

# Terminal Container Ravenna

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## Appendix III Rev. 2.0 – 30.06.2016

*Procedures updated to reflect the requirements for verified gross mass (VGM) is as defined in regulation IV/2 SOLAS convention 74 resolution MSC 380 (94) dated 21.11.2014 as implemented with “Decreto Dirigenziale del Comando Generale delle Capitanerie di Porto 447/2106”.*

*The document is subject to any further change as may be determined by actual experience of these legal requirements.*



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## **1. General Information**

Any orders, instructions and requests received by Terminal Operator from User, its personnel, its servants, agents or subcontractors (including Ship's Master, Agents, or multi-modal operator), with respect to the provision of Container Terminal Services, shall be considered as orders, instructions and requests of User, unless User clearly specifies who is authorized to send orders, instruction and requests. (see paragraph 12 Summary of Data Interchange Requirements)

The Terminal Operator shall only acknowledges orders, instructions and requests that are in compliance with the required Data Interchange Requirements as specified in paragraph 12 Summary of Data Interchange Requirements. Furthermore the Terminal Operator shall recognize updated information provided and is not liable to clarify any information that is in conflict and / or changes from the original provided by ~~from~~ the User.

The Terminal Operator shall have the right, but is not obliged, to check the authenticity of signatures on orders, instructions and requests, as well as the authorisation of the signatory of User and its' Servants, Agents or Subcontractors.

All orders, instructions and requests shall be submitted in writing and/or via E-mail or EDI messages (see Paragraph 7 EDI Messages). In the event of same submitted verbally, by way of exception, the Terminal Operator shall not be liable for any consequences resulting from the absence of a written order.

The verified gross mass (VGM) is as defined in regulation IV/2 SOLAS convention 74 resolution MSC 380 (94) dated 21.11.2014 as implemented with "Decreto Dirigenziale del Comando Generale delle Capitanerie di Porto 447/2106".

The verified gross mass (VGM) of Containers shall be received by the Terminal Operator only from the User, by EDI messages.

The Terminal Operator shall not assume any liability with respect to Containers loaded, unloaded, shifted, transported, and handled at the Container Terminal and to their good order and condition where a wrong declaration of Cargo has been made (e.g. wrong IMO-class, weight, insufficiency or inadequacy of marks or insufficiency of packing) or latent defects of the Containers or Cargo.

## **2. Services description**

### **2.1. Receipt and Delivery of Containers**

For receiving or delivering of full or empty Containers to be loaded or unloaded into or from Ship, into or out of the Container Terminal on road chassis or railway wagon following services are provided

- (a) Receipt and delivery of Containers at the gatehouse and all clerical work associated with receiving/delivering.
- (b) Reporting of external visible damage to Containers and preparing interchange receipts (EIR) for such damaged Containers
- (c) Inspection of seals, wiring, and presence of CSC/ACEP plates



- (d) Reporting of Container movements into or out of the Container Terminal.
- (e) Unloading Containers off chassis or railcar or loading Containers onto chassis or railcar
- (f) Acceptance of export containers strictly limited to one Ship in the same service

Working hours for receiving/delivering of Containers at the Container Terminal shall take place in accordance with paragraph 14 Attachment 1 Closing Time and Start Operation and Gangs Calling .

## 2.2. Loading and Unloading of Containers into or out of Containerships

For the loading and unloading of Containers, full or empty, into or out of Containerships, following services are provided:

- (a) Loading or Unloading containership plan of each Container accordingly with User Instructions
- (b) Movement of Containers from Containership's cell/deck to wharf and vice versa
- (c) Movement of Containers from wharf to stacking area and vice versa.
- (d) Tallying of Containers, completing stowage plan immediately after completion of operation and reporting
- (e) Reporting of Container movements into and out of the Containership.
- (f) Reporting of external visible damage to Containers while loading and unloading
- (g) Lashing or unlashng of deck Containers (material will be furnished by User) will be performed on demand.

## 2.3. Loading and Unloading of Containers into or out of Ro-Ro and Ro-Con Containership

For the loading and unloading of Containers, full or empty, into or out of RoRo and/or RoCon Containerships, following services are provided:

### 2.3.1 Ro/Ro basis: Container upon mafi

- a. Movement of mafi in or out Ro/Ro Containership's deck to wharf and vice versa
- b. Movement of Container from mafi to trailer and vice versa
- c. Movement of Container from wharf to stacking area and vice versa
- d. Reporting of Container movements into and out of the Ro/Ro Containership's



- e. Reporting of external visible damage to Containers while loading and discharging. A list with numbers of containers found damaged upon discharging will be furnished as soon as completed cargo operations

### **2.3.2 Ro/Ro basis: Container on deck (garage)**

- a. Movement of Container from ro/ro's deck onto trailer
- b. Movement of Container from trailer to wharf and vice versa
- c. Movement of Container from wharf to stacking area and vice versa
- d. Reporting of Container movements into and out of the Ro/Ro Containerships
- e. Reporting of external visible damage to Containers while loading and discharging

## **2.4. Transhipment of Containers**

Loading and unloading of Containers, full or empty, in transhipment from one Ship to another

- a. Loading and unloading of Containers into/from on carrier/pre carrier Ship suitable for Container transport.
- b. Movement of Containers from stacking area to wharf and vice versa
- c. Reporting of Container movements into and out of on carrier/pre carrier Ship

## **2.5. Shifting of Containers**

Shifting Bay to Bay: Movement of Containers, full or empty, within the same bay of a Containership and/or Ro-Con

Restow: Movement of Containers, full or empty, from Containership's and/or Ro-Con Containership's cell/deck to quay and restowing in Containership's cell/deck,

## **2.6. Inspection**

Movement of Containers for the purpose of cargo inspection by the competent authority (e.g. customs office), This movement include extra moves and transportation to/from the inspection area. Operational procedures are described in paragraph 6.6 Inspections Laden Containers .

## **2.7. Container Subject to Extra Moves**

Containers are subject to extra moves once initially received and stacked in the Terminal, excluding those for cargo inspection (see 2.6 Inspection). Such extra moves may be the result of:

- a. Lack of documents/information
- b. Late arrivals if all details were not known and agreed at closing time (see also Paragraph 3.4 Late Arrivals)



- c. Change of weight and/or VGM status
- d. Change of Ship
- e. Status change, such as change of import delivery status, change from operating reefer to non-operating one or vice versa
- f. Change of destination
- g. Shifting between User's and leasing company's stacks
- h. Other causes, attributable to User acts or defaults
- i. Containers seriously damaged

## 2.8. Refrigerated Containers

For reefer containers under refrigeration at the Container Terminal, the following specific services are provided:

- a. Attaching and detaching of electrical plugs of the reefer Container at the reefer stacking area
- b. Recording and checking temperature and air ventilation status of the reefer Container every operational shift-
- c. Reporting faults immediately on discovery to User's representative and general co-ordination of any requirements

Operational procedures are described in paragraph 4.5 Pre Notice Reefer Containers, 6.2 Reefer Container Additional Services

## 2.9. Hazardous Container Handling and Storage

For Container containing Hazardous cargo, the following specific services provided:

