICT.

Upon the departure of a vessel from the MICT, a Bay Plan (or BAPLIE) together with Terminal Departure Report will be sent to the CSO in Manila. A copy will be sent to the vessel's next port of call, either to the agent or terminal as appropriate. This report is also available via the Electronic List Report or EDI in UN/EDIFACT format.
Berthing Application / Notice of Arrival

In compliance with the requirements set by the Philippine Ports Authority (PPA) and the Bureau of Customs (BOC), the Container Ship Owner (CSO) will need to submit a formal request for berth, or Berthing Application in the format prescribed with a Preliminary Berthing / Anchorage Report, Vessel Statistical Supplement, and Oath on Entering Vessel from a Foreign Port. Copies of these should be given to ICTSI not later than twelve (12) hours prior to a vessel's declared arrival.

Berthing Requirements

For EDI Capable Container Ship Owners:

- **Baplie (EDI Import Bay Plan)**

  Before the MICT can confirm a CSO's Berthing Application, the terminal requires a complete and Final Baplie message sent by the trading partner and confirmed receipt / acceptance by our CTCS group. The EDI contains the number of containers for discharge on port and retained on board. It also includes the number of reefers, dangerous goods and their corresponding IMDG codes.

  For vessels departing a port outside the Philippines, the MICT requires that the message be sent no later than twelve (12) hours before the vessel's arrival. Vessels departing a port within the Philippines are required to send the message no later than six (3) hours before the vessel's arrival.

  Any amendments to the original message must be corrected by sending a fully amended Baplie message.

- **Movins (EDI Loading Move Instructions)**

  MICT is currently capable of processing Movins messages. For CSO's utilizing this particular message, the MICT requires that it be sent no later than three (3) hours before the particular vessel's arrival.
For Non-EDI Capable Container Ship Owners:

- **Import Bay Plan**
  
  Immediately after a vessel has left a port en route to the MICT, the completed Export Stowage Plan should be submitted to the MICT as the Import Bay Plan. This document is the source of all information regarding inbound containers to be discharged at the MICT.

  The Import Bay Plan must be legible. It is required for data input, and must be submitted to the MICT Operations Center in hard copy format, or by facsimile, at least twelve hours (12) before a vessel's arrival.

  This document should contain the Dangerous Cargo (DG) List, Temperature Controlled Container List (TCCL) with Reefer Service Order (RSO), Foreign Transshipment List, Uncontainerized Cargo List, Special Container List (detailing out-of-gauge containers), Shifter Containers (shifting on board or via dock), and other containers requiring special handling.

  The Import Bay Plan should also contain the following:

  - Details of the position of each container aboard the vessel.
  - Details of the uncontainerized cargo stowed in each section of the vessel.
  - Container prefix and number.
  - Container Operators (in case there are official co-loaders).
  - Container length, width, height, and type or ISO code.
  - Ports of loading.
  - Container status (FCL – Full Container Load / LCL – Least Container Load).
  - IMDG codes (for dangerous cargo).
  - Temperature settings (for live reefer).
  - Over height, over right, over left, over forward, and/or over after (for out of gauge containers).
  - The out carrier vessel name, the voyage number, and the Stowage Port of Discharge (SPOD) (For foreign transshipment)

  Likewise, this document is the source of information for input into the Container Terminal Control System (CTCS). This data is then used to create the Discharge Order (DO). The SPACE module will then be able to create slot reservations as required by a container's specifications. When downloaded into the SHIPS computers, the vessel planner can determine the best unloading program or crane split. The observance of the cut-off time for the submission of this
document is extremely critical because all pre-planning tasks must be done prior to the vessel’s arrival at the MICT.

*Other Requirements to be Accomplished:*

- **Request for Port Services**

  The request for port services should be submitted to ICTSI by the CSO no later than twelve (12) hours before a vessel’s arrival. Requests may include total port services, including tug/pilot assistance, manpower and equipment, and other allied services. This document will also form part of billing process.

- **Final Berth Confirmation**

  Final berth confirmation or a written response to the CSO’s request for berthing, will be sent to the line or agent subsequently if the vessel's ETA changes. In the event that a vessel fails to arrive within two (2) hours of the confirmed berthing time, the berth assignment for the vessel will have to be re-confirmed, either by facsimile or by courier, no less than twelve hours (12) prior to a vessel's confirmed arrival. Confirmation will only be given upon receipt of all required documents. When window vessels miss their scheduled arrival and can’t be completed on the time frame allocated, the vessel docking will be for the terminal operator’s discretion.

- **Inward Foreign Manifest**

  At least forty-eight (48) hours prior to the arrival of a vessel at the MICT, the CSO should send an advance copy of the Inward Foreign Manifest to the BOC E2M system. It should indicate the vessel name, voyage number, line, vessel master, ETA in Manila, container numbers, Bill of Lading numbers, commodity descriptions, shippers, consignees, and their respective addresses.

- **Estimated Time of Completion**

  Immediately after finalization and approval of loading plan by chief officer, ICTSI will issue the Estimated Time of Completion to the particular vessel master. The notice will contain the arrival conditions of the vessel, including the actual time of arrival at the pilot station, actual time the vessel was secured to the berth, the forward and aft draft of the vessel, the LCT of the vessel, and the estimated time of completion of operations (ETC). This report should be confirmed and signed by the master. A copy will be issued to the Shipping Line / Agent.
DISCHARGING PROCEDURE

- Shipping lines will submit a EDI BAPLIE message via Internet.
- Container slots are assigned and planned using vessel and yard Planning module.
- Containers are mounted on Prime Movers.
- Containers pass through Radiation Portal Monitors.
- Containers are stacked on its location.
- MICT sends an EDI COARRI message to shipping lines.
LOADING PROCEDURE

- Shipping lines submit EDI Movins or Loading Plan
- Vessel planning module plans the loading procedure of the containers.
- Containers are mounted from yard to Prime Movers.
- Containers are loaded to their respective vessel.
- MICT sends an EDI COARRI message to shipping lines.
4 Export Cycle

Documents for Processing of Export Containers

- Arrival of Export Containers

A Mode of Transport report (MOT) will be supplied by ICTSI to the lines and their official co-loaders showing the details of all export containers received at the Terminal within the reported shift. The information in the MOT is provided by the lines as declared in web booking, and includes details of containers stripped or stuffed at CFS nominated for loading aboard a vessel. Also included are empty containers designated for loading by the lines, re-booked containers, foreign transshipment, and containers transferred from the shutout list of a preceding vessel. This list is the primary document used for export loading sequences and stowage planning. Any discrepancy found in this document should be immediately relayed to ICTSI, in writing, for correction. If no corrections are received by ICTSI within one (1) hour after receipt of the MOT, any information contained shall be deemed true and correct.

