

Operations manual



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Revision History

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1 Introduction

This Document is a comprehensive operations guideline for container traffic and integrating part of VADO Gateway (Container Terminal and Reefer Terminal), standard terms and conditions as well as Appendix to any contract signed.

Any request or instructions received by the Customer, his agents or subcontractors, will be considered by the Terminal operators as orders, unless clearly specifies who is authorized to send requests or instructions. Requests and instructions must be submitted via EDI or email messages in compliance with the requested data interchange requirements. In case of verbally instructions exceptionally accepted, the Terminal operator cannot be held responsible for any consequences derived from the absence of the written request.

The Terminal Operators shall not assume any liability on containers handled with respect to any wrong cargo declaration, hidden container or cargo defects.

2 Objective

Objective of this document is to set the service expectations for external and internal parties involved in container handling activities in VADO Gateway

3 Scope

The operations manual includes VADO Gateway services definitions covering for both Landside and Seaside activities as follows:

- Gate & Rail
- Vessel related operations
- Extended services

Terminal works on the base of orders then authorized subject needs to be identified

The Terminal Operator is not responsible to match info from different sources or in different moment (i.e. weight on booking, on Truck Appointment System, or on loading list). The Terminal will not be responsible for double checking or identifying discrepancies in between the various information.

4 GATE

Following points apply to receive and/or deliver full and/or empty containers to be loaded on and/or discharged from a container vessel, to/from empty depot. Gate operations below described are related to containers entering/exiting via commercial truck.

The inbound/outbound gate flow will be guided by the following stages:

1. Pre-gate: The pre-gate area is located before the Port Gate will serve as trouble shooting area where all truck drivers will find assistance in case of exceptions including documentation handling, in order to have a valid transaction, all inbound truck flow shall follow the pre-gate
2. Port Gate: The Port Gate serving both terminals, is composed of 11 lanes 6 in and 5 out, at the port gate the driver will receive a routing ticket to indicate the designated destination of the trucks, the truck driver also will receive a supplementary sequence ticket, indicating the sequence of transactions between both terminals in case of multiple container transactions, traffic sign will indicate directions,
3. VADO Gateway Terminal Gate: **Container Terminal** or/and **Reefer Terminal**:
 - a. **Container Terminal**: upon arrival to VADO Gateway Container Terminal automated gate, the driver will receive a new routing ticket to proceed to the designated operational area (Exchange Grid)
 - b. **Reefer terminal** has no physical gate, therefore the driver will proceed to the operations area as described in the routing ticket issued at Port Gate

Seal declaration: specifically, for full gate in containers, seal number must be recorded in our systems, the truck driver shall input the seal information during the gate in event at the Port Gate.

The same procedure as per above, must be followed also by Shipping Lines requesting empty container sealing.

Gate out: At the gate out the driver shall receive an Equipment interchange report stating the status of the container, seal information, reefer details if necessary. Any major remarks, if required, can be added on the interchange at time of terminal gate out.

Gate working hours

- Monday to Friday 07:00 – 20:00
- Saturday 07:00-13:00

4.1 Truck Gate Services Description

VADO Gateway accepts gate transactions based on the below criteria, for every truck delivering and/or picking up a container:

- A valid and confirmed appointment using [TAS – Truck Appointment System](#) (4.2) latest one hour before arrival
- The driver must hold a valid [Access Permits](#) (4.3) prior to the gate transaction
- The truck / trailer shall be suitable for container transport, and truck License plate must match with pre-declared appointment ([TAS – Truck Appointment System](#) 4.2)
- In case of Dangerous good, the terminal will handle container(s) upon fulfilling the [IMO](#) declarations including a valid MSDS certificate, physical IMDG placard must match with pre-declared through the IMDG Gate System at the following link:<http://www.imdg-gate.it/imdggate/Account/Login>
- Remain on Truck: VADO Gateway will be able to accept trucks carrying only containers to be handled in our facilities, under no circumstances, remain on truck containers will be accepted
- VADO Gateway will not accept leaking containers on the gate side
- VADO Gateway facilities will not accept at the gate any export container without any VGM unless the weighing has not been booked to be performed at our premises

If truck is missing any of the above criteria and/or not suitable for container transport VADO Gateway cannot provide the service to the truck, the driver will be addressed to the troubleshooting area for assistance.

4.2 TAS – Truck Appointment System

VADO Gateway is the first terminal in Italy to use an appointment system enabling improved customer experience by minimizing waiting time at the Gate, the appointment system will allow a round trip optimization by combining drop off and pick transactions simultaneously.

The system allows users to book consecutive windows covering the entire gate opening time

To ensure valid appointment system the trucking co must create an online appointment latest one hour prior to the desired appointment window

If the arriving truck has no appointment or in case of late arrival / early arrival / appointment info discrepancy (incl. Cont.ID #/Size/Type/ISO cod), the truck will be stopped at the Pre-Gate and addressed to Trouble Shooting Area for assistance

At below link all instructions are available on how to manage an appointment.

User guides: <https://www.apmterminals.com/en/VADO-ligure/practical-information/truck-appointment-system>

Truck Appointment System: <https://termpoint.namapmterminals.com/>

4.3 Access Permits

Access permit is mandatory for accessing our facilities,

The Security Gate is part of the Port Gate and is managed by Port Authority (Autorità di Sistema Portuale del Mar Ligure Occidentale) and manned 24 hrs/day 7 days/week

It is compulsory for any visitor to have a valid access Permit to the port, duly issued by Port Authority

For further details, please check the link: <http://pcs.porto.sv.it>

4.4 Receipt of full export containers

To allow gate-in at VADO Gateway, any cargo (container/break-bulk/tank) must be authorized from Shipping Line upfront via regular Booking either via EDI message (COPARN). Booking shall include:

- Shipping line booking number
- Container ID number
- Size, type of Container and cargo weight (Gross weight and VGM if available)
- IMO class, UN number, flash point, weight, Packing group (Limited quantity, marine pollutant) in case of IMO cargo
- Set temperature and range (Min. /Max.) – In case of Reefer container
- Ventilation and humidity setting – In case of Reefer container
- Expected vessel name and voyage
- Receiving/delivery mode (rail/truck)
- Port of discharge
- OOG dimensions
- Seal number (if available)

Accuracy and correctness of information shall be fully under the responsibility of Shipping Line/Agent or its servant, should such details be missing or different compared to actual info at gate, the acceptance of the container will be allowed only once discrepancies will be cleared-out and subject to a terminal fee as per standard tariff. The Terminal will not be responsible for double checking or identifying discrepancies in between the various information.

Containers for which booking is missing, will not be accepted at the terminal until related information will be provided.

Export cargo acceptance is only allowed for the first vessel of related service, starting from communication received via terminal website before vessel ETA to the established cargo cut-off, which will be made available at below link. In the unlikely instance of change to acceptance deadline by the Terminal, the Terminal will timely inform the Line.

Https: <https://www.apmterminals.com/en/VADO-ligure/practical-information/vessel-schedule>

See:

- ☞ [Data Interchange Appendix E](#)
- ☞ [EDI Appendix F](#)
- ☞ [Contact List Appendix H](#)

4.5 Verified Gross mass (VGM)

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 Terminal Operator shall not authorize the gate-in of any full export container without VGM, unless the weighing service has been previously booked in our premises by mailAppendix H latest 24hrs (previous working day) before the actual arrival in terminal of the truck/rail.

The Terminal Operator shall not load any full export container for which the VGM has not been received within the agreed loading list cut-off.

The verified gross mass (VGM) of containers shall be received by the Terminal Operator only from the Shipping Line, via EDI message (VERMAS), no export container without VGM will be accepted at VADO Gateway for gate-in unless there is an existing booked VGM weighing service request received by the terminal prior terminal arrival.

☞ See [Contact List Appendix H](#)

4.6 Seal Inspection and reporting

Being Terminal Gate Automation based on latest technology, the terminal operator verifies the seal presence directly during Port Gate-in event. If seal missing during gate in event, the full containers are not allowed to gate in and the drivers will be addressed to the Trouble Shooting Area for assistance.

Seal declaration: specifically, for full gate in containers, seal number must be recorded in our systems, the truck driver shall input the seal information during the gate in event

Reporting

Received seal number will be reported back to the Container Operator:

- Reported in the EIR (Equipment Interchange Report).
- Gate-in and Gate-out report sent to the User by the Terminal Operator via EDI (CODECO).
- Loading / Discharge presence confirmed in the Loading/Discharge report sent to the Shipping Line by the Terminal Operator via EDI (COARRI)

See:

☞ [Data Interchange Appendix E](#)

☞ [EDI Appendix F](#)

☞ [Contact List Appendix H](#)

Missing/Replacement Seal

The Terminal shall replace missing and/or broken seals upon discharge from vessel or after customs inspection. The Terminal shall inform the Shipping Line via e-mail about the new details of the revised seal and invoice according to standard rates.

Containers subject to seal missing/replacement will undergo below process:

- Container will be isolated and blocked by terminal
- Shipping Line will be notified
- Shipping Line will revert with for instruction
- Container will be released based on Shipping Line instruction

For gate purpose, valid seal is mandatory to be in the designated place on the container for accepting the container on the gate.

4.7 Dangerous Cargo handling

IMDG containers acceptance for gate-in Port is subject to information submission and approval using IMDG Gate System <http://www.imdg-gate.it/imdggate/Account/Login>.