- a. Yard space and facilities in accordance with regulations as specified by the local competent authority
- b. Check at the gate of Labelling
- c. Re-labelling or label removal on User request or according to the competent laws

Operations procedures are described in paragraphs 4.4 Pre Notice Hazardous Containers, 6.1 Hazardous Cargo, 6.10 Weighing, Labelling, Re-sealing Requests, 15 Attachment 2: General Conditions for Discharging/Loading IMO Cargoes

## 2.10. Non-Standard Containers Handling and Storage

For Non Standard Containers (Container whose cargo height and /or length and/or width or damaged Container structure), requires special attachment to the spreader, i.e. chains, slings, etc. to handle, the following specific services are provided:

- a. Yard space, facilities, equipment, people, lashing devices, in accordance with regulations as specified by the local competent authority
- b. OOG dimensional measures and reporting on User demand



- c. Checking and reporting lashing and securing of Containers not stuffed under Terminal Operator responsibility

Operations procedures are described in paragraphs 6.3 Uncontainerized Cargo, 6.15 OOG Container Measuring

## 2.11. Uncontainerized Cargo Handling and Storage

For Uncontainerized Cargo the following specific services are provided:

- a. Yard space, facilities, equipment, people, lashing devices, in accordance with regulations as specified by the local competent authority

Operations procedures are described in paragraphs 4.6 Pre Notice Uncontainerized/Break Bulk Cargo, 6.3 Uncontainerized Cargo

## 2.12. Other Services

Terminal Operator can perform additional services as specified in paragraph 6 Special Containers and Other Services .

## 3. Ship Operations

### 3.1. Preliminary Ship information

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In order to ensure an efficient planning of the operations of the Terminal Operator, User shall provide all relevant technical details, including a complete General Arrangement Plan with a minimum information of “Bay, Row, Tier” of each Ship well in advance of the first call of such Ship at the Container Terminal in addition to the specified information below.

SHIP INFORMATION	DIMENSIONS	CAPACITY
a) Ship's name	a) L.O.A	a) Max. Container Cap (teus)
b) Owner	b) Breadth Moulded	b) Max. Container Cap (feus)
c) Nationality	c) Depth Moulded	c) Reefer Socket
d) Port of registry	d) Max. Height Above Keel	d) Haz. Cargo Hold (bay): (i.e. 1,2 e 3)
e) Official N°	e) Upper Deck Line Above Keel	e) Max. 20' on deck
f) Classification society		f) Max. 40' on deck
g) Type of Ship (i.e. 6,900 teus Class Container Carrier)	f) Load Line Draft	g) Max. 20' under deck
h) Call Sign	g) Top Fresh .....	h) Max. 40' under deck
i) IMO id n° (L.R. n°)	h) Fresh .....	i) Max. 40' HC under deck
j) Satellite Tel/fax	i) Tropical .....	j) (without losing space)
k) @mail	j) Summer .....	k) Container stack weight
	k) Winter .....	• On deck 20' – 40'
	l)	• Under deck 20' – 40'
	m) International G.R.T.	• Max 45 on Deck
	n) International N.R.T.	• AT Bays
	o) Bow Thruster	l) Hatch Cover Stack Weights
		m) Stack Weights Hold



## 3.2. Containership Information for each Voyage

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In order to ensure an efficient planning of the operations of the Terminal Operator, User shall inform in writing via email or via EDI (see paragraph 7 EDI Messages and 13 EDI messages exchange) the Terminal Operator schedule and planning information of Containerships as follows:

### Scheduling Information

#### 3.2.1 Long- Term (monthly):

- a) Service/User/owner name
- b) Container Ship's name
- c) Voyages code
- d) Port Rotation
- e) Day of call

#### 3.2.2 Weekly (7 days in advance):

- a) Service/User/owner name
- b) Container Ship name
- c) Voyage=code
- d) Day of call
- e) ETA (Expected time of arrival)
- f) Pre carrier Ship name and voyage number
- g) On carrier Ship name and voyage number
- h) Containers / teus quantities to be loaded, discharged and restowed

The User is responsible towards Terminal Operator for co-loaders timely submission of respective Cargo forecasts

#### 3.2.3 At least 48 hours working before Containership's arrival

Import and export stowage plan intended for the specific call on a bay, row and tier basis (Movins Instructions if available see paragraph 7 EDI Messages) containing :

- a) Container type, standard, non-standard type, Reefer or Hazardous
- b) special Cargo remarks
- c) Restows

Variation deriving from activities carried out in Mediterranean ports to be communicated as soon as practical, no later than 24 hours.



## Planning Information 36 hours in advance

### 3.2.4 At the latest 36 hours before Containership's arrival

- a) ETA (Expected time of arrival) confirmation
- b) Moves Update on the expected Amount of containers for Discharging/Loading, Hazardous containers, Reefer Containers, OOG, Uncontainerized Cargo, shiftings and restows
- c) Containership draft expected on arrival

#### Load Information - Loading List

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Information shall be sent (via EDI) to competent office, before Ship's arrival.

It should contain:

- a) ID number and type of Container
- b) User booking number
- c) size, type, weight and VGM qualifier
- d) Final Port of discharge
- e) Port of Transhipment, if any
- f) In case of Hazardous Container: IMO class, UN number (See also Paragraph 4.4 Pre Notice Hazardous Containers)
- g) In case of Reefer or insulated Containers: temperature, ventilation, humidity, Settings, for Reefers Containers to be connected to the Reefer plug. (See also Paragraph 4.5 Pre Notice Reefer Containers)
- h) For Uncontainerized Cargo all relevant information to allow the terminal to safely handling such cargo (See Paragraph 6.3 Uncontainerized Cargo)

All Containers declared for loading should be compliant with all legal and customs obligations as defined by the local competent authority.

The load list shall be provided by the User no later than 36 hours before Ship's arrival, whereas amendments will be accepted until 12 hours prior (see 3.2.6 Containership's arrival within a regional schedule latest 12 hours prior).

Should there be Containers for which no compliance by the competent authority is available, or compliance is incomplete the User shall advise the Terminal Operator of this status, whereby such Containers will not be planned for loading, pending final instructions from the User. If no such instructions are received from the User, then they shall not be loaded on board the nominated Ship, at the sole risk and responsibility of the User. See also paragraphs 3.4 Late Arrivals .



In recognition of IMO-SOLAS amendment chapter VI dated 21.11.2014 effective July 1<sup>st</sup> 2016 as implemented with “Decreto Dirigenziale del Comando Generale delle Capitanerie di Porto 447/2106”, the Terminal Operator will only proceed to load Containers that are finally provided with VGM qualifier.

