



SUBJECT		Rules of Cooperation – Vessel Operations				
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1 PURPOSE

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

2 SCOPE

From the action before the first vessel arriving belonging to the new shipping line, the scheduling of the vessel call and cargo operations performed by DCT Gdańsk SA.

3 DEFINITIONS

N/A

4 RELATED DOCUMENTS

N/A

5 DETAILS

5.1 General rules

Before a vessel belonging to a new Shipping Line calls at the port, the vessel Operator/Shipowner must sign a contract with DCT and gain access to the Terminal operations system (i.e. login and password for the Voyage Operator and also for the Container Operator if the Shipowner owns containers and will also act as their owner).

A new Shipowner provides DCT with contact data of persons who deal with vessel operations on their behalf and are responsible for preparing (Vessel Planners) and execution (Vessel Agents) of the vessel operation in the Terminal. Likewise, the Shipowner will be provided with contact data of the DCT Operations and Planning Department.

Within the framework of preparations for operating a new Shipowner's vessel in the port, the following basic operational issues are to be arranged between the Shipowner and DCT:

- vessel schedule / berthing window depending on quay availability;
- Shipping Line general information and ports rotation;
- creating a vessel structure in the terminal operating system on the basis of detailed data and vessels' particulars and bay layout/blank bayplans; electronic files *.nsd;
- range of the services provided in the port by DCT personnel (e.g. cargo unlashing/lashing, container technical condition evaluation, etc.);
- loading operations planning: unloading lists and plans, loading lists and instructions, time of submitting them to DCT.

Shipping Lines cooperating with the DCT Terminal have "windows", i.e. time brackets in the weekly schedule when their vessels are operated. Vessels belonging to a given Shipowner are operated as a priority in an allotted "window". In case a vessel does not manage to "fit in the window", i.e. it calls at the port outside a given time bracket, it is operated depending on the availability of space by the wharf and accessibility of quay cranes.



Ships calling at DCT are moored by the two container wharfs – both 650m long. The maximum depth by the wharf number I is 16.5m in the northern quay part and 13.5m in its southern part, the wharf number II is 17m deep.

Mooring operations in DCT (as far as vessel mooring lines are concerned) are carried out by Terminal personnel trained in accordance with applicable regulations and qualified as mooringmen.

In accordance with the applicable procedure, vessels are moored port side alongside, i.e. with their bow directed landward. Exceptions from the port side mooring rule are occasionally accepted on a clear and justified vessel Master's (submitted in advance by the Agent) or Pilot's request.

Hatch covers are removed to the quay and re-installed by DCT on conditions defined in the binding service tariffs. The crew is responsible for preparing the hatch covers for removal and securing them after their re-installation. The vessel crew is responsible for operating other cargo hold hatch cover types (e.g. hydraulic covers).

Each vessel must ensure a sufficient amount of efficient equipment for container lashing purposes. Container unlashings/lashing during loading/unloading operations is always carried out by DCT personnel on conditions defined in the binding service tariffs.

The vessel crew is obliged to inform DCT (Vessel Supervisor/Shift Manager) about vessel or container damage immediately after an incident. Damage/claims reported after finishing vessel operations or after a vessel's departure will not be accepted/addressed.

DCT-Vessel cooperation rules are defined in the "Vessel-DCT Cooperation Rules" document to be read and observed by all Shipping Lines.

5.2 Vessel's berthing and loading operations planning

5.2.1 Shipowner's vessels general information

A Shipowner, or a vessel agent on their behalf, is obliged to provide DCT with general information necessary to properly prepare the vessel and arrange operational services. This information must be sent via e-mail to the DCT Planning Department 7 days prior to the foreseeable vessel's arrival time and it must include the following:

- ETA;
- vessel's particulars and bay layout/blank bayplans.

Detailed technical data, vessel's description and bay layout / blank bayplans are required on a one-off basis before the first vessel's arrival at a given port or when previously provided information has been modified. This is as follows:

- vessel's name;
- radio call sign;
- general and bay plan;
- hatch cover types;



- overall length;
- overall width;
- maximum draft;
- lashing plan/manual;
- vessel capacity in TEU;
- identification if hatches/bays are cellular/non-cellular;
- high cube allowance under deck and on deck;
- 45 stowage;
- reefer points and required door direction / reefer connections;
- 20 or 40 only stowage;
- position of obstacles on deck;
- maximum stack weight for holds and hatch covers;
- other particularities relevant to the vessel stowage.

5.2.2 Notification of vessel's arrival at DCT

A Shipowner or an Agent on their behalf is obliged to inform the Terminal about a vessel's arrival in accordance with the following schedule:

a/ vessel's arrival notification with the initial estimated time of arrival (ETA) and the preliminary number of import and export moves - at least 72 hours prior to the estimated time of arrival;

b/ notification confirmation – 36 hours prior to ETA: detailed information regarding the vessel's arrival time sent by e-mail must include:

- vessel's name;
- voyage number;
- ETA;
- ETD;
- total planned import, export and transshipment container moves;
- total planned import, export and transshipment non-standard (e.g. non-ISO, oversized) container moves;
- number of reefer import and export containers;
- number of import and export containers carrying hazardous materials (IMDG);
- number of empty import and export containers;
- information regarding non-container loads (general cargo).

c/ final confirmation of the vessel's arrival time - 12 hours before ETA;

d/ current information regarding corrections of the provided ETA exceeding 4 hours.

Following the reception of the notification confirmation with all necessary data enumerated in point b/, DCT prepares a vessel mooring plan and the staffing plan for working shifts for the vessel operation. Information regarding the planned number of cranes (gangs) and the estimated vessel operation time based on the planned container traffic data provided is sent on the Shipowner's/Vessel Agent's request.