Moves on all Mode of Transport (MOT) reports will be sent to an agent's office on a daily basis through an Electronic List Report. The report details the following:

- Full-in: Full containers that entered through the gates
- Full-out: Full containers released through the gates
- Empty-in: Empty containers that entered through the gates
- Empty-out: Empty containers released through the gates
- Stuffing/Stripping: CFS stuffed or stripped containers

An equivalent UN/EDIFACT message known as CODECO for a container gate movement report is available. Any Change of Status Mode of Transport list (MOT) will be supplied by ICTSI to the lines and their official co-loaders.

- Loading Stowage Plan

The CSO should supply a preliminary loading stowage instruction for a vessel not less than twelve (12) hours before a vessel's arrival. A final loading stowage instruction should be
submitted to ICTSI not less than one and a half (1 ½) hours after LCT or after receipt of the final Build-Up List. The designated pilot will not be sent on board unless the final loading instruction has been received by the MICT Operations Center.

The final submission of the Loading Stowage Instruction should be accompanied by the Hold Container List, CFS Stuffed List, Transshipment List, and the Expected Container List (containers exempted from the LCT).

The MICT ships planner, after evaluating the Final Load List and the final stowage guidelines/instructions, will perform the detailed planning of each container on the SHIPS computer and advise the CSO’s stowage coordinator or vessel cargo officer regarding the outcome of the plan before the final execution of loading. ICTSI will not accept changes in container details and loading instructions after loading has commenced.

- **Export Stowage Bay Plan**

  ICTSI will prepare a SHIPS computer printout of the Bay Plan showing all the details of the outgoing containers from the MICT loaded on board in each individual slot of a vessel. The Export Stowage Bay Plan will be handed to the vessel master after the loading has been completed, prior to departure, for his use on board. A copy will be provided to the line/agent to be sent to the terminal operator at the next port. This document can also be sent through Electronic Data Interchange (EDI) in UN/EDIFACT format known as Baplie. To be able to send this type of messages electronically, ICTSI requires the CSO to also send an inbound Baplie message. The message should include the master bay plan and the outbound transit.

  Attachments, such as Terminal Departure Report (TDR), Temperature Controlled Container List (TCCL), Dangerous Cargo List, Special Container List, and Schematic Profile, also form part of the Export Bay Plan.

- **Loaded List Report**

  The On Board Report will be supplied to the CSO within one (1) hour of the vessel’s departure. This will enable the CSO to process the issuance of the On-Board Bill of Lading.

  The Loaded List Report is available electronically (COARRI) via EDI. The release of such a report will be within an hour after the last container is loaded on board.
• **Shut-Out List**

The Shut-Out List will be issued upon completion of a vessel's loading operations. It will detail containers that were received for the vessel, but not loaded on board. This list will enable the CSO to reconcile the total exports received for a vessel, and those actually loaded. This list is also available through electronic list reporting. The release of such reports will be within an hour after a vessel's departure.

Upon receipt of this list, the CSO should immediately instruct ICTSI on disposition of these containers. Before a change of vessel can be made, the CSO must pay the designated shut out charges.

**Special Cases for Export Procedure**

• **One-Time Entry**

One-time entry trucks refer to trucking companies which do not have any records or transactions yet with the terminal. In cases like these, a letter of request for one-time entry should be submitted and addressed to the Operations Manager prior to the arrival of the export container.

• **Accommodation for Expected Containers after LCT**

Loading Closing Time refers to the number of hours the container should be inside the terminal before the vessel to which it is nominated arrives. In accordance with the PPA guidelines, LCT shall be the docking time of the intended carrying vessel at its assigned berth. In case a container arrives after LCT, a letter of accommodation addressed to the Operations Manager should be submitted. Upon its approval, said containers will be accepted into the terminal.

However, exemption from LCT is possible. Temperature controlled containers, perishable goods, foreign transshipment cargo, relay containers, livestock, and uncontainerized heavy lifts of more than 35 tons are exempted from LCT provided these containers are in the terminal (6) six hours before the vessel’s Estimated Time of Completion.

Dangerous cargos classified as explosives (Category 1) and radioactive (Category 7) are preferably accepted after the LCT, and on direct-from-truck loading only. Necessary permits should be submitted to ICTSI’s Safety Office to make the necessary arrangements for such cargos.
Also, no dangerous cargo shall be accepted in the terminal unless such cargo is properly packed, declared, marked, and labeled in accordance with the International Maritime Organization’s (IMO) Dangerous Goods Code Classification. It should also be accompanied by handling permits from the PPA and other concerned Philippine Government agencies.

Reservations for these containers are still done through web-booking, but as a rule of thumb, coordination with ICTSI operations is still required. Only after the approval of operations should these containers be finalized or else additional charges could be incurred.

- **Expected Containers – Export Deliveries (beyond LCT)**

  The list shall be submitted together with the export build-up list after reconciliation period accompanied by a letter requesting acceptance for loading together to MICT Operations Manager on duty. All expected containers would still be subjected to approval for loading by the duty Operations Manager.

- **Change of Booking/Transfer Booking**

  If an export container is to be re-booked on another vessel calling at the MICT, which is not operated by the same line or co-loader, the operator under whose name the container was received must initially notify ICTSI in writing to change the container to the name of the operator on whose ship the container will be loaded. A subsequent change of status charges will apply.

  The on-cARRIER vessel operator or official co-loader must confirm acceptance by affixing his signature on the transfer of booking request confirming acceptance for loading including handling, storage, and other extra services that the container might incur. This must be done at least twenty-four (24) hours before the vessel's arrival and after payment of the specified charge.

- **Empty Container Nomination**

  When a line wishes to load empty containers to a vessel previously received for Empty Pool allocation and requires specific container numbers to be loaded, a list of the nominated containers should be given to ICTSI not less than thirty-six (36) hours prior to the arrival of the vessel. Additional lift-on/lift-off charges will apply to these nominated containers.

- **Suspension of LCT**

  When situations that create the need for the terminal to suspend or waive the LCT arise, ICTSI requires all export containers to be in the terminal at least six (6) hours prior to the
estimated completion of vessel loading operations. Again, all cargo will be subjected to stowage constraints as dictated by the terminal.