### Planning Information 24 hours in advance

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#### 3.2.5 At the latest 24 hours before Containership's arrival

At least 24 hours before Ship's arrival, or 24 hours before start of weekend for Ships arriving on Saturdays, Sundays or holidays:

- Information update
  - a) ETA (Expected time of arrival) if changed
  - b) Amount of containers for Discharging/Loading, Hazardous containers, Reefer Containers, OOG, Uncontainerized Cargo, shiftings and restows
  - c) Ship draft expected on arrival and departure
  - d) Security information (see paragraph 11 ISPS Requirements and Safety procedures, Terminal Area admittance)
- Import bayplan on a bay, row and tier basis (Baplie file see par. 7 EDI Messages), complete with all the vital details regarding containers on board. The following is an indication of minimum information required:
  - a) Position on board of each single Container (bay, row and tier)
  - b) Container ID number, type, size, weight of Container and VGM qualifier
  - c) Discharge port, with confirmation of Containers that shall be discharged by the Terminal Operator, both for import and transhipment Containers
  - d) Confirmation of Containers to be shifted on board or restowed (a list of Container to be shifted or restowed is also required)
  - e) In case of Hazardous Container: IMO class, UN number (See also Paragraph 4.4 Pre Notice Hazardous Containers)
  - f) In case of Reefer or insulated Containers: temperature, ventilation, humidity settings, for reefers or insulated Containers to be connected to the Reefer plug. (See also Paragraph 4.5 Pre Notice Reefer Containers)
  - g) For OOG Container confirmation of over width/over length/over height details
  - h) For Uncontainerized Cargo all relevant information to allow the Terminal Operator to safely handling such cargo (See Paragraph 6.3 Uncontainerized Cargo)



- Updated Export stowage plan intended for the specific call on a bay, row and tier basis complete with all the information needed by the Terminal Operator to prepare the containership loading plan.
  - a) Stow Position on board where to stow the cargo to be loaded complete with POD and weight class indication
  - b) Stow Position for containers to be shifted or restowed
  - c) Stow Position of Hazardous Containers with full compliance of segregation rules
  - d) Stow Position for Reefer containers
  - e) Stow Position for OOG containers

### Special Loading Requirements

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Special remarks such as late arrival, under deck stowage, on deck stowage, far away from hot/cold, under sea level, protected stowage etc., shall be sent 24 hours prior Ship' arrival /before the Container enters the Container Terminal to the Control Room Office.  
The message shall be sent by Users and must contain User booking nr., ID number, Ship, POD, weight.

In case of discrepancies between orders sent by the User department and their agency, the instructions sent by the User shall prevail.

### Resources Planning

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Adherence to the timetable paragraph 14 Attachment 1 Closing Time and Start Operation and Gangs Calling is vital to enable terminal to properly plan resources in accordance with agreements in force.

The Terminal Operator, in order to define the containership working program, shall receive the following information:

- ETA (Expected time of arrival)
- Loading/discharge/transshipment moves
- Number of cranes deployable according with the containership's stowage plan and the loading/discharging sequences

The Terminal Operator shall then plan the required resources and shall provide confirmation of the Containership working programme, indicating the agreed Start/End of



operations time and the Estimated Departure Time (ETD). Once the Containership working programme has been defined:

- For any amendment requiring a change of planned resources, Penal Volumes may be applied
- For any delay in either in the arrival of a Containership or delays during the agreed Containership working programme, then idle time clause may be applied

The berthing and unberthing time is granted to the Ship only for the time required to perform loading and discharging operation. Any time that the Ship wishes to remain alongside, will not be accepted unless previously and specifically agreed with the Terminal Operator.

The Terminal Operator reserves the right to ensure that the Ship vacates the berth at Ship's expenses after completion of loading and discharging operations.

### Discharge Information - Discharge List

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Information shall be sent (by EDI or e-mail) to Control Room office, at least 24 hrs before Ship's arrival or 24 hrs before weekends or holidays.

It should contain:

- a) Pre carrier Container Ship name and voyage number
- b) On carrier Container Ship name and voyage number
- c) ID number and type, size ~~and~~ Weight of Container and VGM qualifier
- d) Final destination and Port of Destination.
- e) Means of transport and/or delivery (truck, rail, feeder Ship)
- f) In case of Hazardous Container: IMO class, UN number (See also Paragraph 4.4 Pre Notice Hazardous Containers)
- g) In case of Reefer or insulated Containers: temperature, ventilation, humidity, Settings, for reefers or insulated Containers to be connected to the Reefer plug. (See also Paragraph 4.5 Pre Notice Reefer Containers)
- h) For Uncontainerized Cargo all relevant information to allow the terminal to safely handling such cargo (See Paragraph 6.3 Uncontainerized Cargo)

### Transshipment Connection

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Transshipment Containers shall be discharged at least 24 hours before arrival of connecting Ship, unless otherwise agreed by Terminal Operator

### 3.2.6 Containership's arrival within a regional schedule latest 12 hours prior

If the time and distance from a previous port is less than 24 hours, the User shall provide the final information (see paragraph 3.2.5 At the latest 24 hours before Containership's arrival) no later than 12 hours prior to the scheduled arrival of a Containership. Any consequences for changes in the agreed Containership working programme shall be for the account of the User.

### 3.3. Idle Time

Idle Time shall be considered on the account of the User as follows:

- a) Ship's arrival after commencement of ordered shifts/agreed start operation's time
- b) Any incident beyond the control of the Terminal Operator on board the User's Ship hindering operations.
- c) Waiting for Cargo and orders

### 3.4. Late Arrivals

#### 3.4.1 Late Arrival by Ship

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The Terminal Operator may accept late arrivals already declared on the final loading information (see paragraph Load Information - Loading List )sent by User, provided that :

- a) Containers are discharged maximum 6 hrs. prior to the commencement of operations of the on-carriage Ships.
- b) Containers are–customs cleared compliant with all legal and customs obligations as required by the local competent authority within the time frame specified in Load Information - Loading List
- c) Specific stowage instructions are provided by User that do not delay the agreed Containership working programme
- d) Late Containers do not exceed 1% of total number of Containers planned for loading

The Terminal Operator may accept late arrivals not present on the final loading information provided by User to connecting Ship already under operations, on case by case basis, provided that:



- a) Containers discharged are compliant with all legal and customs obligations as required by the local competent authority maximum 1 hr. after connection acceptance
- b) Specific stowage instructions are provided by User and do not delay the agreed Containership working programme

Furthermore, User is responsible for sending final changes to load instructions to the Terminal Operator, latest 12 hours before Ship's arrival. All Containers declared for loading should be compliant with all legal and customs obligations required by the local competent authority

### 3.4.2 Late arrivals via Road or Rail

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The Terminal Operator may accept late arrivals already declared on the final loading information (see paragraph Load Information - Loading List) on a case by case basis, provided this does not interfere with the agreed Containership working programme, and may upon the User's specific request, receive Containers bound to the nominated Ship beyond the agreed closing times, provided that:

- a) Containers are scheduled to arrive no later than 6 hours prior Ship arrival
- b) Late containers do not exceed 1% of total number of containers planned
- c) Containers are compliant with all legal and customs obligations as required by the local competent authority and ready for loading within the above mentioned deadline.
- d) User request contains all data needed to enable receiving of the Container into the Container Terminal.
- e) Specific Stowage instructions are provided by User and do not delay the agreed Containership working programme.
- f) Adherence to all procedures listed in Paragraph 4 "Receipt and Delivery acceptance of export Containers"