Customs Broker shall insert details latest 24hrs (working day) before truck arrival

IMO containers can access the terminal only if in line with the IMO class admitted in the facility. The main IMO classes allowed in VADO Gateway facilities are reported in a general matrix indicated in [IMO Appendix G](#) of present document.

Any truck carrying IMO unit will be gated in only if accompanied with the relevant IMO documentation and/or if relevant documentation had already been sent to Cargo Control team prior to truck arrival for acceptance.

IMO certification for hazardous cargo must to be renewed for longstanding over 20 days at customer's care and expenses. In case the Customer will not provide the extended authorization within the 19th day of longstanding, the Terminal will proceed with doc renewal charging the derived costs to the Customer.

According to the port authority regulations, some special IMO classes that cannot be stored on terminal premises, might be direct received/delivered from/to truck, process shall be arranged case by case upon the approval of Authorities

See:

- [IMO Appendix G](#)
- [Contact List Appendix H](#)

4.8 Out of Gauge/Break-Bulk import/export

To evaluate any OOG/BB request, all technical details/drawings have to be provided to the Terminal Operator who will check feasibility and will provide an offer ([Break-bulk cargo 7.9](#)).

Once quotation is accepted and contract is signed, a specific identification number will be sent from the Terminal Operator.

Time of delivery has to be agreed between the Terminal Operator and the Customer (Shipping Line/Agent/Freight Forwarder), in case of cargo exceeding the physical gate length/height limitation, the access will be arranged through the "Special Cargo" Gate which requires ad-hoc opening by Authorities, the customer has to send at least 3 working days before the expected arrival, containing booking number and the terminal identification code, the Terminal Operator will provide instructions to the Customer specifying how to reach the facility, if needed.

The offer provided and the related feasibility are strictly related to the dimensions/weight/details communicated at time of quotation request, upon gate in, should cargo have different measurements/weight or if cargo is not deemed safe, the Terminal Operator reserves the right to re-evaluate costs and feasibility. Any eventual additional costs derived and arisen will be on Customer's account.

See:

- [Break-bulk cargo 7.9](#)
- [Contact List Appendix H](#)

4.9 Delivery of Import Full Containers

The Terminal gate shall deliver import full containers under the following conditions:

- Upon receiving a valid Import Delivery Order (IDO) from the Shipping Line
- The container/cargo has been cleared to relevant Authorities
- Related creation on a truck appointment to deliver the unit accordingly

Import Delivery Order (IDO)

The terminal shall release import full containers upon the receipt of IDO, latest 1 hr before container pick-up window starts, the Shipping Line shall send an IDO via EDI message

The Import Delivery Order shall contain:

- Incoming Vessel Name and Voyage.
- Container(s) ID (or Break-Bulk ID code)
- Delivery Order expiring date

Delivery-wise, the truck will reach the gate to receive instructions about container pick-up position.

For any container to be stripped in Reefer Terminal, IDO is still timely required, requests have to be sent at least 48 hrs (2 working days) before the desired stripping. Confirmation of feasibility will be agreed between the parties (Terminal and Customer).

See:

- [☞ Data Interchange Appendix E](#)
- [☞ EDI Appendix F](#)
- [☞ Contact List Appendix H](#)

4.10 Empty containers acceptance

A pre-notice (ERO –Equipment Receive Order) either via EDI message (COPARN) or e-mail is required to allow empty container acceptance at gate.

Based on the agreement with the Shipping Line, the container will be stored in VADO Gateway yard, Reefer Terminal yard or into the inspection area for M&R activities to be performed or at the empty depot area.

Seal declaration if required by the Shipping Line: seal number must be recorded in our systems, the truck driver shall input the seal information during the gate in event

See:

- [☞ Vessel call / cut-offs 6.4](#)
- [☞ Data Interchange Appendix E](#)
- [☞ EDI Appendix F](#)
- [☞ Contact List Appendix H](#)

4.11 Empty containers delivery

A pre-notice (EDO – Empty Delivery Order or booking) either via EDI message (COPARN) or e-mail is required to allow empty container delivery at gate.

EDO / Booking shall contain:

- Line Operator
- Booking number/Positioning number
- Total number of units required
- Size/type
- In case of Reefers, the required container settings
- EDO will always include either “no special requirement” or the notes for special requirements to be delivered (food grade etc.)

The containers will be stacked without any segregation, the Terminal will delivery the first available unit.

See:

- [☞ Vessel call / cut-offs 6.4](#)
- [☞ Data Interchange Appendix E](#)
- [☞ EDI Appendix F](#)
- [☞ Contact List Appendix H](#)

4.12 Equipment Interchange Receipt (EIR)

Upon terminal gate-in EIR will be printed out and released to the truck driver by our Gate as evidence of container delivery. Then the truck will go through a portal which will take pictures of the actual status of the container. The EIR will be available on the gate out event.

4.13 Containers Customs Clearance

The Vado Gateway TOS (Terminal Operating System), receives information for containers clearance both for import and/or export via EDI directly from Terminal Customs System (TCS) connected to AIDA. To enable the information flow to our integrated systems, all containers to be loaded/discharged to/from the vessels, must be included in related load/discharge cargo manifest.

Export containers

- Custom Broker must insert MRN number on PCS latest within Customs Cut-Off ([Vessel call / cut-offs 6.4](#))6.4
- After Customs Cut Off Port Agent is then enabled to transmit Loading Manifest
- Terminal Operator checks the Customs loading authorization received by AIDA platform

- Data provided by Customs Broker must match with Customs data from AIDA; if positive, loading on-board is authorized, eventual discrepancies are communicated to Port Agent and/or Shipping Lines

Transshipment

Port Agent has to notify the Terminal Operator separately a list of transshipment containers latest 24 hrs before cargo cut-off to the Terminal Operator

Import

Extra-UE containers included in discharge manifest automatically receive an A3 number by National Customs System. The Customs Broker produces relevant declarations to Customs Authorities. EU Containers–Carnet NATO-CARNET TIR-CARNET ATA are still managed manually. Customs Release Code "Codice di svincolo" is produced by Customs Authority Sys (AIDA) To release a container, the Terminal Operator must receive a valid Delivery Order by the Shipping Line or its Local Agent transmitted by EDIFACT or by Mail. In case of expired Delivery Order the container cannot be released, any extension or renewal has to be provided by the Shipping Line or its Agent. A container can be released only with valid Delivery Order and Customs Release Code.

T1 and/or T2 Containers

Export:

Container entering in the terminal via gate under T1 and/or T2 documents following same process than export containers. In case of shortshipment the container will be included in A3 register.

Import via Gate:

Container gate in terminal under T1/T2 must be manually registered in A3 by Customs Authority within 24 hrs from gate-in through Customs Broker presenting relevant paper docs (M1) to their desks. Once the National Customs System is updated, Terminal TOS receives an A3 number via EDI.

Upon gate-out of the containers in terminal, the Customs Broker will send a specific template to below mail address latest 2 hrs before expected gate-out via truck.

To leave the Terminal with a tank container, the truck driver has to have the paper document (DAA – Documento Accompagnamento Accise), whether required. At the time of writing, there is no forecast by Authorities to move this process via EDI.

Gate-out Full Export Containers (Reingresso in città)

A Gate-out Full Export Container is an export unit already in the Terminal which, for any reason, needs to be returned to origin stuffing location (Reingresso in città).

The Container Operator must send a request to the Terminal Operator at least 24 hrs before desired pick-up. The Shipping Line needs compulsory to authorize the container release and confirm any change on the related loading list.

Before proceeding, the Container Operator shall accept all quantified related costs.

A copy of Customs Authorization must be scanned and sent latest 2 hrs before expected gate-out to the Terminal Operator

See:

- ☞ [Vessel call / cut-offs 6.4](#)
- ☞ [Data Interchange Appendix E](#)
- ☞ [EDI Appendix F](#)
- ☞ [Contact List Appendix H](#)

5 Rail

5.1 Rail Schedule

The MTO (Multi Transport Operator, intended as the service provider that organizes the Container transportation by train) will send to the Terminal Operator a yearly forecast concerning the trains expected to arrive/depart from the Terminal.

The forecast must contain:

- Train Voyage code
- Days and time of arrival/departure (already approved by the terminal)
- Number of wagons and types
- Expected time (day and hour)
- Volumes
- Destination from/to

This program as well as any variations shall always be agreed with the Terminal Operator.

Weekly Forecast

The MTO will advise the weekly program one week in advance, adding any trains that have been cancelled and/or added as extra.

Any variations must be agreed with Terminal Operator at least two days before train eta.

Daily Forecast

The MTO forecast must be up-dated on daily basis for trains which are expected to arrive the day after.

Trains arriving at VADO

Before train's departure from an inland terminal, the MTO will send (via EDI) a message concerning train composition. The message must contain:

- Train departure station
- Train voyage code
- Train Composition: wagons ID, matching Container ID/Wagon
- Container ID number, VGM, Weight, Size, type and VGM qualifier
- Hazardous Container, IMO Class, UN Number
- Shipping Line Booking number
- Loading vessel
- POD

If a VGM has not been submitted by the User by the time the train is ready to enter the Container Terminal and a pre-advised request to scale the unit has not been received from the Cargo Owner, the Container will be mandatorily weighted by the Terminal Operator as soon as discharged from the rail wagon.