- **Damaged containers**
  Containers that enter the terminal are expected to be sea-worthy. Gate cameras are capable of capturing container damages. Shipping lines are informed of these damages and it is upon their discretion if they wish to continue the transaction.

- **Special Cargo / Containers**
  The CSO should advise ICTSI at least 48 hours before of the arrival of cargo/containers that require special handling. These include uncontainerized cargo either below or above 40 tons, non-ISO oversized containers, and all other awkward cargo for operational assessment. The advice must include the handling procedure and other related technical information.

  ICTSI will advise the CSO or the agent if the requirements for the handling and delivery of the cargo or containers are within ICTSI's handling capabilities.

- **Vessel Loading Forecast**
  Seventy-two hours before a vessel's arrival at the MICT the CSO and its official co-loaders should advise ICTSI of their expected export and foreign transshipment containers for loading. The projection should include the following information: 20/40/45' split, full and empty, container types, and their corresponding SPOD's. There must be constant updates to this information.

  This document will be the basis for yard planning which will create boundaries, parameters, and algorithms in the SPACE computer for container yard slot reservations before the physical entry of the containers.
- Shipping lines reserve containers through Navis Pre Advice
- P-CHECK is done through camera portals and RPM’s and weights are generated through weigh bridges.
- TID is printed-out at the Kiosk upon validation.
- Containers are dismounted at the assigned location.
- Truck is weighed again as it exits the gate.
- MICT sends EDI CODECO message to shipping lines.


**Export Procedures**

The export cycle, whether for full-in or for empty-in containers, begins with creating reservations for these containers through Navis Pre Advice Module. It allows users to create full-in bookings and empty-in bookings either for pool, export, or stuffing. Also, users can add containers under a certain booking and finalize them subsequently. All containers which are not successfully pre advised will not be allowed to enter MICT. By using the application, containers are accommodated into the terminal for loading on to a nominated vessel, for stuffing or for pool. Bookings should provide detailed information about the containers. Any changes and/or amendments on the export containers to be handled should be edited before they enter the terminal.

Before a shipping line becomes eligible to use ICTSI-MICT Navis Pre Advise module, the requirement should be submitted:

- Accomplished MIS User Profile – signed by user’s department head and approved by ICTSI-MICT’s Terminal Manager.

Upon accomplishing these forms, each user will be given a log-in ID and a valid password to access the Navis Pre Advice module found on the Navis Website. The site also provides an on-line web booking manual for your reference.

Upon entry of a truck at the Central Gate, the container to be brought into the terminal will be subjected to a physical check (P-Check). The P-check will be done automatically with the use of cameras located at the entry gates. These cameras installed in the gates will check and verify all the information of the containers that the shipping lines will provide in the pre advise, such as container number, truck and container details, etc. Then, the truck driver will register in the kiosk using his ID provided by ICTSI and by finger scanning. A Truck Instruction Document (TID) will then be printed out once the driver’s identity and registered trucking company are verified. The TID shows the container’s yard location to the trucker enabling him to proceed to the specific area where the container will be received and stacked. After receiving the TID, the driver will now proceed to its specified location for its container to be dismounted.
**Transshipment**

Vessel operators / agents should submit a list of transshipment containers to ICTSI, at least 12 hours before the arrival of the in-carrier vessel. The list should include:

- First carrier vessel's name, voyage number and operator / agent name
- Container number, ISO code and weight.
- Port of loading, Port of discharge, Port of destination and Stow Port of Discharge (SPOD).
- On-carrier vessel's name (connecting vessel), voyage number and the operator/agent name.

Upon declaration of the transshipment containers aboard an in-carrier vessel and upon creation of the discharged order, the containers declared as such will automatically be included in the Load Order of the declared on-carrier (connecting vessel). Initially, these containers will be placed on "hold" status pending clearance from the BOC and ICTSI's Billing Section.

- **Foreign Transshipment**
  
  Foreign transshipment containers originate from a foreign port and are discharged at the Manila International Container Terminal (MICT) from the first carrier, but are bound for another foreign port. These containers are then subsequently loaded to an on-carrier vessel, also docked at the MICT, and nominated by the CSO or its official co-loader.

  The on-carrier (connecting vessel) operator, or his authorized representative, must confirm acceptance or approval to load the transshipped containers on the connecting vessel by affixing his/her signature on the transshipment list, 12 hours prior to the first carrier vessel’s arrival.

- **Domestic Transshipment (Relay)**
  
  Domestic transshipment containers originating from a foreign port are discharged at the Manila International Container Terminal (MICT), from the first carrier, to be loaded aboard another carrier bound for a domestic Philippine port. Conversely, containers originating from a domestic port, discharged at the MICT, but bound for a foreign port and subsequent loading aboard an on-carrier vessel, are also regarded as domestic transshipment containers.

  The on-carrier (Connecting vessel) operator must confirm acceptance to load by affixing his (or his authorized signatory) signature on the transshipment list to be submitted to ICTSI 12 hours prior to the arrival of the first carrier.
5 Import Cycle

Documents for Processing Import Containers

- **Discharge List**

  This list will be supplied by ICTSI to the line agent and to the official co-loaders on completion of discharging operations of a particular vessel. It will detail all containers discharged and accepted into ICTSI's custody during the corresponding operation.

  This list is also available electronically and is known as the Discharge List Report, or if via EDI, COARRI.

- **Container Release Order**

  The Container Release Order (CRO) or Delivery Order (DO) is issued by the CSO or his official co-loader to authorize ICTSI to release an import container to a specifically appointed trucker / broker. ICTSI will not honor any CRO or DO issued by a container operator unless a written letter of authorization is issued by the CSO or official co-loader allowing the container operator to issue his own CRO. This should be submitted to ICTSI by the trucker / broker when securing a Gate Pass.

- **Import Entry and Internal Revenue Declaration**

  The Import Entry and Internal Revenue Declaration (IEIRD) will be issued by the BOC to the consignee or its authorized broker upon presentation of the Negotiable Bill of Lading. It should be endorsed by the CSO and should indicate payment of all duties and taxes due on the cargo.

  When completed, the consignee or broker will forward a copy of this document to ICTSI. This document authorizes ICTSI to release a container to the consignee or its authorized broker.