### 3.5. Customs Clearance

Berth Planning [mpagano@tcravenna.it](mailto:mpagano@tcravenna.it)  
Ship&control room office [capiturno@tcravenna.it](mailto:capiturno@tcravenna.it)

Export Containers must be load ready and compliant with all legal and customs obligations as required by the local competent authority within the timeframe defined in Paragraph 3.2.4 Load Information - Loading List the Terminal Operator is not responsible for the short shipment of Containers that are not customs cleared (defined as being the time reported that the local competent authority releases the Container for export). The User acknowledges and accepts that Terminal Operator cannot load Containers and cargo without this clearance as provided for by applicable statutory law and regulations



### 3.6. Loading Empty Containers

Berth Planning [mpagano@tcravenna.it](mailto:mpagano@tcravenna.it)  
Ship&control room office [capiturno@tcravenna.it](mailto:capiturno@tcravenna.it)  
Yard & Rail office [alombardi@tcravenna.it](mailto:alombardi@tcravenna.it) – [yardplanning@tcravenna.it](mailto:yardplanning@tcravenna.it)

In principle, empty Containers may not be stored at the Container Terminal, except those empty Containers unloaded from and awaiting loading into User's Ships.  
Empty containers are stacked in the Container Terminal in a block stowage by size and type only.

If a particular selection of empty Containers is required (i.e. equipment off-hired, for sale, damaged, heavy payload, cold treatment, special pre-fix, etc.), such request shall be sent to the competent office five working days in advance specifying the requirements.  
Shifting in the yard, needed in order to accomplish with the request, may be charged.

When Containers are required to be transferred from Inland Depots /or from separate stacks of segregation, requiring transport / carriage by The Terminal Operator, such requests shall be submitted five working days prior Ship's arrival.

## 4. Receipt and Delivery

### 4.1. General Information

User shall provide to Terminal Operator one working days' notice prior to delivering export Containers, Non-Standard Containers or Uncontainerized Cargo to (stating booking reference and/or Container number, name of Ship, destination and all other vital details including VGM) and withdrawing import Containers Non-Standard Containers or Uncontainerized Cargo from the Container Terminal, with indication of expected truck arrival time.

### 4.2. Export Receiving Time

Admission of Export Containers is based on the enclosed table (paragraph 14 Attachment 1 Closing Time and Start Operation) advising shows the closing dates and time for the acceptance of Containers. This may be amended from time to time at the sole discretion of the Terminal Operator.

### 4.3. Receiving and Delivery Pre Notice

Data Entry & Accessorial Services [uffservizi@tcravenna.it](mailto:uffservizi@tcravenna.it) – [coordinatoriUSA@tcravenna.it](mailto:coordinatoriUSA@tcravenna.it)  
Customer Service TCR [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

For Import and Export Container, the User shall provide the Terminal Operator via EDI, e-mail with [www.contshipitalia.com](http://www.contshipitalia.com) portal with the following information at least 24 hours before Container arrival:

- a) Pre carrier Ship (for Import Container)
- b) On carrier Ship (for Export Container)





- c) Booking number
- d) POD (Port of Destination)
- e) Container general data (size, type and, weight and VGM qualifier, if available (export Containers)

Containers for which pre-acceptance booking information is missing will be not be accepted into the terminal until such time as the information is corrected / provided. Terminal Operator shall not be held responsible for incorrect information

#### 4.4. Pre Notice Hazardous Containers

Data Entry & Accessorial Services [uffservizi@tcravenna.it](mailto:uffservizi@tcravenna.it) - [coordinatoriUSA@tcravenna.it](mailto:coordinatoriUSA@tcravenna.it)

User's request for the acceptance or delivery of Hazardous Containers shall be sent to Container Control. at least 24 hours before Container's expected arrival or withdrawal.

The message must include all relevant information:

- a) Container number, User booking number IMO class, UN number, Flash point, Weight
- b) Pre carrier Ship name and voyage number
- c) Port of discharge
- d) On carrier Ship name and voyage number
- e) Delivery mode and time

Each booking is allocated an acceptance number by local competent authority (that may also specify a date of entrance), to enable the Container to enter the Container Terminal.

For transport by rail, the acceptance number must be communicated together with the train relevant information (i.e. train number, departure station, arrival station, ETA, see also paragraph 4.9 Receiving and Delivery by Rail ).

Please note Containers will not be received into the Container Terminal where an acceptance number is missing /incorrect. Until such time as the information is corrected / provided. The Terminal Operator is shall not be held liable for claims, errors, omissions.

Cut off time is 24 hrs before Ship's arrival

For Import and Transhipment Containers Terminal Operator may need the "Dangerous Cargo Declaration" and/or the "Special IMO Cargo List" as soon as available by the User agency.



#### 4.5. Pre Notice Reefer Containers

Yard & Rail Planning [alombardi@tcravenna.it](mailto:alombardi@tcravenna.it) – [yardplanning@tcravenna.it](mailto:yardplanning@tcravenna.it)

For reefer Container, the User or designated agent (forwarders and/or Shipping Line) shall issue booking/delivery order to Terminal Operator via e-mail to the competent office stating the following compulsory information at least 24 hours before Container delivery or withdrawal.

For each reefer Container a “Cooling Order” shall be sent directly to the competent office 24 hours before Container’s arrival at the Container Terminal and not later than 19.00 hrs. the day prior to the expected receipt at the Container Terminal or delivery from the Container Terminal.

The Cooling Order shall contain:

- a) User Booking number
- b) Container ID number
- c) Size and type of Container, weight
- d) Characteristics of the Cargo
- e) Set temperature and range (Min/Max.)
- f) Ventilation and humidity setting (if required)
- g) On carrier Ship and voyage
- h) receiving/delivery mode
- i) Port of discharge

If the above is not complied with the Container will not be accepted or delivered

User is responsible for correctness and accuracy of information. Terminal Operator shall not be held responsible for incorrect information.

Please note Containers for which pre-acceptance booking information are not available, such Containers will not be accepted into the Container Terminal until such time as the information is corrected / provided.

For export reefer Containers Cut off time is 24 hrs. before Ship’s arrival.

#### 4.6. Pre Notice Uncontainerized/Break Bulk Cargo

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

Users shall agree the date of receipt / delivery with the competent office. At least 24hrs before agreed date of receipt / delivery the Users shall send a pre-notice via email, with specific containing:

- a) ID number provided by terminal (i.e. ID number XXXX)
- b) Relevant identification codes (i.e marks, labels, numbers, etc.
- c) Time of arrival



- d) See also paragraph 6.3 Uncontainerized Cargo for quotation procedure

In case of a variation on the operations originally agreed and quoted, a complete re-evaluation process by the competent office shall be required.

Cut off time is 24 hrs. before Ship's arrival.

#### 4.7. Delivery Order

Data Entry & Accessorial Services [uffservizi@tcravenna.it](mailto:uffservizi@tcravenna.it) – [uffdoganale@tcravenna.it](mailto:uffdoganale@tcravenna.it)

Booking & Monitoring office [booking@tcravenna.it](mailto:booking@tcravenna.it)

This document shall be delivered (by EDI, @mail, Fax or by hand) to the competent office not later than 17.00 hrs. the day prior the delivery of an import Container. At the same time, or immediately after the presentation of a delivery order to the competent office, the customs forwarder shall present to the Terminal Operator “Acceptance of the import declaration”, stating that Container has been cleared. The import Container is therefore free of any legal requirements and delivery arrangements can be made. Note that if one of above documents is not provided, the trucker cannot enter the Container Terminal.

