



SUBJECT		Rules of Cooperation – Gate Operations				
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2.5	2018/10/26	Magdalena Jabłońska	Magdalena Skarzyńska	Jacek Grabowski	DCT/DOC/OPS/2.1	Operations

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1 PURPOSE

Establish rules and regulations applicable to gate operations carried out by DCT Gdańsk S.A.

2 SCOPE

From the entrance to the parking area outside DCT Gdańsk SA, service at the terminal until exit.

3 DEFINITIONS

N/A

4 RELATED DOCUMENTS

N/A

5 DETAILS

5.1 General rules

Any person residing in Terminal DCT Gdańsk is required to use personal protective equipment, in particular industrial helmet, vest and suitable footwear.

5.1.1 General rules for external companies / delivery

For security reasons there are traffic restrictions which apply to the vehicles other than carrying containers. Therefore each entry of the vehicle (supplier, contractor, freight forwarder, etc.) must be preadvised prior to the visit to the email address: shiftmanager@dctgdansk.com and pfs@dctgdansk.com, and one of the following email addresses, depending on which department this visit concerns: deptCFS@dctgdansk.com, deptEngineering@dctgdansk.com.

Pedestrian traffic through the gate complex is forbidden. This traffic takes place only through the main entrance in the administrative building. All DCT visitors must report to the porter's lodge by the entrance in the administrative building where they obtain a proper pass.

Access to operating areas is limited and requires a special permit. In justified cases, the Shift Manager may issue such a permit.

All persons staying in the operational area must observe the safety regulations and DCT rules. Lack of compliance with the safety regulations results in immediate removal of persons who breach the rules from the DCT premises.

External vehicles are allowed to move in the Terminal only on defined roads, with their **speed not exceeding 30 km/h** and according to special safety regulations. These rules are especially applicable while approaching bends, crossroads and locations where traffic is impaired and visibility is limited by stored containers. Drivers are also obliged to keep a safe distance between passing vehicles, site machines and container blocks.



The site has a defined vehicular traffic system with both horizontal (painted on roads) and vertical road signs. Defined traffic regulations determined by external regulations and observed by the Terminal authorities and, secondly, traffic regulations binding in Poland are applicable on the Terminal premises. During the Pre-gate service a driver is presented with a map showing storage site locations and access roads leading to them.

After leaving the Pre-gate driver shall turn on the CB radio and switch it on channel 7, which must remain on listening during his entire visit on the terminal. Channel 7 is intended only for call out by DCT personnel.

On the DCT premises, Terminal vehicles and machines have unconditional right of way over external vehicles whose drivers are obliged to observe this rule.

In the event of a collision or incident involving an external vehicle and resulting in damage incurred by containers/loads, Terminal infrastructure or external vehicles, an individual report is made by DCT which documents a given incident including its description, photos, perpetrators' testimony and incident witnesses' reports. Each external driver involved in an incident is obliged to offer and sign his/her testimony and provide, on DCT personnel's request, his/her identity document, vehicle registration document and motor third-party liability insurance in order to make copies to be attached to the incident report and applicable documentation.

All parties involved in a hazardous incident or accident are obliged to take a breathalyser test.

A driver (transport company) is responsible for damage resulting from non-observance of internal Terminal regulations. In such cases, DCT reserves the right to file financial claims against transport companies employing drivers responsible for a given incident.

5.1.2 Vehicles traffic: Gate – YARD – Gate

Each vehicle must STOP at every exit from the yard stack blocks.

Before approaching (in the entrance gate) a given yard location, a driver is obliged to unlock a container on a trailer. The driver must stay inside the vehicle cabin when a container is being loaded/unloaded on the trailer.

The driver must park the vehicle only at designated areas. The driver must cooperate with the RTG operator to ensure safety loading/unloading operations to/from the trailer.

5.1.3 Vehicles traffic: Gate – CFS WAREHOUSE – Gate

Drivers of vehicles carrying cargo to be deposited in warehouses are bound by the same regulations as other entities depositing or loading containers on the site; however, they are obliged to reduce the warehouse approach speed to 6 km/h max. and observe the orders given by the Warehouse Manager or other authorized persons.



During reloading-warehousing manoeuvres, having approached a warehouse and taken a pre-defined position, a vehicle driver is obliged to stop the engine, engage the parking brake and prepare the vehicle for unloading/loading.

Having finished the reloading operations and prior to leaving the warehouse, an external vehicle driver is obliged to visit the CFS office to sign applicable warehousing/loading documentation.