Fee applied to Shipping Line for a not-booked VGM as per standard tariff.

Train Departures from VADO Gateway

The MTO will send loading orders 48 hrs in advance in writing to the Terminal Operator

Loading order will contain:

- Container ID Number
- Gross weight and Size/Type
- Discharging vessel
- Train destination
- Place of final delivery
- User / operator

With regards to Customs Clearance, please refer to paragraph Container Custom Clearance (Import / T1 and T2 Containers). A copy of train loading report will be sent to MTO, as soon as wagons are loaded.

See:

- ☞ [Vessel call / cut-offs 6.4](#)
- ☞ [Data Interchange Appendix E](#)
- ☞ [EDI Appendix F](#)
- ☞ [Contact List Appendix H](#)

6 Vessel Related Operations

Quay operations include requirements for vessel berthing, planning and operations execution.

In order to secure a proper planning in advance before the first call, the Vessel Operator shall provide to the Terminal Operator the vessels details related to each service. Such information must be updated at every deployment change.

See:

- ☞ [Vessel details Appendix C](#)
- ☞ [Vessel call / cut-offs 6.4](#)
- ☞ [Data Interchange Appendix E](#)
- ☞ [EDI Appendix F](#)
- ☞ [Contact List Appendix H](#)

6.1 Changes to Service deployment

The Terminal Operator shall warn the Vessel operator and jointly discuss a viable solution in case the vessel size of the new deployment and/or actual moves diverts from the agreed Service Level Agreement and Proforma. While it is understood that the Terminal will place its best effort into meeting Customer's requirements, the new operation will have to be agreed between the parties, Berthing Window, Volumes, Crane split and target KPI's

6.2 Long term monthly schedule.

Once the berth window and the proforma moves of the service have been agreed, the vessel operator shall provide the long term monthly schedule. It shall include:

- Service / Vessel Name and Voyage nbr
- Proforma window agreed (day/time)
- Proforma move count
- Frequency (weekly, bi-weekly, etc)

See:

- ☞ Vessel details [Appendix C](#)
- ☞ Contact List [Appendix H](#)

6.3 Short term schedule (weekly)

The Vessel Operator shall provide a weekly schedule reporting:

- Service Name
- Vessel Name
- Voyage in/out number
- ETA – ETD
- Indications on call move count (load/discharge/restows)
- Indications reefers load/discharge/restows
- Indications on crane split

The vessel operator shall be responsible for providing a timely and total accurate forecast including co-loaders cargo.

If short-term schedule data doesn't match with long-term schedule (ETA –expected moves), the Terminal Operator and Vessel Operator must communicate between parties to evaluate variations vs proforma and adjusting plans to mutual satisfaction.

See:

- ☞ Vessel details [Appendix C](#)
- ☞ Contact List [Appendix H](#)

6.4 Vessel call / cut-offs

In order to allow to Terminal Operator a proper planning, the Vessel Operator shall provide planning information as per below timeline based on shift starts windows:

Start of Ship Operations			Instructions deadlines						
Day	Shift number	Shift time	Load instruction	Discharge instruction	Baplie	Movins	Rail cargo cut off	Cargo cut-off	Customs cut-off
Monday	I	7.00-13.00	FRI 10.00	FRI 10.00	SAT 10.00	SAT 10.00	SAT 22:00	SAT 11.00	SAT 13.00
	II	13.00-19.00	FRI 10.00	FRI 10.00	SAT 10.00	SAT 10.00	SAT 22:00	SAT 11.00	SAT 13.00
	III	19.00-01.00	MON 10.00	MON 10.00	MON 10.00	MON 10.00	SUN 19:00	MON 11.00	MON 13.00
(Tuesday)	IV	01.00-07.00	MON 10.00	MON 10.00	MON 10.00	MON 10.00	MON 01.00	MON 15.00	MON 17.00
Tuesday	I	7.00-13.00	MON 10.00	MON 10.00	MON 10.00	MON 10.00	MON 07.00	MON 15.00	MON 17.00
	II	13.00-19.00	MON 10.00	MON 10.00	MON 10.00	MON 10.00	MON 13.00	MON 15.00	MON 17.00
	III	19.00-01.00	MON 10.00	MON 10.00	TUE 10.00	TUE 10.00	MON 19.00	TUE 11.00	TUE 13.00
(Wednesday)	IV	01.00-07.00	MON 10.00	MON 10.00	TUE 10.00	TUE 10.00	TUE 01.00	TUE 15.00	TUE 17.00
Wednesday	I	7.00-13.00	TUE 10.00	TUE 10.00	TUE 10.00	TUE 10.00	TUE 07.00	TUE 15.00	TUE 17.00
	II	13.00-19.00	TUE 10.00	TUE 10.00	TUE 10.00	TUE 10.00	TUE 13.00	TUE 15.00	TUE 17.00
	III	19.00-01.00	TUE 10.00	TUE 10.00	WED 10.00	WED 10.00	TUE 19.00	WED 11.00	WED 13.00
(Thursday)	IV	01.00-07.00	TUE 10.00	TUE 10.00	WED 10.00	WED 10.00	WED 01.00	WED 15.00	WED 17.00
Thursday	I	7.00-13.00	WED 10.00	WED 10.00	WED 10.00	WED 10.00	WED 07.00	WED 15.00	WED 17.00
	II	13.00-19.00	WED 10.00	WED 10.00	WED 10.00	WED 10.00	WED 13.00	WED 15.00	WED 17.00
	III	19.00-01.00	WED 10.00	WED 10.00	THU 10.00	THU 10.00	WED 19.00	THU 11.00	THU 13.00
(Friday)	IV	01.00-07.00	WED 10.00	WED 10.00	THU 10.00	THU 10.00	THU 01.00	THU 15.00	THU 17.00
Friday	I	7.00-13.00	THU 10.00	THU 10.00	THU 10.00	THU 10.00	THU 07.00	THU 15.00	THU 17.00
	II	13.00-19.00	THU 10.00	THU 10.00	THU 10.00	THU 10.00	THU 13.00	THU 15.00	THU 17.00
	III	19.00-01.00	THU 10.00	THU 10.00	FRI 10.00	FRI 10.00	THU 19.00	FRI 11.00	FRI 13.00
(Saturday)	IV	01.00-07.00	THU 10.00	THU 10.00	FRI 10.00	FRI 10.00	FRI 01.00	FRI 15.00	FRI 17.00
Saturday	I	7.00-13.00	FRI 10.00	FRI 10.00	FRI 10.00	FRI 10.00	FRI 07.00	FRI 15.00	FRI 17.00
	II	13.00-19.00	FRI 10.00	FRI 10.00	FRI 10.00	FRI 10.00	FRI 13.00	FRI 15.00	FRI 17.00
	III	19.00-01.00	FRI 10.00	FRI 10.00	SAT 10.00	SAT 10.00	FRI 19.00	SAT 09.00	SAT 11.00
(Sunday)	IV	01.00-07.00	FRI 10.00	FRI 10.00	SAT 10.00	SAT 10.00	SAT 01.00	SAT 11.00	SAT 13.00
Sunday	I	7.00-13.00	FRI 10.00	FRI 10.00	SAT 10.00	SAT 10.00	SAT 07.00	SAT 11.00	SAT 13.00
	II	13.00-19.00	FRI 10.00	FRI 10.00	SAT 10.00	SAT 10.00	SAT 13.00	SAT 11.00	SAT 13.00
	III	19.00-01.00	FRI 10.00	FRI 10.00	SAT 10.00	SAT 10.00	SAT 19.00	SAT 11.00	SAT 13.00
(Monday)	IV	01.00-07.00	FRI 10.00	FRI 10.00	SAT 10.00	SAT 10.00	SAT 22:00	SAT 11.00	SAT 13.00

* refers to the arrival in Savona Parco Doria railway stations

See:

[☞ Contact List Appendix H](#)

6.5 72 hrs before vessel ETA

On top of the basic info (Service/Vessel Name/Voy), the Vessel Operator shall confirm in writing:

- ETA update (if any)
- Details on expected full/empty/specials to be moved
- Expected Number of load/discharge/restows
- Expected Crane Split

See:

[☞ Contact List Appendix H](#)

6.6 48 hrs before vessel ETA

Vessel Operator shall provide

- Arrival BAPLIE (in case of vessel arriving from a port with a short transit time BAPLIE from previous port will be acceptable)
- MOVINS instructions with expected crane intensity
- Final empty load instructions (by quantity and type)
- Special cargo details
- Restows list

See:

[☞ Contact List Appendix H](#)

6.7 24 hrs before vessel ETA

Vessel Operator shall provide

- ETA confirmation
- Final Loading list
- Discharging List by modality (truck, rail)
- Reefer cargo details (separate lists for load, discharge and restows including settings and cargo)
- IMO cargo details
- OOG details
- Break-bulk information (if any expected to be loaded/discharged)
- Shifting and/or restows

All information shall be sent via EDI (COPRAR)

The Vessel Agent shall confirm in writing the Official vessel ETA at Pilot Station and expected vessel draft on arrival latest 24 hrs before actual vessel arrival. The Terminal will confirm operations as requested by the Line or revert with best alternative.