If there is no free space by the wharf and vessels queue to enter the port, the Operations Department informs the Shipowner/Agent about the availability of wharf space and the first possible time window available for the vessel operation purposes.

Before arriving at DCT, the vessel or the Agent is obliged to send a complete list of crew members to: pfs0@dctgdansk.com.



5.2.3 Loading operations planning

Vessel loading/discharging operations are prepared by Terminal Vessel Planners based on cargo data and loading/unloading instructions received from the Shipowner's Planning Department.

Vessel loading/discharging information must be delivered to DCT Planners in the form defined below and according to the following time schedule (deadlines):

- import/discharging information in electronic form (BAPLIE EDI and COPRAR files with cargo details) and a manifest of full import containers (PDF files) - no later than 14 hours before the planned commencement of discharging operations;
- final loading list in electronic (COPRAR files) and printed (PDF and Excel files) format – no later than 16 hours before the planned commencement of vessel operations;
- loading plans in the form of MOVINS instructions - no later than 12 hours before the planned commencement of vessel loading operations;

Loading plans prepared by Terminal Planners must be accepted by the vessel Senior Officer before they are implemented. Loading operations may not start before the loading/discharging plans are accepted.

5.2.4 Container inspections during loading operations

During vessel operations, containers discharged from a vessel are inspected for their destination (discharging in DCT), missing seals, damage and IMO stickers' presence (transport of hazardous materials).

Export containers are inspected for damage, safety measures and markings when they are delivered to the Terminal by road transport so during vessel loading operations no additional reports are made.

5.2.5 Container not included in the discharging list

Containers discharged according to the discharging plan (from correct location on board, for containers to be unloaded in DCT) but not present in the import manifest (not recognised by the terminal operating system) must stay on the quay until their place of destination is known. To this end, DCT informs the Senior Officer and the vessel's Agent about the fact that a container not present on the unloading list has been unloaded and they must decide if the container is to be left in the Terminal or reloaded on the vessel. This decision must be taken before all loading operations are completed.

If no decision is taken, the container is reloaded onto the ship and this traffic is marked as "Shifting via quay" in the operating reports.

If the Shipowner decides that the unloaded container must remain in the Terminal, the vessel's Agent must report it to the Customs Office and provide an additional import manifest to the DCT Operating Department.

Full import containers without High Security bolt seal.

Full containers are accepted in the Terminal provided they are secured with applicable High Security bolt seal.



If a full container without High Security bolt seal is discharged from a vessel, it is retained alongside the vessel and the crew is immediately informed about this fact in order to confirm the lack of High Security bolt seal.

Next, before the container is delivered to the storage site, it is secured with a Terminal seal and its number is registered in the terminal operating system. Before a vessel's departure, a collective report on installed seals is delivered to the vessel so that it is confirmed (signed) by the vessel management (C/O or Master). The crew receives one copy of the report.

Having finished all vessel operations, the report on discharging a container without seals together with the number of installed seals is sent by a Cargo Control employee to the Agency's (as the Shipowner's representative) and the container Operator's e-mail addresses.

5.2.6 Damaged containers

During the discharging operations, each discharged import container is visually inspected for its technical condition before transporting it to the storage site. Information on damage type, location and degree is entered into the terminal operating system. Containers qualified as suffering degree MAJOR are retained on the quay in order to take photos, make a report and obtain the crew's damage verification (the Vessel supervisor informs the crew about discharging a damaged container). If no crew member verifies the damage within 5 minutes (after finishing the report and taking photos of the damage), the container is transported to the storage site. If the damage makes it impossible to transport the container to the storage site, it is transported to the buffer container storage area (roll-on/roll-off location).

The Damage Report is delivered to the vessel for the Senior Officer's or Master's signature. One report copy is delivered to the vessel.

Having finished the discharging operations, damage reports with photos are sent by a Cargo Control employee to the Agency's (as the Shipowner's representative) and the container Operator's e-mail addresses.

5.2.7 Containers with IMO stickers

If a neutral or empty container marked with IMO stickers is discharged, the stickers must be removed according to applicable regulations before the container is transported to the correct storage site.

Then the containers are retained on the quay in order to take photos, make a report and obtain the crew's damage verification (the Vessel Supervisor informs the crew about discharging a container with incorrect stickers). If no crew member verifies the container markings within 5 minutes (after finishing the report and taking photos of the damage), the stickers is removed and the container is transported to the storage site (the information regarding IMO stickers removal is entered into the container card "Remarks" field).

Having removed the stickers, the report is delivered to the vessel for the Senior Officer's or Master's signature. One report copy is delivered to the vessel.



Having finished the discharging operations, reports related to unloading containers with incorrect stickers together with photos are sent by a Cargo Control employee to the Agency's (as the Shipowner's representative) and the container Operator's e-mail addresses.

Analogically, if a container with hazardous materials not marked with applicable IMO stickers is discharged, the stickers must be placed on the container walls according to applicable regulations before the container is transported to the correct storage site.

Then the containers are retained on the quay in order to take photos, make a report and obtain the crew's stickers presence verification (the Vessel Supervisor informs the crew about discharging a container without IMO stickers). If no crew member verifies the container within 5 minutes, correct stickers are applied and the container is transported to the storage site (the information regarding IMO stickers application is entered into the container card "Remarks" field).

Having applied the stickers, the report is delivered to the vessel for the Senior Officer's or Master's signature. One report copy is delivered to the vessel.

Having finished the discharging operations, reports related to discharging IMDG containers without correct markings together with photos are sent by a Cargo Control employee to the Agency's (as the Shipowner's representative) and the container Operator's e-mail addresses.