5.1.4 General rules for external truck drivers:

DCT gates and Pre-Gate Office work 24 hours, 7 days a week, with the exception of hours:

- 14:00 – 23:59 on Saturdays,
- 00:00 – 14:00 on Sundays.

and holidays (the list of public holidays is available on the www.dctgdansk.com)

Gate operations on Sundays and holidays falling on Sundays is only possible in the case of the prior notification order, made by shipping line, until Friday 15:00 at the address pregate@dctgdansk.com

In the case of holidays fall on a different day of the week notification must be made at least 1 day before the holiday.

In notification the client is obliged to provide container number to pickup / release and the approximate time of driver arrival (tolerance +/- 2 hours).

DCT controls the entry of vehicles to the Terminal. Only vehicles with containers or general cargo whose arrival is announced in the Terminal system are entitled to enter the Terminal premises.

Trucks carrying containers/general cargo to DCT must not transport additional passengers while entering the port.

DCT Gdansk Terminal accepts only containers transported on the container trailers, which are designed for ISO containers carriage to allow securing them with swivel High Security bolt seal or similar locking mechanisms. External vehicles with other type of trailers will not be accepted. External vehicles with a low-floor trailers intended for the transport of oversize cargo will be accepted only if they are authorized for carriage of the cargo by the authorities for transport on public roads. The condition upon which the entry will be allowed is that the driver follows the safety regulations of DCT and road transport regulations concerning the fixing and transport of such goods.

A truck driver is responsible for proper preparation of the trailer for container loading and s/he must read and obey the Terminal Safety Regulations.

Prior to leaving the Terminal, drivers are obliged to inspect containers for possible damage and proper markings. All possible irregularities must be reported to the gate personnel. Problems reported after leaving the terminal are not investigated.



DCT reserves the right to deny access to each vehicle in an improper technical condition or if there is a justifiable suspicion that a driver is under the influence of alcohol, drugs or other intoxicating substances.

DCT reserves the right to prohibit entry to the driver fail to comply with safety rules prevailing at the terminal.

DCT operational vehicles (IMV tractors, RTG cranes, Reach Stackers, Empty Container Handlers and Forklifts) always have right of way over external vehicles moving on Terminal premises.

Failure to comply with safety rules will result in consequences incurred in accordance with Tariff Infractions for External Drivers.

When activated by the container radiometric gate driver is required to follow the guidelines of the Border Guard officer.

5.1.5 Use of DCT external parking lot and system registration of external drivers

The use of the parking lot is to obey the Regulation on the Use of External Parking Lot. The external truck driver is obliged to park the vehicle according to the best practices when using the DCT external parking lot.

A driver who is the first time at Terminal DCT Gdańsk, when going to the Pre-Gate office, should have identification in order to register in the terminal system.

In the Pre-Gate necessary driver and trucking company data are entered into the system. The driver receives (for a signature) safety rules and informant for external drivers with the driver card number (individual system number containing personal driver data). The driver is informed by Pre-Gate workers of the general rules and instructed how he should move through the terminal.

5.1.6 Truck driver system registration

Any driver wanting to make a gate transaction receive / deliver full container is required prior to arrival to book an appointment at the Terminal using a e.BRAMA system (Instruction manual available [HERE](#)).

A driver who will be the first time at Terminal DCT Gdansk, when going to the Pre-Gate office, should have ID Card in order to register in the terminal system.

Pre-Gate specialist introduces into the system the necessary data of the driver and trucking company where he is employed. The driver is obliged to sign the safety rules and refer to the informant for drivers outside.

During registration, the driver receives the driver card number (individual number system containing personal data driver). The driver is informed by Pre-Gate specialist of the general rules and instructed how should move through the terminal.



5.2 System orders

Freight forwarder that wants to order an extra service (eg. weighing) on export or import container, in the first instance is obliged to contact with the container operator. The operator assigns a particular freight forwarder to the appropriate container. Freight forwarder has got an access to the container and may order the service directly in the operating system.

5.2.1 Container weighing on the external tractor (export)

During driver notification in the Pre-Gate office, the driver provides the necessary information for gate transactions registration. The Pre-gate employee identifies the container to be weighed and fills a weight form with driver's signature. With the completed form the driver goes to the entry line, for inspection. Then goes to the weight bridge where weight form is forwarded to the employee coordinating weighing operations. The driver goes to the terminal yard for container release. After placing container in the terminal yard the driver goes to weight bridge, where truck is re-weighted. The weight tickets are sent to the customer via email.