  The shipping lines, BOC, and ICTSI are electronically linked through the On Line Release System (OLRS). The approval to release an import container is transmitted by the BOC to ICTSI through the OLRS.
• **Container Yard Gate Pass**

A CY Gate Pass will be issued by ICTSI to the consignee or trucker / broker before taking delivery of containers and upon presentation of a CRO or DO issued by the lines and a completely processed IEIRD. The consignee or trucker / broker will be asked to settle all “all Port Charges” before he can obtain a Gate Pass.

The Gate Pass should be presented to the ICTSI Administrative-Check Office to gain access to the Terminal for the subsequent release of the container/s indicated.

• **Not for Plug-in Reefers Request**

Not for plug-in reefers are also accepted in MICT Terminal. To reserve these containers, brokers should pass a waiver form that holds ICTSI and the shipping lines not liable for any damages in the contents of the cargo. This document must be passed six (6) hours prior to vessel’s arrival in the terminal.
• Broker or consignee representative with CRO document from the shipping line secures a gate pass from ICTSI.

• The gate pass is given to the truck driver, where he/she heads to the gate and scans his ID and gate pass at the kiosk. (Provided that he is a registered trucker from a recognized trucking company by ICTSI)

• Navis then validates the truck information, truck driver and container information that he is about to load.

• The kiosk generates the TID which shows the container location.

• The truck goes to the container location for mounting

• The truck then goes to the gate after it gets its specified container.

• Upon exit, the weight of the container is recorded through weigh bridges at the gates when the truck is weighed again with the container. (for containers for weighing)

• Lastly, the truck driver gets the EIR at the gate before exiting.
**Import Procedures**

For import delivery, the empty truck will enter the central gate for the gate in process. The Truck driver is required to swipe his ID and Gate pass, and perform finger scanning at the kiosk. Once validated, a TID (Truck Instruction Document) will be printed, advising the trucker where to proceed, to pick-up a container for delivery. A automatic trigger will create a "move" instruction for the equipment operators,

**Radiation Portal Monitors (RPM)**

As mandated by US Department of Energy, all containers are required to pass through the Radiation Portal Monitors (RPM). These monitors are capable of detecting dangerous commodities that emit certain kinds of radiation. These portals will enhance the terminal’s safety and security. When containers are cleared after passing through the RPM, they are stacked according to the yard plan.

RPM's are located at the central gate, quayside and at the CFS entrances. Containers for export discharge and for stripping pass through these RPM’s respectively for primary inspection.

Cleared containers go directly to their assigned location. However, upon detection of radiation, containers are brought to SWS for secondary inspection. After secondary inspection, container is brought to the yard while waiting for BOC’s decision to clear or block container. If container is still blocked, it will be brought to HCCA for tertiary inspection conducted by BOC and PNRI, where the container will be manually inspected and stripped.
The Container Freight Stations (CFS) serves as warehouses for stuffing and stripping of cargoes to and from containers. Containers for stuffing are to be loaded to arriving vessels for export whereas containers for stripping are for import and are meant to be delivered to their respective recipients.

**Pertinent Documents for Processing of Containers for Stuffing**

- **Request for LCL Receiving / Stuffing**
  
The Request for LCL Receiving / Stuffing should be submitted by a line to ICTSI no later than twenty-four (24) hours before the actual execution. The request should include the services required, manpower and equipment needs, shoring / lashing requirements, and container numbers with their respective SPOD’s.

  If receiving of cargo is to be done on a regular working day (0800 to 1700 hours, Monday to Friday / 0800 to 1200 Saturday), lines need not file a request for receiving. If receiving of cargo is to be extended after regular working hours, the line should file for overtime services before 1200 hours on the same day.

- **Export Declaration (ED)**
  
  Upon delivery of LCL cargo to the MICT, the trucker / broker should present a completely processed Export Declaration (ED) for the shipment. This document authorizes ICTSI to receive, stack, and consolidate the shipment in the CFS and ultimately, into the nominated container.

- **Export Receiving Report (ERR)**
  
  The Export Receiving Report will be accomplished by ICTSI for every line concerned. At the end of every shift, the report will be submitted to the line for
verification and reconciliation purposes. It will show the detail of all cargo accepted by ICTSI during each shift.

- **Container Load Plan (CLP) Export**
  At least four (4) hours before the start of stuffing operations, lines should provide ICTSI a Container Load Plan indicating the cargo to be stuffed in a particular container.

- **Shoring and Lashing Job Order Request**
  The Shoring and Lashing Job Order Request will be sent to lines and will indicate materials and all labor cost incurred for securing cargo inside a container. Special shoring / lashing materials not available (In ICTSI stock) should be provided by the Shipping Lines.

- **Job Accomplishment Report (JAR)**
  At the end of every shift, the ICTSI foreman will prepare a Job Accomplishment Report indicating the total number of containers stuffed and the totals for equipment and manpower utilized. The line representative must acknowledge the document. This report forms part of the JSTS, which will be used to prepare the CFS Daily Stuffing Report.

- **Shut-Out Cargo Report**
  Written advice will be sent to the lines regarding cargo left in the CFS after completion of stuffing operations. Lines should advise ICTSI regarding the disposition of this cargo.

- **Permit to Withdraw LCL Cargo**
  The Permit to Withdraw LCL Cargo will be accomplished by the trucker / broker should it opt to withdraw its shutout cargo from the CFS. The permit should be approved by the BOC and confirmed by the line. When completely processed, this document will serve as authority for ICTSI to release the shipment to the trucker/ broker.
Required documents should be submitted first to CFS office for scheduling and assigning of manpower.
Truck booking is created through General Cargo System (GCS) and Yard Order is printed indicating that cargoes are authorized to enter the terminal.
Cargoes are unloaded from delivery truck.
Cargoes are stacked in the warehouse for the time being.
Admeasurer measures and prepares “arrastre” reports for billing purposes.
CCR and Dock Receipt will be issued and presented by the broker prior to actual stuffing.
Assigned forklift operator locates cargoes on the warehouse and is stuffed into the nominated container.
Stuffing will be executed in the system using GCS.
Stuffed containers will be loaded to nominated vessel for export.
Procedures and Guidelines for Stuffing

Trucker / Broker will submit the Export Declaration (ED) to the CFS Supervisor / Foreman for validation and stamping for confirmation of receipt. This authorizes ICTSI to receive, stack and consolidate the shipment. In case updated and authentic ED is not yet available, broker should present Way Bill or Delivery Receipt for issuance of Yard Order.