Additional data to be provided in writing to the same address within 24 hrs before vessel ETA:

- Import bay plan (based on Baplie file)
- Updated export stowage plan for specific call on a bay/row/tyre base with all the information needed by Terminal Operator to prepare the loading plan
- Special loading requirements

See:

[☞ Vessel call / cut-offs 6.4](#)
[☞ Data Interchange Appendix E](#)
[☞ EDI Appendix F](#)
[☞ Contact List Appendix H](#)

6.8 Delay on berth

As soon as the vessel operator is aware about delay/omissions/changes to the schedule of the single vessels, such changes shall be notified as soon as possible reporting:

- Expected new ETA
- Changes to the rotation of the vessel (if any)
- Expected move count

Such information will be updated and confirmed in writing upon departing from the last port in the previous region. The vessel will be considered 'out of berthing window' if ETA is later and or earlier than half of the first proforma shift.

For a Container Ship due to arrive outside its agreed berthing window, the Terminal Operator can make its own arrangements and use commercially reasonable endeavours providing the first available suitable berth to operate the Container Ship.

Any vessel arriving late compared to the official 24 hrs notification will be treated as Late Arrival at Berth, the Terminal Operator shall do its utmost to support delay recovery, feasibility will be however at its sole discretion. Idle gangs and any extra cost caused by late arrival at berth will be debited to the Vessel Operator.

See:

- ☞ [Contact List Appendix H](#)

6.9 Load instructions

The Container operator shall send load instructions via EDI (COPRAR) the below information:

- Container number.
- Booking Number
- Size, type, gross weight and VGM qualifier
- Line Operator
- Commodity
- Port of discharge
- Final Port of Discharge
- In case of Hazardous Container: IMO class, UN number
- In case of Reefer Containers: temperature, ventilation, humidity, settings
- OOG Dimensions

Break-bulk cargo load instructions will have to be sent separately and previously agreed

See:

- ☞ [Vessel call / cut-offs 6.4](#)
- ☞ [Data Interchange Appendix E](#)
- ☞ [EDI Appendix F](#)
- ☞ [Out of Gauge/Break-Bulk import/export 4.8](#)
- ☞ [Contact List Appendix H](#)

6.10 Loading instructions for Empty Containers

Empty Containers are stacked in the Container Terminal in block stowage by size and type only. Additional stacking required by the Line has to be requested and agreed with Terminal.

The vessel Operator shall send 24 hours before vessel ETA the instruction by quantity/size type of containers to be loaded, including POD and Line Operator.

See:

- ☞ [Vessel call / cut-offs 6.4](#)
- ☞ [Data Interchange Appendix E](#)
- ☞ [EDI Appendix F](#)
- ☞ [Contact List Appendix H](#)

6.11 Late arrivals

It is considered 'late arrival' any export container arriving at VADO Gate AFTER the gate cut-off time. It is at full Terminal discretion to evaluate a case by case the feasibility of late arrivals request, provided that the containers have already been included in the final load instructions. The late arrival request shall be submitted by the Vessel Operator to the Terminal Operator latest by the deadline included in the planning deadline scheme. Acceptance will be subject to below conditions:

- Late arrivals (overall transshipment and/or export containers) do not exceed 5% of total number of containers to be loaded.
- For transshipment containers, units are discharged latest 24 hrs prior to the commencement of operations of the on-carriage Ship.
- For rail containers, the cargo shall be in terminal latest 24 hours before loading operations
- All legal and customs obligations for late arriving cargo have been full-filled
- For co-loaders, late arrivals have been prior been accepted by Vessel Operator and specific stowage instructions have been provided
- Should late arrival cause any delay on operations, the Vessel Operator shall accept such a delay with no further claim of productivity disruption. It's at sole terminal discretion to establish the latest time of cargo acceptance to avoid major operations disruption.

See:

- ☞ [Vessel call / cut-offs 6.4](#)
- ☞ [Data Interchange Appendix E](#)
- ☞ [EDI Appendix F](#)
- ☞ [Contact List Appendix H](#)

6.12 Discharge instructions

The Container operator shall send the discharge instructions via EDI (COPRAR) and must contain below information:

- Container code number
- Commodity
- Container size type and weight (gross weight and VGM for transshipment cargo)
- Next vessel Voyage (in case of transshipment cargo) and final POD
- On carriage information, if via truck/rail, destination and MTO operator for Rail Cargo
- Final Destination
- IMO containers: IMO class, UN number and Harbor Master authorization for discharge
- Reefer Containers: commodity, temperature, ventilation, humidity, settings
- OOG dimension

For break-bulk cargo all separate needed information to safely allow discharge operations

To allow proper planning of specials, IMO/Reefer/OOG container the Vessel Operators shall send separate Reefer and IMO discharge lists. Should the on-carriage information be incorrect and/or changed after discharge a re-nomination fee will be invoiced

See:

- ☞ [Vessel call / cut-offs 6.4](#)
- ☞ [Data Interchange Appendix E](#)
- ☞ [EDI Appendix F](#)
- ☞ [Out of Gauge/Break-Bulk import/export 4.8](#)
- ☞ [Contact List Appendix H](#)

7 Value added services

#	Type of service	Request time in advance	Monday - Friday
1	Inspection Empty Container	24 hours	Yes
2	X-Ray Scanning	24 hours	Yes
3	Cargo Inspections	24 hours	Yes
4	Weighing request (for containerized cargo)	24 hours	Yes
5	FITO Inspection	24 hours	Yes
6	Sanitary Inspection	24 hours	Yes
7	Radiometric Inspection	24 hours	Yes
8	Customs Inspections	24 hours	Yes
9	Reefer Container Additional Services	24 hours	Yes
10	Cargo to be containerized	24 hours	Yes
11	Cargo to be unstuffed	24 hours	Yes
12	Labelling Request	24 hours	Yes

*** For all stuffing requests cargo shall arrive at the terminal minimum 48 hours prior vessel cut-off therefore all "Cargo to be unstuffed" requests shall be communicated 24 prior cargo arrival.

See:

- [Vessel call / cut-offs 6.4](#)
- [Contact List Appendix H](#)

7.1 Inspection Empty Container

Service request must be sent at least 24 hrs in advance. Such service is provided under specific agreement with Container Operator and subject to individual requirements and rates supplied by the Terminal Operator.

See:

- [Contact List Appendix H](#)

7.2 X-Ray Scanning

The Terminal will provide such service on Authorities and/or Custom Broker request; all costs will be quantified in advance and charged to relevant Customers (i.e. Customs Broker). In case of transshipment cargo, the costs will be charged to the Container Operator

The user must communicate the container number and vessel details on departure/arrival.

The Terminal Cargo Control will inform the Custom Broker about the container availability.

Service request must be sent at least 24 hrs in advance, not later than 4PM of the day before; however, for export cargo, terminal will do his own best to grant the shipment.

See:

- [Contact List Appendix H](#)

7.3 Cargo Inspections

Terminal Operator shall provide such service on Custom Broker request; all costs will be charged to relevant Customers (i.e. Customs Broker).

The requests have to be sent at least 24 hrs (working day) before inspection, no later than 4PM in advance

The Customer must communicate the container number and the vessel details on departure/arrival.

The Cargo Control department office will inform the Custom Broker about container availability.

The Customer will require the service after competent authority request; it can be:

- Visual/Documentation inspection
- Seal inspection
- Sampling for analysis purpose (in case of reefer cargo, the container will be made available at the designated PIF area)

See:

[☞ Contact List Appendix H](#)

7.4 **FITO Inspection**

The Terminal Operator shall provide such service on Custom Broker request; all costs will be charged to the Requester.

The requests have to be sent at least 24 hrs (working day) before inspection, no later than 4PM

The user must communicate container number, vessel details on departure/arrival.

The Terminal Cargo Control department will inform the Custom Broker about container availability.

The Customer will require the service after competent authority request; it can be:

- Visual/Documentation inspection
- Seal inspection
- Sampling for analysis purpose (in case of reefer cargo, the container will be made available at the designated FITO area)

See:

[☞ Contact List Appendix H](#)

7.5 **Sanitary, AGE CONTROL, PIF Inspections**

Terminal Operator shall provide such service on Custom Broker request; all costs will be charged to relevant Customers (i.e. Customs Broker).

Requests to be sent at least 24 hrs in advance (working day) before inspection, no later than 4PM

The user must communicate container number, vessel details on sailing/arrival.

The Cargo Control Department will inform Custom Broker about container availability.

Customer will require the service after competent authority request; it can be:

- Visual/Documentation inspection
- Seal inspection
- Sampling for analysis purpose (in case of reefer cargo, the container will be made available at the designated Sanitary area)
- Seal check for veterinary inspection

See:

[☞ Contact List Appendix H](#)

7.6 **Radiometric Inspection**

User shall send the request for Radiometric inspection least 24 hrs in advance (working day) before inspection, no later than 4PM

See:

[☞ Contact List Appendix H](#)

7.7 **Customs Inspections**

Terminal Operator shall provide such service on Custom Broker request; all costs will be charged to relevant Customers (i.e. Customs Broker).

Requests to be sent for import units at least 24 hrs in advance (working day), no later than 4PM of the working day before

Request to be sent for export units not later than vessel cargo cut-off in order to provide standard inspections (no container stripping/partial stripping) before customs cut-off.

The user must communicate container number, vessel details on sailing/arrival and the type of service requested (eventual stripping operations if required by Customs).

The Cargo Control Department will inform Custom Broker about container availability.