5.2.2 Container weighing on the external tractor (import)

During driver notification in the Pre-Gate office, the driver provides the necessary information for gate transactions registration. The Pre-gate employee identifies the container to be weighed and fills a weight form with driver's signature. With the completed form the driver goes to the entry line, for inspection. Then goes to the weight bridge where weight form is forwarded to the employee coordinating weighing operations. The driver goes to the terminal yard for container pickup. After pickup container in the terminal yard the driver goes to weight bridge, where truck is re-weighted. The weight tickets are sent to the customer via email. In case of exceeding the laden weight, the container is directed back into the storage area, for which he is charged by the customer.

5.3 Gate Transactions

The gate complex personnel enters to the system the following data:

- the driver card number;
- vehicle registration number;
- trailer registration number;
- number of axes in the set.

In order to make the gate transaction, the driver is obliged to provide all necessary information and documents in the Pre-Gate office. Employee verifies the received data to the data contained in the system.

In the event of any discrepancy, the driver is informed about operation refusal and is asked to contact with freight forwarder. In order to confirm non-compliance Trouble Ticket is printed



At the time correct non-compliance, the driver with the previously printed Trouble Ticket goes to window number 1 (in the Pre-Gate office) to finalize the started transaction.

5.4 Import containers

The main conditions for taking an import container:

- Prior appointment via e.BRAMA system and obtain your visit;
- obtaining the customs release (unless the cargo is operated under EU customs regulations and is exempt from customs duties and customs inspections);
- obtaining a permit, depending on the container cargo type, nature and origin, from such border control services as: the Sanitary and Epidemiological Station (Sanepid), National Plants and Seeds Inspection (WIORIN), Voivodship Inspectorate for Commercial Quality of Agricultural and Grocery Products (WIJHARS) or Border Veterinary Inspectorate (Graniczny Inspektorat Weterynarii) if the cargo comes within the area of responsibility of these institutions.
- release of the container by the Operator by adding a PIN and providing it to the freight forwarder (customer). If the value added service is required, freight forwarder must log on to the system and assign his company code to the container by PIN verification function

2M/G6 service:

Import containers discharged from AE10/G6 service vessels will be available for collection and ready to gate-out 2 hours after full completion of discharge operations. DCT Gdańsk terminal reserves the rights to change the proposed time limit, from when imported containers will become available for collection, depending on conditions, which will have an impact on discharge operations. The relevant information will be published on DCT official website accordingly.

In case of additional questions regarding container releases from DCT Gdansk please contact shipping line Customer Service Department.

To pickup full import container, the container must be fired accurately. The driver is required to provide in the Pre-Gate office container number and release container PIN.

In order to take the empty container, the driver is obliged to have the container number and the booking / EDO (Equipment Delivery Order).

In order to take a container of oversized cargo (OOG), the driver is obliged to have the original proper permit the transit of non-normative vehicle.

After confirmation by the Pre-Gate employee completion of all formalities, the driver returns to his vehicle and goes to the line of gateways.



5.4.1 Gate complex – entrance to the terminal

A truck approaches one of the open entry lines (marked with green light signals). The vehicle stops before the gate in boom. The vehicle is identified and the gate traffic event is stored in the system.

Following the positive verification the entry ticket is printed off with location from which container shall be picked up, when the boom is up the driver enters the Terminal premises and goes to the specified location.

5.4.2 Container pickup

A truck approaches the indicated container pickup location and parks next to the storage area. Before driving to the loading position, the driver must ensure all trailer fixing elements are opened.

If necessary, the driver must adjust the trailer position during the container loading operation.

Pedestrian traffic in the Terminal operations area is forbidden.

Container must be locked and check its status and proper labeling at the exit gate. In justified cases it is possible to use the space to change the trailer spacing, which is indicated on the overview map available on the Pre-Gate.

5.4.3 Gate complex – exit from the terminal

Following the container loading procedure, the driver approaches the gate complex and enters an open exit line (marked with green lights).

The vehicle stops before the gate out boom, the drivers waits until inspection will be complete. If all data matches boom goes up and drives leaves the Terminal premises.

The driver is obliged to ensure the container is safely loaded onto the trailer and secured for road transport according to applicable vehicular traffic regulations.

The gate complex personnel enters to the system and verifies the following data:

- vehicle registration number;
- container number;
- container seals numbers

Compatibility with data stored in the system effects of establishing that the transaction was done properly, and allows the driver to leave the Terminal.

5.5 Export containers and empty containers for storage

For export containers system notification is required made by the operator of the container and to create appointment visit on system e.BRAMA

When lack of notification the driver is asked to contact with freight forwarder. Lack of notification associated with a lack of entry to the terminal to release the container.