Delivery Order should contain:

- a) Name of Ship.
- b) Discharging date.
- c) Number of bill of lading (not compulsory).
- d) Customs forwarder.
- e) Container(s) ID (or Break Bulk ID Code).
- f) Delivery Order expiring date.
- g) In case of hand delivery date and signature of User agency representative.

#### 4.8. Receiving and Delivery by Truck (Gate in – Gate Out)

Data Entry & Accessorial Services

##### 4.8.1 Container Receiving

On arrival at the Container Terminal, the trucker shall produce at the competent office a transport document containing:

- a) User Booking number
- b) Container ID number
- c) In case of Hazardous Container, Harbour Master' acceptance number is needed
- d) Evidence of weight certificate or a pre-advised request to weigh Container (if VGM has not been submitted by the User the time the truck first reports its' arrival at the gate-in)

In case of data contradictions or discrepancies between trucker's documentation and booking registration, the instructions received by the User shall prevail.



Containers for which the pre-acceptance booking information has not been submitted by the User (see Paragraph 4.3 Receiving and Delivery Pre Notice - 4.4 Pre Notice Hazardous Containers - 4.5 Pre Notice Reefer Containers - 4.6 Pre Notice Uncontainerized/Break Bulk Cargo) will not be accepted into the Container Terminal until such time as the information is corrected / provided.

If a VGM has not been submitted by the User by the time that the truck first reports its arrival at gate and a pre-advised request to weigh has not been received, the Container is not accepted for gate-in unless the trucker has evidence of a weight certificate. In case a weighing service is requested after gate-in it will be provided as per paragraph 6.10.2 Weighing at Yard.

An Equipment Interchange Receipt (EIR) will be issued at Terminal Operator Gate and one copy is given to the trucker.

The Terminal Operator will only accept Containers and Cargo for one export sailing.

If Containers entering the gate do not comply with standard requirements (including but not limited to an expired CSC plate, missing ACEP, incorrect seals and / or labels, leakage or overweight), the Terminal Operator personnel shall inform the User. Such Containers shall be isolated at the sole risk and expense of the User and not handled until such time as the requirements are corrected.

#### **4.8.2 Container Delivery**

For import Container withdrawal:

- a valid delivery order has to be issued
- the Container must be custom cleared.

A limited number of Containers may be agreed for urgent import delivery during Ship operations provided that all import procedures have been complied with.

#### **4.9. Receiving and Delivery by Rail**

Yard & rail office [alombardi@tcravenna.it](mailto:alombardi@tcravenna.it) – [yardplanning@tcravenna.it](mailto:yardplanning@tcravenna.it)

##### **4.9.1. General**

###### ***Yearly Forecast***

Each MTO (Multi Transport Operator, intended as the subject that organizes the Container transportation by train) shall send a yearly forecast concerning trains expected to arrive/departure Container Terminal to the competent office. Forecast should contain:

- a) Train Voyage code
- b) Days and time of arrival/departure
- c) Expected number of wagons
- d) Destination from/to

This program as well as any variation shall be agreed with the Terminal Operator



### **Weekly Forecast**

Each MTO shall confirm the weekly program giving indication of trains eventually cancelled.

If there is any additional train (i.e. train not programmed in the yearly forecast), such train has to be agreed with Terminal Operator.

### **Daily Program**

Forecast to be up-dated on daily basis for trains which are expected to arrive the day after

#### **4.9.2. Export Information**

Before a train's departure from an inland Terminal, MTO shall send (via EDI or fax or @mail) a detailed message concerning train composition.

The message should contain:

- a) Train departure station
- b) Train Composition: wagons id, matching Container ID/Wagon
- c) Container ID number, Weight, Size type and VGM qualifier
- d) In case of Hazardous Container, Harbour Master' acceptance number is needed
- e) Loading Ship
- f) User Booking number
- g) Port of discharge
- h) User operator

If a VGM has not been submitted by the User by the time the train is ready to enter the terminal and a pre-advised request to weigh has not been received from the cargo, the Container is accepted for gate-in. In case a weighing service is requested after gate in it will be provided as per paragraph **Error! Reference source not found.** 6.10.2 Weighing at Yard

#### **4.9.3. Import Information**

MTO shall send a loading order 48 hrs in advance. Loading order should contain:

- a) ID number of Containers to be loaded onto wagons
- b) Discharging Ship
- c) Train destination
- d) Place of delivery
- e) User / operator

A copy of train loading report will be sent to MTO, as soon as wagons are loaded.

Any change has to be communicated to Rail Planning Office by fax/by e-mail in due time.



## 5. Seal Inspection and Reporting

### Container Seals

User shall affix the seal on the door on the right side of a Container.

### Technical Specification

All seals shall be in full compliance with international standard (ISO PASS 17712)

The Terminal Operator shall inspect one seal per Container.

User shall at all times provide the Terminal Operator with all details, against which the Terminal Operator shall verify same.

### Inspection and Reporting

Receival and Delivery: Presence, integrity and seal number are inspected. Details are provided in the Gate in and Gate report sent to the User by the Terminal operator via EDI (CODECO).

Loading / Discharging: Presence of the seal from the details provided by the User and confirmed in the Loading/Discharge report sent to the User by the Terminal Operator via EDI (COARRI)

### Missing / Replacement Seals

The Terminal Operator shall replace missing / broken seals upon discovery during the inspection process. The Terminal Operator shall inform the User with the details of the revised seal.

### Additional Services

Additional services may be performed as agreed from time to time between the User and the Terminal Operator.

## 6. Special Containers and Other Services

### 6.1. Hazardous Cargo

Containers must bear on all 4 external sides the relevant labels indicating the correct IMO class of the Container. This must be reconciled with all pre-registration of booking information and documentation accompanying the Container. Enclosed table (see paragraph 15 Attachment 2: General Conditions for Discharging/Loading IMO Cargoes) shows the maximum quantity of IMO Containers which can be accepted into the Container Terminal. The entrance and/or discharging of these Containers into the Container Terminal area must be agreed by e-mail with the Container Control. See paragraph 4.4 Pre Notice Hazardous Containers

Harbour Master's authorisation is needed to handle containers from/to Ship.



## 6.2. Reefer Container Additional Services

Yard & Rail Planning office [alombardi@tcravenna.it](mailto:alombardi@tcravenna.it) – [yardplanning@tcravenna.it](mailto:yardplanning@tcravenna.it)  
Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

The services here below can be provided only after confirmation from the competent office.

All requests, inclusive of all the relevant details and information, shall be sent via @-mail or fax at least one working day prior the required service.