In case of SVA Inspection, Terminal Operator will be directly advised by Customs about inspection; Terminal Operator, only after inspection, will then inform and charge Custom Broker on inspection fee.

See:

[☞ Contact List Appendix H](#)

7.8 Reefer Container Additional Services

Reefer Terminal provides services of stripping of reefer units and storage in the refrigerated warehouse inside the terminal premises. This service can either fall under contractual agreement with a given customer, or upon request.

Requests have to be sent at least 48 hrs (2 working days) before the desired stripping. Confirmation of feasibility will be agreed between the parties (Terminal and Customer).

See:

[☞ Contact List Appendix H](#)

7.8.1 Stripping of full reefer containers

Reefer Terminal offers the service of stripping full Reefers under specific agreement taken with the end Customers.

See:

[☞ Contact List Appendix H](#)

7.8.2 Storage of Perishable in Reefer Terminal

Reefer Terminal with 50.000 sqm of refrigerated warehouse can offer storage for perishable products (fruits and vegetable). Service available after specific agreement between terminal and customer.

See:

[☞ Contact List Appendix H](#)

7.9 Break-bulk cargo

All requests for feasibility and quotation of break-bulk shall be sent to the Terminal Operator.

Below information are required:

- Detailed technical description and value of Cargo and packing.
- Handling instructions
- Sketches of Cargo and associated parts, also indicating lashing and lifting points and related instructions.
- Gross weight of the pieces and dimensions
- Receiving/delivering instruction, date in which operations shall take place
- Port of Discharge/Service for exports, Name/voyage of outbound vessel or inbound carrier for imports

The Terminal will confirm feasibility and quote costs for the operation.

The Customer shall confirm its acceptance in writing and agree with the Terminal Operator the expected entrance date with the competent office. The terminal shall return the customer with an identification number that will be utilized for acceptance at the gate and all the issue related with handling.

The offer provided and the related feasibility are strictly related to the dimensions/weight/details communicated at time of quotation, upon gate in, should cargo have different measurements/weight or if cargo is not deemed safe, the Terminal Operator reserves the right to re-evaluate costs and feasibility. Any eventual additional costs derived and arisen will be on Customer account.

See:

[☞ Contact List Appendix H](#)

7.10 Cargo to be containerized

All requests for quotation of cargo to be containerized (standard box – open top – flat rack – platform – Reefer Containers) must be addressed to [Contact List Appendix H](#)

7.11 Labelling Request

User shall send the request for Labelling and or label removal at least 24 hours before container arrival, mentioning whether label supply is in need.

See:

[Contact List Appendix H](#)

8 Damage and Claims

8.1 Claim Communication

Any claim, for cargo damage shall be sent to Customer Service Office by email. The Customer Service will revert to the Customer timely.

Vessel damages including cargo and/or container on-board related claims must be notified to Shift Manager before vessel departure through ad-hoc report to allow terminal to verify circumstances

In case of container gate in/out, damage must be notified by the truck driver on the interchange, at the gate and before leaving the gate upon gate-out, no claims will be accepted after container left VADO Gateway facilities

In case of damages occurring to the truck, same must be notified before gate-out

See:

[Contact List Appendix H](#)

9 Tariffs & Terms

9.1 Public Tariffs and General Terms & Conditions

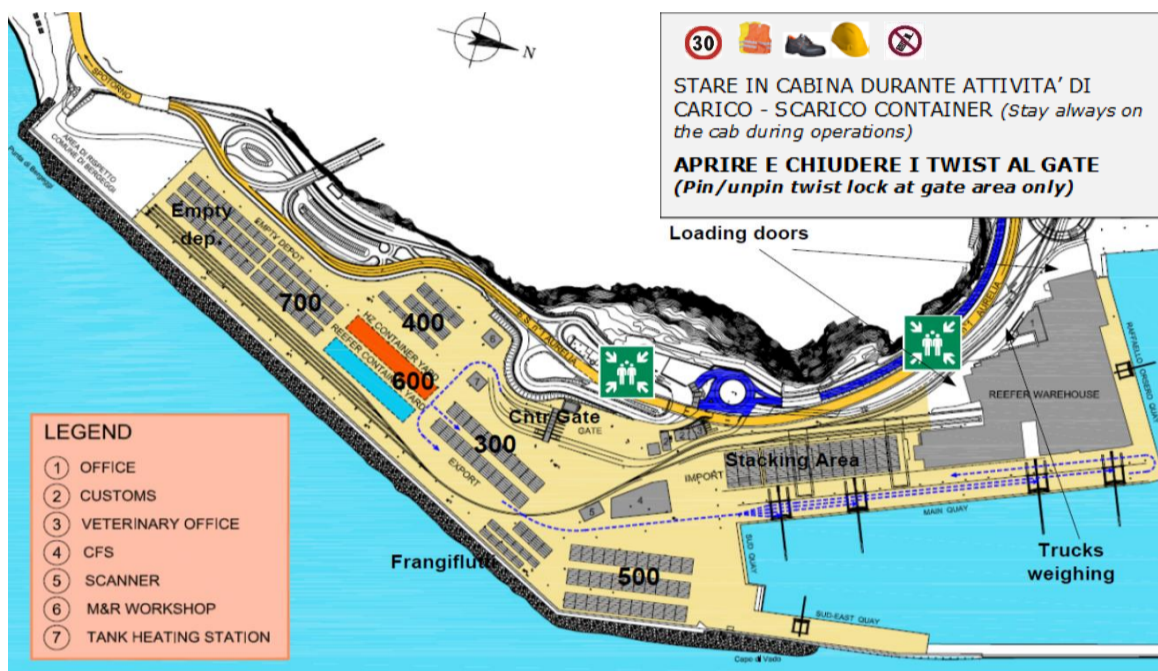
Any information related to current Terminals Public Tariffs and General Terms & Conditions uploaded on our website

See: [Tariffs - APM Terminals](#)

Appendix A Safety rules

SAFETY RULES IN REEFER TERMINAL

- Always wear helmet, high visibility vest and safety shoes when accessing operational areas
- Walk is not allowed in operational areas
- Speed limit is 30 km/hr in the whole facility
- Use of mobiles is not allowed in operational areas
- Always follow instructions of Terminal's operators
- Operations Equipment has always priority over any other vehicle
- Motorcycle are not allowed in operations areas
- Do not drive/walk under suspended loads and operating cranes
- Pin/unpin twist lock only at RT gate lanes
- Do not stand in proximity of terminal equipment while this is under operations



ACCESS FOR VISITORS AND CONTRACTORS

Any external party needing to access Terminal's operational areas has to be granted permission. The contractor or supplier has to request access at least 24 working hrs before desired date/time by writing to Portsecurity_reefer@apmterminals.com.

Confirm your visit 6 working hrs before the agreed date.

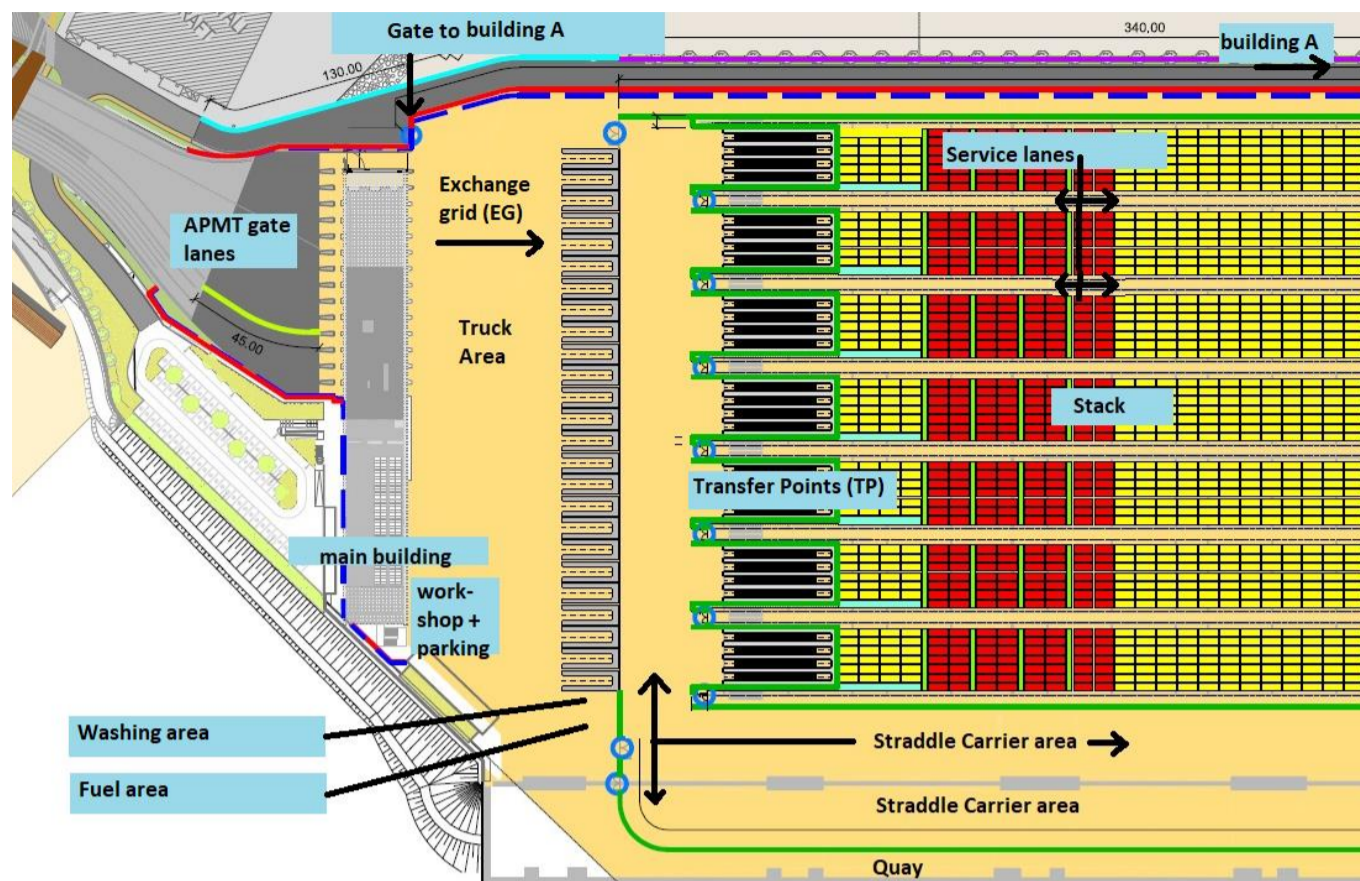
If access is not expressly denied, to agree on meeting point on the set day/time call n. 342-0658312 (or 019827435 at night when vessel is at berth but no vessel operation is ongoing). The meeting points are identified in the following map.