DCT Gdańsk reserves the right to refuse container export due to exceeding the permissible container load according to the following criteria:

- 20' (DV, RF, OT): 30 480 kg
- 40' (DV, OT, HC): 32 500 kg
- 40' (RF): 34 000 kg.

In the event of exceeding permissible container load, the driver is asked to contact with container operator. The container may not be released until the clarification and correction weight in the system.

Documents/data needed to release export container:

- The driver is obliged to have an export container number and booking,
- The driver is obliged to leave the customs documents (MRN EAD, T5) in the the Pre-Gate office. These documents are received by the Customs Office
- Before release a full IMO container, the driver is obliged to deliver hazardous material safety data sheet (DGD - Dangerous Goods Declaration/Certificate) to the Pre-Gate office. Lack of this document is related to the inability to make a container at the Terminal.

Empty containers are released by container operator disposal. To release an empty container storage you need the following information:

- Container number
- ISO Type
- Container operator

After confirmation by the Pre-gate office, the driver can go to the gates.

5.5.1 Gate complex – entrance to the terminal

A driver approaches the gate complex and stops on the free entry line marked with green lights. The number of open entry lines depends on the vehicular traffic intensity.

The vehicle stops before the entry gate where the inspection is carried out. The passage is registered in the Terminal system.

The activities carried out in the gate complex include:

- reading and entering the truck registration number to the system;
- reading and entering the container number to the system;



- reading the container ISO type, comparing with the designation entered in the JADE system container card and making required corrections (if necessary);
- reading and entering the following seal numbers to the system: Operator Seal, Shippers Seal, Customs Seal and Vet Seal if required;
- visual inspection of the container external technical condition for visible mechanical damage; if such damage is detected, it is entered in the terminal operating system in the form of damage degree description. If damage of MAJOR degree is detected, photos are taken and a damage report is issued. The report must be signed by the driver to confirm the verified container damage. The driver receives one copy of the report. Then the report is sent to the operator;
- In case of empty reefer entry with seal attached after chemical cleaning, it is necessary to notify by mail the seal number to the address pregate@dctgdansk.com. In this case container will not be opened. Lack of this notification will result in the necessity to rip off the seal at the entrance gate to check technical conditions and interior of container by employees of DCT.
- as far as hazardous containers (IMDG) are concerned - inspection for correct IMO labels presence (IMDG container without markings or with incorrect designation is not allowed to enter the Terminal premises). The missing stickers are added in the Terminal entry gate according to the documentation provided (IMDG Certificate). The container is fully supplied with stickers (4 walls) on the basis of the Client's clear written request according to the documentation provided (IMDG Certificate). The freight forwarder/operator bears the costs of the services and supplied IMO stickers in accordance with applicable conditions of the DCT tariff. IMO stickers may be delivered to the Terminal by the Client (driver) but it must be before the container enters the Terminal premises;
- if a neutral or empty container supplied with IMO stickers enters the premises, the gate personnel asks the driver to remove them; if the driver refuses or it is impossible to remove the stickers (e.g. they are located too high), after crossing the gates the vehicle stops by the main building where a DCT employee makes a report, takes photos and removes the stickers (the report is signed by the driver and submitted to the freight forwarder/operator); the IMO stickers removal costs are borne by the freight forwarder/operator according to the applicable conditions of the DCT tariff.

Only if the full compliance of the notification and actual data is confirmed, the entry gate is opened so that the truck with a container may enter the Terminal premises.

If oversized loads (OOG) are delivered, vehicles enter the premises via entry line no. 9 located on the external (northern) side of the gate complex. Following the receipt of OOG loads, the Supervisor checks if the container notification includes the correct oversized load dimensions.

5.5.1.1 DOMESTIC containers

DOMESTIC containers (road / rail - exit road / rail) advised by the freight forwarder directly in the TOS.

Containers entering DCT terminal, not destined for storage at DCT premises "Through Containers":

All containers entering DCT terminal, which are not destined for storage at DCT premises, must have seal attached on the doors, which is visible for reading to the controller at the gate in and out.



5.5.2 Service in the gate complex - Terminal exit

Following the container delivery to the storage site, the truck returns to the gate complex entering a free, opened exit line (marked with green lights).

The vehicle stops before the gate. The system recognizes such a vehicle as leaving the Terminal "empty".

Next, a DCT employee confirms the truck registration number and, following successful system identification, opens the gate so that the truck may leave the premises.