Information from ED is encoded to General Cargo Manager System - Outbound (GCS) for creation of truck booking and printing of Yard Order. The checker issues the Yard Order to allow entry of truck in the warehouse gates.

Upon delivery of Loose Cargo Load (LCL) into the terminal, the trucker / broker should present a completely processed ED and Yard Order to the assigned CFS Checker / Foreman. Upon checking the validity of the documents received, assigned checker / foreman instructs forklift operator to bring pallets for unloading of the cargoes to its assigned stacking area.

Admeasurers measure unloaded cargoes and record them in the Admeasurer Report. A copy is given to the broker / exporter for arrastre payments. Upon payment at the Billing Section, Cargo Charges Receipt (CCR) is issued and should be forwarded to the assigned checker for printing of the Dock Receipt (DR). This will be used by the consolidator in planning their cargoes to be stuffed.

Containers subject for stuffing should be transferred from Container Yard (CY) to CFS. CFS Foreman prepares the Containers Requested for Shifting to CFS. Request is forwarded to Operations Center for transfer of containers during the night shift. If containers were not transferred during the night shift, day shift CFS Supervisors / Foreman will instruct assigned prime mover operator to get container from the yard and position to CFS Stuffing Bay. After transfer, new container locations should be updated in the system through Navis N4.

A print-out of the Container Stuffing Tally (CST) will be generated through GCS prior to actual stuffing. Assigned forklift operators will locate the cargoes in the stacking
area for loading into the nominated container. Manpower is allocated to conduct stuffing of cargoes. Cargoes are tallied using the CFS Joint Stuffing Tally Sheet (JSTS). On the other hand, if stuffing is requested by the consolidator, consolidator checkers will be responsible in locating and stuffing of cargoes. Tally sheets will be submitted to CFS office and CFS checker will execute stuffing in the system.

At the end of every shift, CFS Foreman prepares a Job Accomplishment Report (JAR) detailing the total number of containers stuffed, total equipment and manpower utilized. He will also prepare the Export Receiving Report (ERR) indicating the total number of entries, units, and tonnage of the cargo. These reports must be acknowledged by the shipping line representative or consolidator.
Pertinent Documents for Processing Of Containers for Stripping

- **Request for Stripping of Import Containers (LCL)**
  
  All LCL containers should be stripped in the CFS within seventy-two (72) hours after the last discharge of the carrying vessel. To conform to this requirement, the line / agent should file a Request for Stripping of Import Containers (LCL) (ANNEX - 7N) with ICTSI no later than twenty-four (24) hours before the actual proposed stripping of the LCL containers. The request should contain the actual number of containers and their disposition after stripping. A General Manifest or Freight List should be attached to this request.

- **Request for Special Stripping / Services**
  
  A Request for Stripping of FCL containers or for 100 percent examination should be filed with ICTSI upon approval by the BOC. Any such request will be scheduled by ICTSI.
  
  If the requesting party is not the line / agent or its authorized co-loader, an approval from the latter is required.

- **General Manifest of Freight List**
  
  The General Manifest is also referred to as the Container Load Plan or "Rider." It should be submitted to ICTSI, together with the request for stripping, at least twenty-four (24) hours before the actual stripping. Cargo in need of special handling and stacking should be indicated.

- **Cargo Stripping Receipt (CSR)**
An ICTSI checker will accomplish the Cargo Stripping Receipt (CSR) during the actual stripping of container. It will detail all the contents of a container and its condition upon stripping. This document will also serve as proof of receipt of cargo and should be countersigned by the line / agent representative to signify his conformity to the correctness of the details. Upon completion of stripping, a copy will be given to the line / agent.

- **Turn Over Survey of Bad Order Cargo (TOSBOC)**
  The Turn Over Survey of Bad Order Cargo (TOSBOC) will be accomplished by ICTSI, or its accredited surveyor, in the presence of the line / agent representative. It covers cargo that has been found to be in bad order condition upon stripping. The report will detail the physical conditions and count of the cargo. It should be countersigned by the line / agent representative to signify his conformity to the findings.

- **CFS Examination Request Form**
  The trucker/broker to cover cargo that the BOC has required to be physically examined will accomplish the CFS Examination Request Form. This form should be submitted to ICTSI in order to ensure the proper scheduling and positioning of the cargo at the designated CFS examination area.

- **Break Bulk Cargo Receipt Order (BBCR)**
  The Break Bulk Cargo Receipt is issued by ICTSI to the Shipping Line Representative to indicate the number break bulk cargo received. ICTSI Checker shall accomplish this receipt indicating the BL Number, Marks and Numbers, Kinds of Packages, weight and other essential remarks concerning cargoes tallied. This form is countersigned by ICTSI checker and Shipping Lines representative.

- **CFS Delivery Gate Pass**
  The CFS Delivery Gate Pass will be issued by ICTSI to the consignee or its authorized trucker / broker while attempting to retrieve cargo and upon presentation of a valid BBCRO issued by the Shipping Line, a complete set of all BOC documentation requirements, and after payment of all charges incurred. The pass will also serve as authorization for a CFS to load the cargo onto the consignee's truck.
- Shipping Line Representatives / Brokers should submit first service request for stripping.
- Container information is validated using Navis N4 and encoded in GCS.
- Container Stripping Tally Sheet is printed for recording marks and damages of containers.
- Brokers pay stripping charges.
- Cargoes are stripped of containers and then stacked in their assigned boundaries in the warehouse.
- Cargoes are measured by admeasurer for billing purposes.
- Container consolidation using GCS
- After payment and container is cleared by Billing, Gate pass is issued to broker / trucker.
- Yard Order is issued after execution in the system.
**Procedures and Guidelines for Stripping of Containers**

Upon the approval of the CFS Superintendent / Supervisor of the service request, stripping will be scheduled. With the presence of the shipping lines representatives or checker and ICTSI checkers, the container's seal will be validated and container will be opened ready for stripping.

CFS Foreman / Checker will create order in CTCS and actualize it before the actual stripping process. He also encodes all vital information in the GCS and prints the Container Stripping Receipt (CSR).

Assigned forklift operators will unload the cargoes and checkers will record the marks, type of cargo and prepares the CSR Tally Sheet for documentation purposes. Both parties will ensure and acknowledge the recorded marks and damages by signing the tally sheets prepared. A copy will be given to the line and to ICTSI's Billing Department.