- a. Meeting point 1 at the roundabout – dedicated to contractors and suppliers to Vessels at Reefer Terminal quay
- b. Meeting Point 2 under the Aurelia flyover – dedicated to any external party (stevedores, family of the crew, taxi, etc). Wait there till Reefer Terminal complimentary shuttle will drive you to the operations site.

Once visit is completed, to reach the car/exit the operations area, call the abovementioned numbers to be collected by bus and transferred to your vehicle. NEVER try to walk back.



SAFETY RULES IN CONTAINER TERMINAL



RESPONSIBILITY

ROLE	RESPONSIBILITY
APM Terminal	Informs, trains and coach its staff in accordance with current legislation and collaborates with external companies to minimize or eliminate interfering risks.
DL contractor	Ensures that the information contained in the DUVRI is correctly and effectively transmitted to its staff.
Trucking companies /visitors	They request the release of the clearance for any substantial modification or in any case annually and transmit the information received to their collaborators.
Anyone who access	Wear the PPE required according to the information received from APM Terminals

PROCEDURE

DISCLOSURE OF RELEVANT HSSE INFORMATION

All staff entering the terminal must be informed in advance about the risks and the prevention, protection and environmental protection measures to be respected, including emergency procedures. Employees of contracting companies will also be informed through specific DUVRI drawn up during the signing of the contract (in which the necessary training of the personnel is proven) and / or through the preparation of coordination reports before the start of contract work which involve two or more companies during the same activity.

In particular, divulgation is ensured through the following methods:

Terminal staff → all Terminal staff are informed, trained and coached on the procedures and operating instructions of interest.

Contracting companies / third-party companies → the relevant information is included in the DUVRI / coordination reports, shared in the event of substantial changes and in any case once a year. It is the responsibility of the employer of each company to ensure that the information is correctly and effectively transmitted to its staff.

Trucking companies → the information is sent to the trucking company, upon request for the release of the access clearance, in the event of substantial changes and in any case once a year. It is the Company's responsibility to ensure that information is correctly and effectively transmitted to its employees / collaborators.

Visitors → the information is sent to the staff at the time of the request for the release of the access clearance. Upon arrival at the Terminal, the staff is again informed of the HSSE measures, also using the specific information flyer. The reception staff will also register the viewing of the document.

It is explicitly forbidden for all visitors and people outside the company to go inside the operating areas of the Vado Gateway production unit if not trained / informed, specifically authorized, equipped with an identification tag and accompanied by a Manager / Person in charge of the organization.

ACCESS TO THE TERMINAL

Only personnel previously authorized and in possession of the badge issued by the Port System Authority can access inside the Terminal.

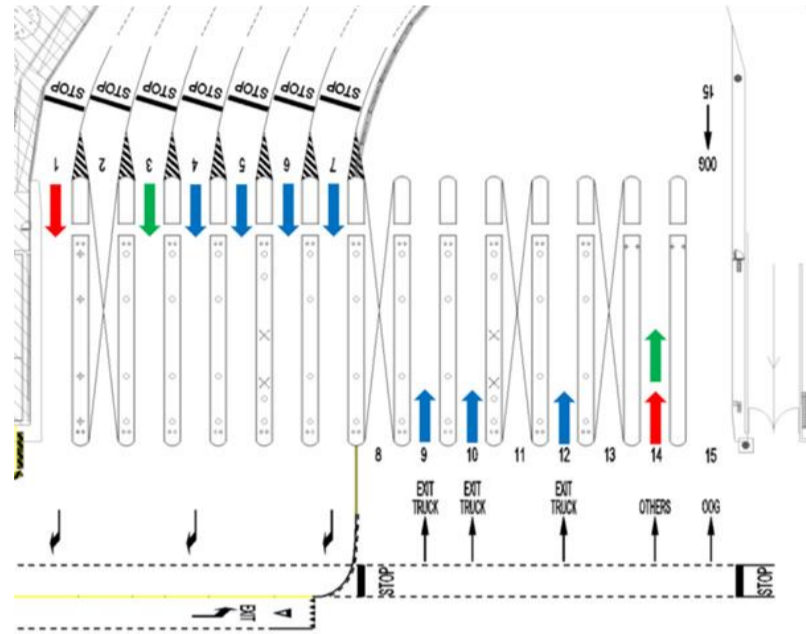
For only visitors who enter the Administrative Building, the temporary permit can be collected at the terminal reception, the temporary badge will be issued by the offices in charge.

ACCESS WITH COMMERCIAL VEHICLES/SERVICE CARS

It should be noted that, for security and safety purposes, access by operating vehicles / service cars is allowed only to personnel expressly authorized by the APM Terminals Contact Person. If not strictly necessary, external personnel must access using the pedestrian path described in the previous paragraph.

Commercial vehicles, as well as all personnel who must enter the Container Terminal (e.g. Suppliers) with their own vehicles, access through customs gate the so-called Port Gate (managed by the System Authority), located upstream of the Via Aurelia, serving the Container Terminal and Reefer Terminal.

After crossing the customs gate, the trucks access the platform through the overpass on Via Aurelia, without therefore obstructing traffic on the SS1, thus accessing the Terminal gate located under the Administrative Building.



The lanes of the gate are divided as follows:

- Lane 1: Closed Lane
- Lane 2: Closed Lane
- Lane 3: ITT entrance, cars, vans, trucks not used for loading/unloading containers
- Lane 4: Articulated Truck Entrance
- Lane 5: Articulated Truck Entrance
- Lane 6: Articulated Truck Entrance
- Lane 7: Articulated Truck Entrance
- Lane 8: Closed Lane
- Lane 9: Articulated Truck Exit
- Lane 10: Articulated Truck Exit
- Lane 11: Closed Lane
- Lane 12: Articulated Truck Exit
- Lane 13: Closed Lane
- Lane 14: Exit for visitors, cars, vans, trucks not used for loading / unloading containers, ITT and company vehicles.
- Lane 15: OOG Entrance / Exit

GENERAL RULES OF CONDUCT

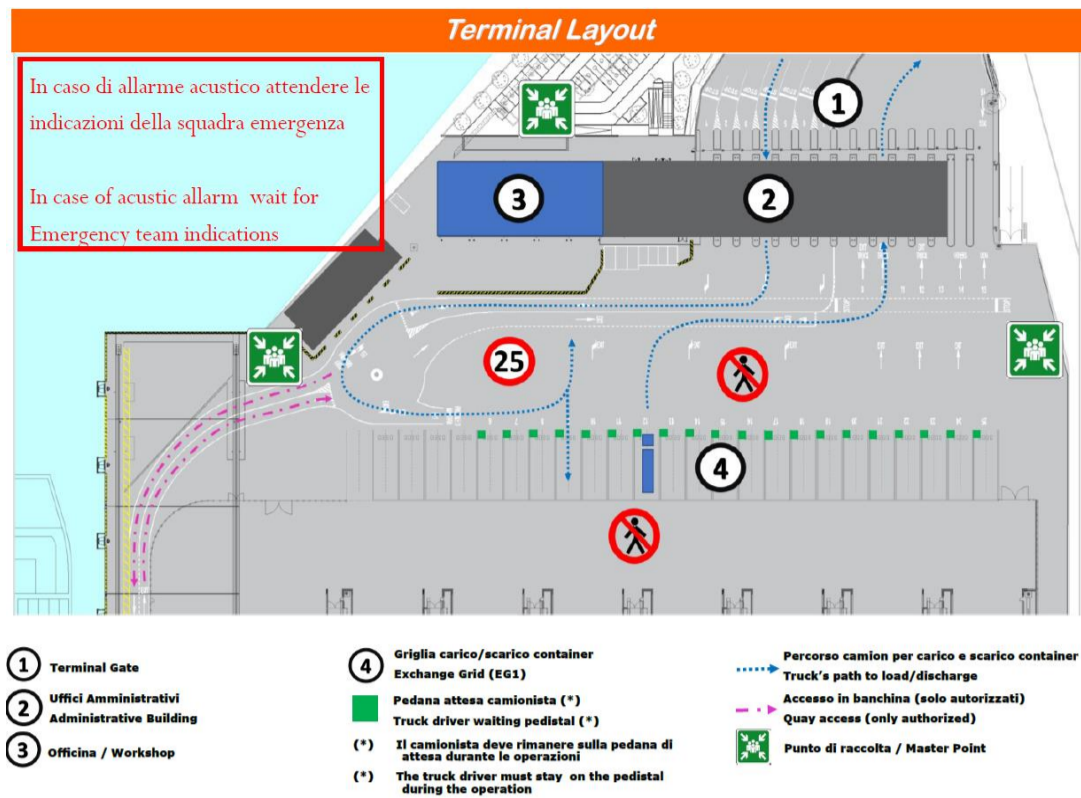
The Terminal has identified 10 fundamental rules to guarantee the safety of all personnel accessing the Terminal:



The following rules of conduct will be in force in the Container Terminal, which must be complied with by all personnel who access the areas of the Terminal:

- All behaviors that in any way provoke or can cause dangers to traffic, or that impede or can impede normal vehicle flow are prohibited;
- Pedestrian transit inside the Terminal must be avoided whenever possible, truck drivers cannot move from the Safety mat, access operating areas beyond the red line or circulate on foot in the truck maneuvering area; the maximum speed allowed is 25 km / h for all vehicles, reduced to 10 km / h within the operational lane. The speed must be adapted to the situation. Traffic must proceed at walking speed in the presence of works along the road;
- Overtaking is prohibited, unless you pass over stationary vehicles;
- It is forbidden to cross the continuous center line;
- Drivers and passengers of private vehicles, company vehicles and operating vehicles must always wear seat belts;
- It is forbidden to use mobile phones or other electronic devices while driving a vehicle;
- Orange light signals must be used in exceptional circumstances. These may include: road works, breakdowns, escort to exceptional transports, company vehicles near broken down vehicles;
- It is forbidden to access the operational areas without having been notified to APMT personnel and having been confirmed to be able to access;
- All vehicles entering the operating areas must use orange flashing lights;
- Parking is allowed only in the spaces indicated. Parking in front of fire hydrants or fire extinguishers is prohibited. It is forbidden to park on or near an intersection;
- Traffic signs, alarms or stop signs must always be respected;
- All vehicles must have the dipped beam on, including daylight hours, with the exception of internal trucks and fork lifts, which are equipped with specific lights;
- It is forbidden to leave vehicles unattended with the engine running;
- All accidents, including vehicle accidents, must be reported;
- Defects or deficiencies in the road system or in the signs, as well as the presence of obstacles, must be immediately communicated;
- It is forbidden to abandon waste inside the areas of the Terminal;
- It is forbidden to drain liquids into manholes;
- It is forbidden to honk and produce improper noises (especially at night), except for emergency reasons;
- Smoking is prohibited inside the Vado Gateway areas

RULES OF CONDUCT FOR TRUCKERS INTENDED FOR CONTAINERS LOADING AND/OR UNLOADING OPERATIONS



The execution of the loading and / or unloading of containers at the Vado Gateway must be carried out in compliance with the following rules:

- The truck will have to stop in a lane (point 1 layout, Terminal Gate)
- The automated gate will detect the plate and / or the number of containers
- The truck driver must collect the ticket indicating the routing
- Once the operations are finished, the bar will rise and the truck will be able to proceed towards the interchange area (Exchange Grid)

RULES OF CONDUCT TO BE TAKEN UPON ARRIVAL TO VADO GATEWAY GATE

- Respect the speed limits and the horizontal signs
- Make sure there are no people about to cross the gate lanes
- Always check that feasibility is free before leaving the gate lanes

- The truck will have to maneuver and position itself in reverse in the area indicated
- The driver of the truck will have to get out of the cabin, open the twists that secure the container to the trailer (in the case of delivery of a container), be careful not to exceed the red line, the area reserved for SC maneuvers, in which walking is prohibited for any reason.
- Once the twist opening operations have been completed, the truck driver must position himself on the pedestal in the indicated area and present to the reader the routing ticket received at the gate
- In case of container pick-up, the truck driver blocks the twistlocks to secure the container to the trailer and makes sure of the external state of the container itself, it is forbidden to open the container inside the EG and that if the operations have to be carried out outside the operating areas (outside the CT gate)

RULES OF CONDUCT TO BE TAKEN UPON ARRIVAL AT THE INTERCHANGE AREA OF VADO GATEWAY

- Respect the speed limits and the horizontal signs
- When reversing, make sure that the area it's clear of obstacles and free from people and / or vehicles
- During container loading / unloading operations, it is strictly forbidden to leave the pedestal until advised by the totem
- It is strictly forbidden to access (even on foot) to the operational areas of the Terminal by crossing the red line
- It is strictly forbidden to enter the truck maneuvering area on foot
- It is strictly forbidden to walk into an Exchange Grid other than the one occupied by your vehicle
- It is strictly forbidden to enter the Exchange Grid when shuttle carrier access, carrying out operations or exit.
- Smoking is prohibited inside the Terminal
- It is forbidden to use the mobile phone
- Always use high visibility vests / clothing and safety shoes
- Always apply the handbrake

- When the operations are over, the truck driver gets on the truck and goes towards an exit lane
- Once in the exit lane, he will have to stop and print the container Interchange
- At a green light, the barrier will rise and the truck driver will proceed towards the exit from Vado Gateway

RULES OF CONDUCT TO BE TAKEN AT THE CONCLUSION OF THE TRANSACTIONS
<ul style="list-style-type: none"> • Respect the speed limits and the horizontal signs • Make sure there are no people pass through the transit areas • Always check that feasibility is free before moving with the vehicles

OBLIGATIONS FOR VEHICLE DRIVERS FOR CONTAINER LOADING / UNLOADING OPERATIONS
<p>➤ GUARANTEE THAT THE VEHICLE STARTED TO THE LOADING OR UNLOADING OPERATIONS AT THE TERMINAL HAS SUCH CHARACTERISTICS THAT IT CAN BE LOADED OR UNLOADED EASILY WITH THE EQUIPMENT PRESENT IN THE TERMINAL AND IN THE CONDITIONS OF TOTAL SAFETY AND, IN THE EVENT OF UNSUCCESSFUL, CARRIED OUT BY THE DRIVER OUTSIDE THE OPERATING AREAS OF THE TERMINAL</p>
<p>➤ GUARANTEE THAT THE VEHICLE STARTED TO THE LOADING AND / OR UNLOADING OPERATIONS HAS CHARACTERISTICS AND DEVICES SUCH AS TO NOT CONSTITUTE A DANGER, NEITHER FOR ITS DRIVER, NOR FOR THE ADDITIONAL PERSONS INVOLVED IN THE OPERATIONS, EVEN KEPT IN THE PRESENT WEATHER CONDITIONS AND, IN PARTICULAR, IN THE EVENT OF WIND</p>
<p>➤ OBSERVE AND RESPECT THE HORIZONTAL AND VERTICAL SIGNAGE PRESENT IN THE PORT AREAS AND WITHIN THE PRODUCTION UNIT OF VADO GATEWAY INCLUDING THE PREPARED PEDESTRIAN ROUTES</p>
<p>➤ OBSERVE AND COMPLY WITH THIS WRITTEN PROCEDURE AND THE PROVISIONS, EVEN VERBAL, ISSUED BY GATEWAY STAFF, RESPONSIBLE FOR THE COORDINATION OF THE OPERATIONS</p>
<p>➤ STRICTLY AVOID THE PARKING AND / OR STOPPING OF THE VEHICLE IN AREAS NOT SPECIFICALLY INTENDED FOR SUCH USE</p>
<p>➤ PAY MAXIMUM ATTENTION DURING THE PHASES OF REMOVING AND / OR POSITIONING DEVICES AS TWIST LOCKS (SIDES - ETC.) SO THAT THE SAME ARE PLACED WITH THE NECESSARY LEVELS OF SAFETY PROTECTION, TOWARDS DRIVER AND TOWARDS ALL OTHER PEOPLE WHO MAY BE PRESENT IN THE AREA, IN PARTICULAR, IN CASE OF ADVERSE CLIMATE CONDITIONS (EX: WIND)</p>
<p>➤ IN THE EVENT OF WITHDRAWAL AND / OR DELIVERY OF PRODUCTS WHICH TRAVEL ON THE ROAD UNDER A.D.R., TO GUARANTEE CONFORMITY WITH THE CURRENT LEGISLATIVE PROVISIONS, BOTH FOR THE VEHICLE AND ITS EQUIPMENT AND WITH REGARD TO THE REQUIREMENTS OF THE DRIVER. THE RESPONSE TO THESE REQUIREMENTS MUST BE APPROPRIATELY ASSESSED BY THE STAFF OF THE GATE / CHECK IN OFFICE</p>

Failure to comply with this "Security Procedure" relieves Vado Gateway and its employees from any and all responsibility for any damage to people and / or things.