Reefer Container Services:

- a) Pre-cooling
- b) PTI and Set Point Empty
- c) Set Point Empty
- d) Data Download
- e) Coordination for Reefer Container Repairs
- f) Attaching/Detaching Clip-On Units
- g) Attaching/Detaching Generator Set

## 6.3. Uncontainerized Cargo

Customer Service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

All requests regarding Uncontainerized Cargo shall be sent to the General Cargo Office by e-mail or fax. Request shall contain:

- a) Detailed technical description of Cargo and possible packing.
- b) Sketches of Cargo and associated parts, also indicating lashing and lifting points.
- c) Exact gross weight of the pieces and dimensions
- d) Loading/Discharging (on flat rack, platform, open top or else), lifting and lashing instruction.
- e) Receiving/delivering instruction, date in which operations shall take place
- f) name of pre and on carriage Ship,

The competent office will confirm the request and quote costs for the operation.

The User shall confirm its' acceptance in writing and confirm the expected entrance date with the competent office and shall quote on all communications / documentation a unique ID / Reference Number, assigned by the Terminal Operator. All communications following the acceptance of Cargo shall be sent to the Customer Service Office.

All operations concerning the receiving/delivery to / from the Container Terminal of the Cargo and its loading/discharge onto the Ship will be supervised by Terminal Operator personnel; actual time required for the loading/discharging and receiving/delivery operations will be validated by Terminal Operator personnel; a representative from the Ship or a Surveyor are invited to attend if so required by the User.



## 6.4. Empty Container Management

Yard & Rail planning office [yardplanning@tcravenna.it](mailto:yardplanning@tcravenna.it)

In principle, empty Containers may not be stored at the Container Terminal, except those empty Containers unloaded from and awaiting loading into User's Ships or train. Empty Containers are stacked in the Container Terminal in block stowage, segregated by size and type only.

Any specific segregation requirement by the User must be communicated and agreed with the Terminal Operator before the arrival in the Container Terminal of the unloading Containership or prior to a Container's Receiving and Delivery

For any particular segregation in the yard (i.e. equipment off-hired, for sale, damaged, heavy payload, cold treatment, special pre-fix, etc.) a request shall be sent to the competent office specifying the requirements.

The Terminal Operator shall make best endeavours to accommodate such requests.

User acknowledges and accepts that empty Containers are delivered on random basis. In case specific criteria of any kind is required, User shall provide a minimum notice period of 5 working days to the Terminal Operator.

## 6.5. Transportation Empty Containers between Terminal/Inland Terminal

Customer Service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

The services here below can be provided only after confirmation from the competent office.

The User has to send a specific request no later than 15.30 hrs. the day prior the required operation.

## 6.6. Inspections Laden Containers

Data Entry & Accessorial Services [uffservizi@tcravenna.it](mailto:uffservizi@tcravenna.it)

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

User shall send the inspection request filling the form (available on demand at the Container control office) specifying if the Container is ordinary, Hazardous or fumigated and send it by fax/by e-mail directly to the competent office not later than 16:00 hrs. the day prior the required Container inspection and not later than 10:00 for the afternoon.

The User shall declare whether or not the opening of the Container may pose to any particular risk. This should be included in the request form document.

Whether any risk exists, the opening of the Container can be made in compliance with any requirements specified therein.





In case of inspection to the exterior of Container or to the seal, irrespective whether full or empty request shall be sent to competent office.

When opening any Container the User shall provide all relevant documentation demonstrating that all the customs formalities have been performed.

Please note that inspection requests for export Containers shall render such Containers as not being available for loading until such time as they are cleared for loading by the local competent authority.

## 6.7. Inspection Empty Container

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

The provision of inspection of empty Containers shall be made by mutual agreement between The Terminal Operator and the User and is subject to agreement on specific requirements.

## 6.8. X-Ray Scanning

Data Entry & Accessorial Services [uffservizi@tcravenna.it](mailto:uffservizi@tcravenna.it)

The User shall send a specific request no later than 15.30 hrs. the day prior the required service.

## 6.9. Radiometric Inspection

Data Entry & Accessorial Services [uffservizi@tcravenna.it](mailto:uffservizi@tcravenna.it)

The User shall send a specific request no later than 15.30 hrs. the day prior the required service.

## 6.10. Weighing, Labelling, Re-sealing Requests

Data Entry & Accessorial Services [uffservizi@tcravenna.it](mailto:uffservizi@tcravenna.it)

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

Terminal Operator shall:

- Provide weighing services upon a specific order received in writing by any party requesting the service through the Port Community System (PCS)
- Ensure that such requests of weighing services shall be fit for the purpose of VGM in compliance with IV/2 SOLAS convention 74 resolution MSC 380 (94) dated 21.11.2014 as implemented with “decreto dirigenziale del Comando Generale delle Capitanerie di porto 447/2106”.
- Perform a weighing service acting as a sub-contractor of party requesting the service but will not certify and sign “on behalf of” for the purpose of VGM.
- Send the weight details (weight certificate) to the requesting party.



### 6.10.1 Weighing at Gate In

Terminal Operator provides the weighing service on request through the Port Community System (PCS) before Container arrival as further described in Paragraph 4.8 Receiving and Delivery by Truck (Gate in – Gate Out) 4.9 Receiving and Delivery by Rail

### 6.10.2 Weighing at Yard

Once the Container has entered into the Container Terminal and has been stacked into the yard, the weighing service is provided upon specific request sent by the User or the Cargo later than 16:00 hrs. the day prior the required Container inspection and not later than 10:00 for the afternoon.

### 6.11. Labelling, Re-sealing Requests

Data Entry & Accessorial Services [uffservizi@tcravenna.it](mailto:uffservizi@tcravenna.it)  
Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

The User shall send a specific request no later than 16:00 hrs. the day prior the required Container inspection and not later than 10:00 for the afternoon

### 6.12. Dry Sweeping of Containers

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

The services here below can be provided only after confirmation from the competent office. The User shall send a specific request no later than 13:00 hrs. the day prior the required service.

### 6.13. Mounting/Dismounting of Bundles or Mafi Bundles

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

The services here below can be provided only after confirmation from the competent office. The User shall send a specific request no later than 13:00 hrs. the day prior the required service.

### 6.14. Personnel Assistance for Survey

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

The services here below can be provided only after confirmation from the competent office. The User shall send a specific request no later than 13:00 hrs. the day prior the required service.

### 6.15. OOG Container Measuring

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

The services here below can be provided only after confirmation from the competent office. The User shall send a specific request no later than 15.30 hrs. the day prior the required service.



## 6.16. Stuffing and Stripping

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

The services here below can be provided only after confirmation from the competent office.

The User shall send a specific request no later than 15.30 hrs. the day prior the required service.

The Terminal operator may request to inspect the Container to evaluate the operation feasibility. The user shall request the inspection via @-mail, following the inspection procedure (see paragraph 6.6 Inspections).

Once opening Container is completed, Terminal Operator will revert to User with the eventual operation feasibility and relative economic quotation.

Stuffing services do not include weighing for purpose of obtaining the Verified Gross Mass. Weighing service has to be requested separately. (see paragraph 6.10.2 Weighing at Yard)

After User confirm in writing via @-mail the acceptance of such quotation, he will agree with Terminal Operator a suitable time frame to carry out the Stuff/Strip operation.