Upon unloading of cargoes from the containers, ICTSI admeasurer will be responsible for measuring the cargoes’ volume meaning its length, height and width in order to determine the appropriate arrastre charges.

After successful stripping, Shipping Line Representatives / Consolidator and the CFS Checker should sign on the CSR. All stripped empty container doors should be properly closed and those with retained cargoes should be re-sealed. These containers will be stacked on their designated boundaries at the CY for their next disposition.

**Examination of Bureau of Customs Post – Scanned Containers**

The Bureau of Customs randomly selects import containers to undergo scanning. Once selected, these containers are required to use the West gate for Exit. Containers shall proceed to the Bureau of Customs scanning area where scanning trucks are located. If BOC found no irregularities in the scanning of these containers, the container shall carry on with its delivery.
If the scanning operations found irregularities and the BOC finds it necessary to examine the containers, the broker / representative of the container will file a request of examination at the CFS Superintendent's office.

After filling up the “request for special service form”, the CFS Superintendent on duty will affix his signature and note the type of service to be rendered. This will be the basis of payment for the charges. The broker / representative will proceed to CFS billing and pay for the requested service. The CFS billing teller will then issue Cargo Charges Receipt (CCR) certifying official payment of the service.

The broker will proceed to CFS 2 delivery area, and present the signed request and official receipt to the CFS Supervisor. The container will then be allowed to enter the CFS 2 delivery area and position itself into one of the bays that the CFS checker / foreman would assign. After the positioning of the truck, the broker together with the BOC examiner will proceed with the proper examination procedures.

After CFS examination, BOC will put a hold order on the container if examination bears any discrepancy. If the BOC does not hold the container then it can exit the CFS gate without any additional documentation. The broker will just ask the examiner to sign the gate pass as the basis of the BOC release order, and give a copy to the CFS supervisor for the release of the container.

If the container is put on hold, the CFS supervisor will instruct the trucker to park the truck properly in an area at the CFS 2 delivery side. This will not hamper CFS operations. Truck head will not be allowed to disengage from the chassis / container and must remain at this area until cleared by Customs.

When lifting order is then given by the BOC, supervisor will inform the gatekeeper and release the container. CFS office shall keep copies of the hold/lifting orders from BOC as well as the signed gate pass for recording purposes.
OBJECTIVE: To ensure that empty containers are issued accurately to the shipper according to his requirements, to receive returned empty containers and to make sure that all its movements are captured in the system.

SCOPE: This procedure defines the actions and responsibilities of ECD personnel in receiving and issuance of empty containers at the ECD. This covers the activities from Gate-in to Gate-out.

DEFINITIONS:

- ECD: Empty Container Depot
- EIR: Equipment Interchange Receipt
- ATW: Authority to Withdraw
- DO: Delivery Order
- TID: Truck Instruction Document
PROCESS FLOWCHART:

RETURN AND WITHDRAWAL OF EMPTIES

**Start**

Return / Withdraw

Pre-Advice from SL

Container Inspection

Gate-In Truck Visit

OK?

A

Inform trucker about the problem and advise what to do

Inform Trucker/ Shipping Lines

No unit Available

Check Docs

Ok

Visit Cancelled

END

Problem Rectified

Inform Trucker about the problem and advise what to do

Visit Cancelled

END

END
A Manual Planning

Container and Location Identified / TID is Printed

Give Location / Issue TID to Truck

Mount / Dismount Container

Gate-out Truck Visit

Print EIR and Issue to Trucker

END

Withdrawal

Gate-out Inspection by NDC Checker

OK?

Yes

Go back to ECD office and get a new container and location

Reject
ECD OPERATIONS GUIDELINES Empty

Return

1. Shipping Lines shall pre-advis[e empty containers to be returned to ECD. This will be done thru Navis’ N4 module.

2. NDC gate checkers shall do a physical survey and will encode his findings in his handheld PDat via “Container Inspection”. Alternatively, he can also use their workstation using SN4 TOSApps of the Navis system.

3. After encoding all details of the inspection, the checker shall “Gate-In” the truck visit creating the gate transaction.
   a. If the gate-in process does not encounter any problem, a yard location will be assigned to the returned empty container and a TID shall be printed.
   b. If a problem is encountered during the gate-in, an error message will pop-out and trucker is advised of the situation and corrective actions shall be applied.

4. After completing the gate-in, a TID will be printed and issued to the driver. The TID serves as a guide to the truck driver on where to proceed in the yard.
   a. The system automatically looks for a location for returned empties according to the reservations set by the administrator; if the system cannot match the empty returned to any preset reservation, a “failed to deck” message shall appear and manual planning shall be done to find a location in the yard.
   b. After planning the location for the returned empty, the yard equipment shall receive an instruction on his VMT to dismount the said unit in its designated location.

5. The driver shall proceed to the yard based on the TID/location given to him. The assigned equipment shall carry out the dismounting and execute the move in the system via his PDAT.
   a. If problems are encountered with his PDAT, execution of the move can be done thru the planners’ workstation.

6. After execution in the yard, the next stage will be the “Gate-out” process; the truck, after dismounting of its container shall proceed to the exit queue and get his EIR from the ECD checkers office.
   a. ECD checkers should verify in the system that the truck’s container was
already dismounted and executed in the system before proceeding with the
gate-out.

b. After verification, ECD checker will proceed with the gate-out, and complete
the process by printing the EIR and pressing the proceed button.

7. After printing, the driver shall sign on the EIR before it is issued to him. The driver’s
signature will serve as a concurrence with the details printed on his EIR.

8. After securing his EIR, the driver shall proceed to the exit gate to complete his
transaction.
   a. The EIR also serves as the exit pass for the empty truck.
      This will be checked by the exit gate guard before being allowed to go.

Empty Withdrawal

1. ECD office shall receive documents (SLines EIR, ATW or Booking notice) from the
trucker who will withdraw an empty container and check its validity. Some lines will
notify ECD in advance, sending a copy of the ATW or booking notice via e-mail.

2. ECD planner shall check the container requirements of the trucker/shipper that will be
suitable to the type of commodity they will handle. Based on the container
classification on the system, the ECD planner shall identify the container to be given
to the truck.
   a. If no suitable container is available, the trucker is informed and the truck visit
      may be cancelled.
   b. If the trucker opts to wait for returned units, the truck visit will not be created
      until a suitable unit has been returned.