RULES OF CONDUCT FOR VISITORS AND/OR EXTERNAL PERSONNEL

All visitors and / or people outside the company who, for any reason, must access the operational areas of the Vado Gateway production unit for the purpose of visiting, transit, verification, control, parking, etc. must scrupulously observe the following behavioral procedures:

- Registration on the appropriate "visitor register" at reception
- Prohibition to go inside the operating areas unless specifically authorized by the company itself, equipped with an identification tag and, where necessary, accompanied by a Manager / Person in charge of Vado Gateway
- Every single access to the operational areas must be previously authorized through the company reception where the following documents and materials will be delivered:
 - "information flyer" (disclosed exclusively to visitors)
 - "identification tag" (disclosed to all external subjects)
 - "High visibility garment", to be worn in all operating areas
 - "Safety overshoes with toecap", to be worn in all operating areas
 - "Helmet for head protection", to be worn in external operating areas (docks and yards)
 - "Flashing beacon", in case of access by car / vans to external operating areas (docks and yards).
- The free transit, passage and parking of people and vehicles is prohibited, as the Vado Gateway operating areas are characterized by high circulation of operating vehicles.
-
- Pay the utmost attention to the operating vehicles and move, using the predisposed pedestrian paths with absolute priority, only when the condition not to hinder the circulation of the vehicles is ascertained.
- The execution of any activity of inspection, verification and control on products stored in operating areas can take place only if previously authorized by a Manager / Person in charge, acting exclusively in the areas of pertinence or those indicated by the aforementioned Manager / Person in charge and strictly avoiding improper, inadequate movements or in any case such as to create obstacles and / or unsafe situations.
- Access to the Yard Blocks is allowed only if accompanied by a Manager / Person in charge and protected with suitable clothing.
- Access on board ships is not allowed unless specifically requested to be forwarded to the on-board command represented by the Maritime Agency.
- All visitors and / or persons outside the company during their stay in the operational areas of the Vado Gateway production unit must scrupulously comply with the contents of this "Security Procedure", with the verbal indications provided by the Company Managers / Officers and the vertical and horizontal safety signs in the aforementioned areas.

Failure to comply with this "Security Procedure" relieves Vado Gateway and its employees from any and all responsibility for any damage to people and / or things.

Appendix B Working Days

VADO GATEWAY WORKING DAYS

Terminals working hours/shifts are as follows

- Shift 1: from 07:00 to 13:00
 - Shift 2: from 14:00 to 20:00
 - Shift 3: from 20:00 to 02:00
 - Shift 4: from 02:00 to 07:00 (only for Container Operations)
1. For receiving and delivering Containers, Gate working hours are the following:
 - MON to FRI from 07:00 to 20:00
 - SAT from 07:00 to 13:00
 2. On the following days the Terminal is not operative:
 - Jan. 1st, 1st shift
 - May 1st
 - Dec. 25th
 - Dec 31st, 3rd and 4th shift.
 3. On the following bank holidays, the Terminal (yards and quays activities only) is operative. Related surcharge will be applied as reported on standard tariff:
 - Jan. 1st, excluding 1st shift
 - Jan.6th
 - March, 18th
 - Easter
 - Easter Monday
 - Apr.25th
 - June 2nd
 - Aug.15th
 - Nov. 1st
 - Dec. 8th
 - Dec. 26th

Customs Offices opening times:

- Mondays to Fridays: 08.00 - 18.00
- Saturdays: 08.00 - 13.00

Appendix C Vessel details

Vessel minimum required details

- Ship's name
- Call Sign
- IMO no
- Classification society
- Owner
- Nationality
- Port of Registry
- Sister vessels
- Vessel email address and phone number
- Vessel type (non cellular, cellular)
- Hatch lid type (pontoon, hydraulic)
- Weight and configuration of lids if pontoon
- Type of twistlocks (manual, semi, fully auto)
- Lashing bridges if any (including height)
- LOA
- Breadth
- Summer/Winter Draft
- Air Draft
- Gross and net registered tons
- NSD file (if available)
- Ship profile and bay plan
- Stack weights for 20', 40' and mixed stowage on deck and in hold
- Stowage scheme (Russian, standard, etc)
- Max height on deck/under deck
- LCG/TCG values (Longitudinal Centre of Gravity/Transverse Center of Gravity)
 - Reference for LCG values: from aft perpendicular, forward perpendicular or midships
 - Distance from reference to stern
- Presence of dedicated 20" and 45" holds
- Reefer slots (plugs fore/aft)
- Reefer door direction

Appendix D ISPS and Safety

ISPS Requirements and Safety procedures - Terminal Area admittance

Security

The Port Facility Security Plan approved by the Designated Authority in place is 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 Port Facility Security Plan contains, as required by international regulations, all procedures and requirements including but not limited to:

- 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 the Port Facility Security Officer and Deputy are available in the Terminal Contacts

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 safety standards, exchange of all vital information concerning risk assessments, preventative 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.

Appendix E Data Interchange

Data Interchange Requirements

Document	Issued by the User	Issued by the Terminal Operator
Reception of Containers		
Valid Appointment	X	
Booking list	X	
Receiving order	X	
Shipping order	X	
Custom documents	X	
Hazardous/Reefer/awkward documentation	X	
Sticker and seal	X	
Interchange receipt		X
Weight receipt, if requested to weigh Containers		X
Delivery of Containers		
Valid Appointment	X	
Customs documentation	X	
Interchange receipt		X
Release order/gate pass	X	
Loading Container into Containership		
Loading List (COPRAR)	X	
Container VGM (Vermas)	X	
Stowage outline (EDI MOVINS)	X	
Final stowage plan (EDI BAPLIE)		X
Final E.T.A. notice	X	
Loading Report (COARRI)		X
Discharging Containers from Containership		
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	
Discharging report		X
Daily movements list		X

Appendix F EDI

EDI messages exchange

SHIP PLANNING		
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	Verifier gross mass message	1

Appendix G **IMO**

Hazardous cargo High Level acceptance matrix

IMO Goods Accepted in Terminal		Temporary Storage - exclusions & restrictions
IMO Class	Description of goods	UN number
Class 1	Explosives	All excluded except 1.4S
Class 2.1	Flammable Gases	no exclusions
Class 2.2	Nonflammable, nontoxic gases	no exclusions
Class 2.3	Toxic Gases	no exclusions
Class 3	Flammable liquids	no exclusions
Class 4.1	Flammable solids	no exclusions
Class 4.2	Material liable to spontaneous combustion	no exclusions
Class 4.3	Material which, in contact with water, emit flammable gases	no exclusions
Class 5.1	Oxidizing material	no exclusions
Class 5.2	Organic peroxides	no exclusions
Class 6.1	Toxic material	no exclusions
Class 6.2	Infectious material	All excluded
Class 7	Radioactive material	All excluded
Class 8	Corrosive material	no exclusions
Class 9	Miscellaneous dangerous goods	no exclusions

According to the port authority regulations, some special IMO classes that cannot be stored on terminal premises, might be direct received/delivered from/to truck, process shall be defined case by case upon the approval of Authorities

Appendix H Contact List

VADO Gateway contacts

AREA	COMMUNICATION	MAIL CONTACT
Rail	Rail communications with MTO	vadogateway.railplanners@apmterminals.com
	Rail discharge list Rail loading list	vadogateway.railplanners@apmterminals.com vadoraildoc@apmterminals.com
Vessel	Export cargo cut-off Shut-out and/or Short Shipments Discharge list Loading list Late arrivals Amendments loading/discharge list Instructions for empty grade discharge	vadovesseldoc@apmterminals.com vadogateway.planners@apmterminals.com
	Vessel communications with Shipping Line Yard Transfer (Import) after vessel discharge from rail/truck vice-versa	vadogateway.planners@apmterminals.com
Gate	Empty Deliver Order (EDO) supported by EDI	vadogatedibackup@apmterminals.com
	Empty Deliver Order (EDO) NOT supported by EDI	vadoorderdoc@apmterminals.com
	Empty Receiving Order (ERO) supported by EDI	vadogatedibackup@apmterminals.com
	Empty Receiving Order (ERO) NOT supported by EDI	vadoorderdoc@apmterminals.com
	Bookings supported by EDI	vadogatedibackup@apmterminals.com
	Bookings NOT supported by EDI	vadoorderdoc@apmterminals.com
	Import Delivery Order (IDO) supported by EDI	vadogatedibackup@apmterminals.com
	Import Delivery Order (IDO) NOT supported by EDI	vadoorderdoc@apmterminals.com
	Truck Appointment System (TAS) related issues	vadoappointment@apmterminals.com
Ancillary Services	VGM Container return to city limit Container renomination Stripping Cross Stuffings Tank Heating IMDG Labels Issues related to SEALS	vadoservicedoc@apmterminals.com
	Break Bulk gate-in acceptance	vadocusservice@apmterminals.com
Customs	Issues/documentation related to custom + vet blocked, svad inspections/scanner	vadoservicedoc@apmterminals.com
	only for Customs related tasks and requests	vadocustomsoffice@apmterminals.com
Customer Service	address for all inquiries, claims and general issues with/from customers	vadocusservice@apmterminals.com
Commercial	address for commercial requests and cargo quotations	vado_sales@apmterminals.com
Accounting	Invoicing and credit notes issues for Vado Container Terminal	vgcustomerinvoice@apmterminals.com
	Invoicing and credit notes issues for Reefer Terminal invoices	rtcustomerinvoice@apmterminals.com
General Services	communication related terminal entrance permit	generalservices@apmterminals.com