When operation is completed, Terminal Operator will send a confirmation notice.

## 6.17. VAT Warehouse ( Deposito IVA)

Customer Service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

Opening time

Mon-Fri: 8.30-13:00 / 14:30-18.30

Clearing Agent (on behalf of Cargo Receiver) shall provide Customer Service Office with all documentation as required by local custom regulations.

The Terminal Operator may provide, on request of the cargo interests, VAT Warehouse service for Import cargo. Goods introduced into the VAT Warehouse can take advantage of VAT payment suspension until the same are placed in the market according to the Law nr. 28 dated 18/02/1997 (Dlgs. 331/93 art. 50/bis).

## 7. EDI Messages

All EDI message standards shall be in compliance with UN/EDIFACT-EDI standard messages that may be found at [www.smdg.org](http://www.smdg.org)



“Documentation” Order

1. Loading List
2. Discharge List
3. Delivery order
4. Pre notice Arrival (Truck information or Combination of Container wagon train arriving)
5. Release Order (Train Loading List for rail)
6. Cooling Order (Reefer)
7. Verified Mass (VERMAS)

“Planning” Order

8. Baplie
9. Movins

If the User is unable to comply with the above resulting in the requirement of The Terminal Operator to manually input User data into its’ systems, then The Terminal Operator reserves the right to be reimbursed for expenses incurred via a “Missing Edifact Information” Fee.

Each EDI message shall include the minimum data elements as described elsewhere in this Appendix III.

The Terminal Operator has the right to ask the User to adopt an electronic signature system so to check the authenticity of EDI orders and messages received from the User and its Servant, Agents or Sub-contractors.

If any EDI messages are incomplete /incorrect resulting in the requirement of The Terminal Operator to manually correct / input User data into its’ systems, then The Terminal Operator reserves the right to be reimbursed for expenses incurred via a “Missing Edifact Information “ Fee.

Detailed information regarding UN/EDIFACT – EDI messages are provided in attachment 4 EDI Messages exchange

## **8. Damage and Claims**

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

### **8.1. Damage Communication**

Specific procedures shall be adhered to:

- Containership Operations: The Terminal Operator will provide for any Ship call a document (Safety Recommendation and Safety Rules) describing the relevant requirements.



- Damage during Receiving and Delivery: Any alleged loss / damage (to vehicle/railcar or Container, etc) shall be immediately reported to the Terminal Operator.

The Terminal Operator shall not be responsible for damage claims that are not communicated in accordance with the above.

## 8.2. Claim Communication

Any claim, operative and/or administrative shall be sent to the Customer Service Office by fax or by e-mail. Terminal Operator does not guarantee an answer if the claim/objection is sent or communicated to other offices.

## 9. General Information Requests

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

All general inquiries should be referred to the Customer Service Office in the first instance.

Various status, track and trace inquiries can be inquired via [www.contshipitalia.com](http://www.contshipitalia.com) portal

## 10. Warehouse A4

Customer service office [customerservice@tcravenna.it](mailto:customerservice@tcravenna.it)

From the moment in which an Import Container is stored in the Container Terminal, it is assigned, by Italian laws, to a custom temporary custody status defined “Warehouse A3”. The maximum period of time in which Container shall be stored in “Warehouse A3” it is 90 days (otherwise specified by the local competent authority).

If the time is exceeded, and no other custom destination is given for the specific import Container the Terminal Operator, by law, shall transfer the status of the Container to “Warehouse A4”.

In order to perform this operation the Terminal Operator shall:

- Be provided by the User a copy of the Bill of Lading
- Perform all custom formalities, comprehensive of issuing of IM7 document.
- Transfer the status of Container to the Warehouse A4
- Will inform the User when this operation is concluded
- Transfer the Container to the inspection area on request of the competent authority

The Container will be released only if the User will perform the custom formalities and will present, to the Terminal Operator, a copy of the relevant documentation (import declaration IM4 or other valid custom document).



## **11. ISPS Requirements and Safety procedures, Terminal Area admittance**

### **11.1. Security**

The Port Facility applies a Port Facility Security Plan approved by the Designated Authority in accordance with the ISPS Code as implemented by EU Regulation 725/2004 and according to the criteria applied under the National Program for Maritime Security. The name inside door Facility IT RAN 0033.

The official approval of the Port Facility Security Plan can be verified through the GISIS system (Global Integrated Shipping Information System) at <http://gisis.imo.org>

The Port Facility Security Plan contains, as required by international regulations, all instructions aimed at:

- Determine in which cases a Document of Security (DoS) has to be issued
- Access Control
- Monitoring of the port facility
- Restricted Areas
- Handling of cargo
- Ship's Stores
- Security's Communications

Details of Port Facility Security Officer and his Deputy, are available on the Directory (see paragraph 16 Attachment 3: Terminal Directory)

The competent office (Technical and Security department) will provide the operational information and procedures related to the items listed above, and will update the information when needed.

### **11.2. Safety**

The Terminal Operator at all times renders service in full compliance of all statutory legislation in respect of safety and health at work.

In this context, the Terminal Operator and the User, its agent and sub-contractors, shall cooperate to maintain high security standards, exchange of all vital information concerning the risk assessments, preventive measures and emergency management.

For this purpose, for each Ship operated in the Container Terminal, the Terminal Operator shall provide to the Ship's command a document known as "General recommendations and safety rules" which contains:

- Risks present in the Container Terminal to which the crew member may be exposed
- Obligations and prohibitions that crew members are required to comply with



- Check list, known as the "Master Declaration", in which the Ship's commander is required to give information of all risks existing on board of the Ship, to which personnel of the Terminal Operator may be exposed whilst working on board.

For any risk not reported by the Ship, the Terminal Operator may be liable to suspend operations and service at the sole risk and expense of the User, for the purpose of a further risk analysis assessment.

Any such risk analysis assessment shall be performed by the Terminal Operator and Ship command, who shall determine and implement the most appropriate measures to eliminate or to reduce such risks.

## 12. Summary of Data Interchange Requirements

### 12.1. Documents to be issued by User or Terminal Operator

Document	Issued by User	Issued by Terminal Operator	Authorized Subjects (*)
<u>Reception of Containers</u>			
Booking list	X		
Receiving order	X		
Shipping order	X		
Custom documents	X		
Hazardous/Reefer/awkward documentation	X		
Sticker and seal		X	
Interchange receipt		X	
Weigh certificate, if requested to weigh containers			
<u>Delivery of Containers</u>			
Arrival notice (24 hours before delivery)	X		
Customs documentation	X		
Interchange receipt		X	
Release order/gate pass	X		
<u>Loading Container into Containership</u>			
Loading List (COPRAR)	X		
Stowage outline (EDI MOVINS)	X		
Final stowage plan (EDI BAPLIE)		X	
Final E.T.A. notice	X		
Loading report (COARRI)		X	



<u>Discharging Containers from Containership</u>	X		
Notice of arrival	X		
Final E.T.A. notice	X		
Containership's Cargo plan (EDI BAPLIE)	X		
Manifest/discharge plan	X		
List of Container particulars indicating weight, size, height and means of transport to hinterland, further disposal		X	
Damage report list		X	
Discharging report		X	
Daily movements list			