3. After identification of a suitable container, the checker shall perform the “ECD
   Gate-In” process that will create a “Gate Transaction” and a “Truck Visit”.
   a. If an error message shows up during the gate-in, this should be
      rectified/corrected before proceeding with the process.
   b. After completing the gate-in process, the system shall send an instruction
      to the yard equipment to load the container to the truck.

4. After the Gate-In, TID will be printed and issued to the driver.
   The TID serves as a guide to the truck driver on where to proceed in the
   yard.
   a. For withdrawal of empties, the TID is printed automatically after identifying the
container and completing the gate-in process.

b. In the absence of the TID form, the information (container number and yard location) shall be noted at the back of the ATW, EIR or Booking Notice brought by the trucker.

5. The driver shall proceed to the yard based on the TID/location given to him. The assigned equipment shall carry out the mounting of the container and execute the move in the system via his PDAT.
   a. If problems are encountered with his PDAT, execution of the move can be done thru the planners’ workstation.

6. After execution in the yard, the next stage will be the Gate-out process; the truck, after mounting of its container shall proceed to the exit queue and have his container checked by the NDC Gate-Out checker for final approval prior to its release.
   a. If the container failed to meet the requirements, the container is rejected and will be returned to its location.
   b. If the container passed the requirements, the trucker shall proceed to the ECD office to get his EIR.

7. After approval of the chosen container, ECD checker shall proceed with the “Gate-Out process” and EIR shall be printed.

8. After printing, the driver shall sign on the EIR before it is issued to him. The driver's signature will serve as a concurrence with the details printed on his EIR.

9. After securing his EIR, the driver shall proceed to the exit gate to complete his transaction.
   a. The EIR also serves as the exit pass for the truck. This will be checked by the exit gate guard before being allowed to go.

Other ECD Activities

Pull-out / Positioning – This pertains to the handling of empty containers that requires washing, repairs or any activities to be done to the containers at the M&R area.

Positioning:

1. Upon entering the ECD, the NDC surveyors shall assess the empty container if the unit is required to be positioned to the M&R area for cleaning, washing, repair, etc.
or to declare it as “available” for withdrawal.

2. Colored tags (ribbons) are placed at the doors of the container to indicate the status of the container. (green tag for “available”, orange for “repair”, and blue for “washing or cleaning”).

3. If the container is declared available, a green ribbon/tag is placed and the unit is planned on the yard location for all available containers.

4. If the container is declared otherwise, the corresponding colored ribbon/tag is placed and the unit is positioned at the M&R area. If the M&R area is already full, the unit is planned on a reserved yard location or block for all “for positioning” containers.

5. If the M&R area is already cleared, positioning of these containers is done immediately to maximize the inventory of available containers.
   a. ECD planner shall create move instructions in the system to transfer containers from the back-up location to the M&R area.
   b. Assigned equipment shall execute instructions, and update the container movement using their VMTs.

Pull –Out:

1. After completing the activities at the M&R (wash/repair), the M&R contractors shall request for pull-out activities at the area.

2. The request shall be made by email or by the contractor’s own form in a format indicating the container number, shipping line, size, and height, work done on the unit, status, and classification. (The last one being most important since this will be the basis of the issuance to the shipper.)

3. After receiving the pull-out request, ECD planner/checker shall update the classification of the containers to be pulled out.

4. After updating the classification, the containers are planned to its appropriate location. The equipment assigned shall then perform the immediate transfer of the containers.

Hustling (Transfer MICT to ECD)

1. After securing the gatepass from the shipping lines, ECD checker shall assign a prime mover and do the “MICT Gate-In” in the system.

2. Prime mover operator shall bring the gatepass and proceed to central gate for P-check and issuance of TID.

3. Prime mover shall go to the location inside MICT CY and pick up the container.
4. Prime mover shall proceed to Exit Gate (East Gate) for proper  
   “MICT Gate-Out” procedures, and proceed to ECD.
   a. If the container is from APL or Maersk, PM operator shall go first to their blue  
      office to get the EIR.
   b. If the container is from other shipping lines, the PM operator shall go straight to ECD.
5. Upon arrival at ECD, normal receiving procedures shall be performed. (see  
   procedures on receiving empties)

Hustling (Transfer ECD to MICT)
1. After receiving the shipping lines’ request through e-mail, ECD shall prepare for the  
   transfer of the requested containers. ECD shall identify the containers for transfer and  
   confirm their actual location.
2. ECD shall assign prime movers to utilize for the transfer and perform “ECD Gate-In”  
   procedures and mount the container to be transferred. After mounting the container,  
   “ECD Gate-Out” procedures shall be performed by the ECD checker.
3. After gate-out at ECD, checker shall also perform an “MICT Gate-In” on the container  
   for transfer.
4. The prime mover shall proceed to Central Gate for proper P- Check and issuance  
   of TID.
5. After securing the TID, the PM operator shall proceed to the assigned location to  
   dismount the container.
   a. If the utilized tractor is an ECD prime mover, it shall go through the proper  
      “MICT Gate-Out” procedures and return to ECD.
   b. If the utilized tractor is a CYM prime mover assigned to assist the transfer, it  
      shall go through proper “MICT Gate-Out” if there are still containers to be  
      transferred. If the transfer is already complete, the prime mover shall remain  
      inside the MICT terminal after “MICT Gate-Out” is completed.

Container Rejection upon Withdrawal (No Gate-out yet)
1. The final physical survey of the container prior to exit shall be done by NDC checkers  
   assigned at the exit gate before execution of the “Gate-Out”. The NDC checker shall  
   check the actual status or classification against the requirement of the shipper.
2. If the container to be pulled out is rejected by the NDC checker, he shall accomplish a
Container Rejection Form, indicating all pertinent information and the reason why he rejected the said container.

3. The truck driver upon receiving the rejection form shall proceed to the holding area (old parking area) and go to the ECD office to give the rejection notice/form.

4. The ECD planner/checker, upon receiving the rejection notice, shall replace the rejected container with a new one.
   a. ECD checker/planner shall inform the supervisor or superintendent on duty to cancel the previous gate transaction and truck visit of the rejected container.
   b. ECD checker shall create a new truck visit and gate transaction for the replacement unit.
   c. The ECD office shall print and issue another TID for the location of the new container. The ECD planner shall also instruct the truck driver to dismount the rejected container to the reserved area for M&R.
   d. The truck shall proceed to the location of the new container for withdrawal.
      After mounting, the truck will proceed to the normal gate-out procedures.