List of information to be issued by the Terminal Operator and the User in order to ensure efficient Terminal Operation and dispatch of Containership as outlined in the clauses of the Terminal Contract:

(\*) This column has to be filled by the User (please fill in name and @mail address)





## 13. EDI messages exchange

### 13.1. Contractual

SHIPPLANNING		
Name	Function	Version
Baplie	Bayplan	2.2
Movins	Stowage instructions	1.5-2.0

CONTAINER MESSAGES		
Name	Function	Version
Codeco	Gate in/out report	1.6
Coreor	Release order	1.2-1.4
Coarri	Load/discharge report	1.6
Coprar	Load/discharge order	1.6
Coparn	Pre arrival notification (booking)	1.6
Vermas	Verified gross mass message	1.0

### 13.2. Non-Contractual

VARIOUS		
Name	Function	Version
Tpfpref	Performance report	2.0-3.0
Invoice	Invoice message	1.0



## 14. Attachment 1 Closing Time and Start Operation and Gangs Calling Requirement

- Holidays and Pre-Holidays shifts during which no work is available

From 25<sup>th</sup> April 01.00 until 26<sup>th</sup> April 01.00  
 From 1<sup>st</sup> May 01.00 until 2<sup>nd</sup> May 01.00  
 From 25<sup>th</sup> December 01.00 until 26<sup>th</sup> December 01.00  
 From 1<sup>st</sup> January 01.00 until 2<sup>nd</sup> January 01.00

- Other Working Holidays

January 6<sup>th</sup>, Eastern Sunday, Easter Monday, June 2<sup>nd</sup>, July 23<sup>rd</sup> (Local Holiday), August 15<sup>th</sup>,  
 November 1<sup>st</sup>, December 8<sup>th</sup>, December 26<sup>th</sup>

### **CLOSING TIME**

<b>START OF SHIP OPERATIONS</b>		
<b>DAY</b>	<b>SHIFT</b>	<b>GANGS CALLING REQUIREMENT</b>
<b>Monday</b>	6.30 -13.00	Saturday 10.00
	13.00 -19.30	Monday 10.00
	19.30 - 01.00	Monday 10.00
	01.00 - 06.30	Monday 10.00
<b>Tuesday</b>	6.30 -13.00	Monday 16.00
	13.00 -19.30	Tuesday 10.00
	19.30 - 01.00	Tuesday 10.00
	01.00 - 06.30	Tuesday 10.00
<b>Wednesday</b>	6.30 -13.00	Tuesday 16.00
	13.00 -19.30	Wednesday 10.00
	19.30 - 01.00	Wednesday 10.00
	01.00 - 06.30	Wednesday 10.00
<b>Thursday</b>	6.30 -13.00	Wednesday 16.00
	13.00 -19.30	Thursday 10.00
	19.30 - 01.00	Thursday 10.00
	01.00 - 06.30	Thursday 10.00
<b>Friday</b>	6.30 -13.00	Thursday 16.00
	13.00 -19.30	Friday 10.00
	19.30 - 01.00	Friday 10.00
	01.00 - 06.30	Friday 10.00
<b>Saturday</b>	6.30 -13.00	Friday 16.00
	13.00 -19.30	Saturday 10.00
	19.30 - 01.00	Saturday 10.00
	01.00 - 06.30	Saturday 10.00
<b>Sunday</b>	6.30 -13.00	Saturday 10.00



	13.00 - 19.30	Saturday 10.00
	19.30 - 01.00	Saturday 10.00
	01.00 - 06.30	Saturday 10.00

**Truck and Rail working hours.**

Receiving / Delivering via Trucks / Rail at the Container Terminal Gate:

- Monday to Friday 07.00 - 19.30 hrs
- Saturday 07.00 - 12.30 hrs
- Sundays and holidays excluded



## 15. Attachment 2: General Conditions for Discharging/Loading IMO Cargoes

### ADMISSION OF HAZARDOUS CARGO TABLE

All IMO classes are accepted and storage is allowed in the Terminal Area, except classes 1, 7 and 6.2 Standard limits numbers of Containers admitted in Terminal are specified in the following prospect:

<b>IMO CLASS</b>		<b>STANDARD LIMITS NBR OF CNTRS ADMITTED</b>
<b>CLASS 1</b>	ONLY Class 1.4G and 1.4S WITH AUTHORIZATION	<b>TRANSIT ONLY</b>
<b>CLASS 2.1</b>	R10 Flash Point (21°C><55°C)	MAX 50 UNITS
	R17	MAX 10 UNITS
	R12 Flash Point <0°C)	MAX 3 UNITS
<b>CLASS 2.2</b>		NO LIMITS
<b>CLASS 2.3</b>	Highly Toxic	MAX 20 UNITS
	Toxic	MAX 150 UNITS
<b>CLASS 3</b>	R10 Flash Point (21°C><55°C)	MAX 150 UNITS
	R11 Flash Point (<21°C)	MAX 150 UNITS
	R12 Flash Point <0°C)	MAX 3 UNITS
	R17	MAX 8 UNITS
<b>CLASS 4.1</b>		MAX 20 UNITS
<b>CLASS 4.2</b>		MAX 20 UNITS
<b>CLASS 4.3</b>		MAX 25 UNITS
<b>CLASS 5.1</b>		MAX 200 UNITS
<b>CLASS 5.2</b>	TRANSIT ONLY	May be stored in the port area for max 24 hrs
<b>CLASS 6.1</b>	Highly Toxic	MAX 20 UNITS
	Toxic	MAX 150 UNITS
<b>CLASS 6.2</b>	Not Admitted	
<b>CLASS 7</b>	Not Admitted	
<b>CLASS 8</b>		MAX 80 UNITS
<b>CLASS 9</b>		MAX 150 UNITS

<b>Containers belonging to Classes that are not allowed in the Terminal area (Excluding Class 1 for which a specific authorization is required) and those exceeding the maximum number of units allowed in the Terminal</b>	<p>Export Containers may enter the Terminal only within the 24 hrs. preceding Ship's arrival or the working day before Ship's arrival, if arrival is on holiday.</p> <p>Import Containers must be delivered within 24 hrs. from discharging or in the first working day following the discharging, if discharging is on holiday.</p> <p>For Containers requested to stay in Terminal for more than 24 hrs, the local agent must supply the positive response of a Terminal Expert.</p>
<b>TranShipping cntrs. exceeding maximum quantity allowed or not admitted:</b>	They cannot enter 24 hrs before boarding Ship's arrival or on the previous working day if the Ship arrives in a not working day
<b>Containers with Hazardous Cargo exceeding the admitted quantity (for each class):</b>	Can be allowed to max 30% by Harbour Master's Decree requested by local agent or User

Loading and discharging of IMO Containers must be authorised by the local Harbour Master.



## 16. Attachment 3: Terminal Directory

Please refer to [www.contshipitalia.com](http://www.contshipitalia.com) for the relevant contact details, department, telephone directory and e-mail addresses.