5. The ECD planner shall update the location of the rejected container in the system. He shall also file the accomplished rejection forms for future reference.

6. After being informed about the rejections, the ECD supervisor / superintendent shall schedule a joint survey with the responsible contractor.

7. Based on the results of the joint survey, penalties or equipment rental charges shall be imposed to whoever is accountable for the rejection.

**Container Rejection after Gate-Out**

1. If the container withdrawn was approved by the NDC gate-out checker but the shipping lines’ blue office rejected it and sends it back to ECD, this will be treated as a return empty, with remarks that the container was rejected by the blue office.

2. The rejected container will be returned by its truck and proceed to the holding area (old parking area).

3. The driver shall go to the ECD office and accomplish and submit the rejection form.

4. The ECD planner/checker, upon receiving the rejection notice, shall replace the rejected container with a new one.
   a. ECD checker/planner shall complete the return cycle of the rejected container before creating a truck visit for the replacement unit.
b. ECD checker/planner shall replace the container and create a new visit for the truck and go through the normal withdrawal procedures.

c. The ECD office shall print and issue another TID for the location of the new container. The ECD planner shall also instruct the truck driver to dismount the rejected container to the reserved area for M&R.

d. The truck shall proceed to the location of the new container for withdrawal. After mounting, the truck shall proceed with the normal gate-out procedures.

5. The ECD planner shall update the location of the rejected container in the system. He shall also file the accomplished rejection forms for future reference.

6. After being informed about the rejections, the ECD supervisor / superintendent shall schedule a joint survey with the lines and the responsible contractor.

7. Based on the results of the joint survey, penalties or equipment rental charges shall be imposed to whoever is accountable for the rejection.

Special Instructions on Withdrawal:

1. Empty withdrawals with special requirements (such as MAMAO, GOH, PTI, 30-Tonner, Etc.) shall have this instructions legibly specified in their documents (ATW, Booking Notice, EIR).

2. The truck driver withdrawing the container shall fill-up a special request form, indicating the requirement for the said unit.

3. Upon receipt of the documents, the ECD checker shall take note of the special requirements, and ensure that the container issued shall comply with the request.

4. The request form shall be signed by the ECD Supervisor/Superintendent as approval for the request.

5. The form shall later be signed by the NDC gate-out checker and concurred by the driver as proof that they were duly inspected prior to gate out.
   a. In cases where the MnR shall have prior work to be done to the unit as part of the shipper’s requirement (PTI, MAMAO, GOH, etc.), the form shall also be signed by the MnR as a validation of the work done on the unit.

Special Request for Equipment:

Clients would sometimes request to utilize MICT/ECD equipment to facilitate their activities: (e.g. Handling of Gen-set for reefer units, repositioning of units for survey or rework, etc.)
1. If the equipment requested will be used to reposition units from one location to another, the extra moves shall be encoded to the system as GFI which is billed as LoLo charge.

2. If the equipment requested is for activities other than repositioning of units and equipment to be used is not a regular ECD equipment, a trip ticket shall be issued to the requesting party for proper billing.

List of Forms used at ECD:

Issued by ECD
- EIR – Equipment Interchange Receipt
- TID – Truck Instruction Document
- Customer Surveyor’s Report
- Gate Pass (Equipment/Materials)
- Others (Rejection Form, PTI, Cancellation of Truck Visit, Waiver, etc.)
- Trip Ticket (for Equipment Rental)
- Special Request Form

Issued by the Lines/Shipper
- Authority To Withdraw
- Booking Notice
- EIR
- DO – Delivery Order

Issued by MnR
- Request for Pull-Out/Positioning
- Daily Accomplishment Report
Accidents

Upon occurrence of accidents, reports should be produced based on the joint investigation of the shipping line and ICTSI. Survey reports done by authorized third parties are also acknowledged. Reports should include the actual events related to the accidents. All evidences, information from witnesses will be gathered and kept confidential. Reports must be given to ICTSI before vessel departure. ICTSI’s Safety Department will always be on stand-by for conducting investigations.

Penalties

As mandated by the PPA, the following cases will incur penalties:

- Waiting for vessel’s arrival based on advised ETA against ATA in pilot station
- Waiting for ship’s agent, except agent transports quarantine doctor
- Opening/Closing of hatch covers by ship’s crew
- Waiting for ship’s crew provided there is a written request from line
- Waiting for cargo from outside port zone (OPZ)
- Snatching of cargo/container which involves removal of containers from “tween deck”
- Change of stowage plan made after LCT
- Waiting of loading plan if submitted after LCT
- Vessel’s listing/ trimming provided it is acknowledge by line/vessel crew
- Lack of lashing materials/ revision of lashing scheme
- Hold by customs/ other authorities provided cause is attributable to line
- Vessel shifting berth
- Waiting for consignee’s transport in case of direct to truck delivery
A-Check – Administrative Check
ATA - Actual Time of Arrival
ATB - Actual Time of Berth
BBCRO – Break Bulk Cargo Release Order
BOC – Bureau of Customs
CFS – Container Freight Station
CLP – Container Load Plan
COARRI – Container Discharge Loading Report
CODECO – Container Gate-In Gate-Out Report
COPARN – Container Pre-Arrival Notice
CSO – Container Service Order
CSR – Cargo Stripping Receipt
CRO -- Container Release Order
CTCS – Container Terminal Control System
DG – Dangerous Cargo
DO – Discharge Order
ECD – Empty Container Depot
ED – Export Declaration
EDI – Electronic Data Interchange
EIR - Equipment Interchange Receipt
ERR – Export Receiving Report
ETA – Estimated Time of Arrival
ETC – Estimated Time of Completion
FB-AR - Final Berthing/Anchorage Report
FCL – Full Container Load
GOH - Garments on Hanger
IEIRD - Import Entry and Internal Revenue Declaration
JAR – Job Accomplishment Report
JSTS – Joint Stuffing Tally Sheet
LCL – Least Container Load
LCT – Loading Closing Time
MOA - Memorandum of Agreement
MOT – Mode of Transport
P-Check – Physical Check
PPA – Philippine Ports Authority
PTI - Pre-trip Inspection
RA - Repair Area
RPM - Radiation Portal Monitors
RSO – Reefer Service Order
SOB - Shifting on Board
SPOD - Stowage Port of Discharge
SVD - Shifting via Dock
TCCL – Temperature Controlled Container List