PIRAEUS CONTAINER TERMINAL SINGLE MEMBER S.A
OPERATIONS PROCEDURES

Contents

1. GENERAL

The purpose of this document is to describe the operational procedures for handling of vessels and containers to be followed by the Shipping Lines for smooth operations at the Piraeus Container Terminal. For movement of containers through PCT, Shipping Lines or their authorized agents need to get registered with PCT by complying with the requisite formalities. Shipping Lines must notify the specific address which is mentioned at each section, failing which, the said communication is not deemed to have been properly delivered to PCT.

1.1 Definition

This document will describe in detail all the procedures that need to be followed by the Shipping Lines/ Vessel Operators while operating at PCT.

1.2 Abbreviations.

BO: Box Operator
CT : Container Terminal
CY : Container Yard
CONCOR : Container Corporation of India
EDI : Electronic Data Interchange
EIR : Equipment Interchange Report
ETA : Estimated Time of Arrival
ETD : Estimated Time of Departure

EAL : Export Advance List
FPD : Final Port of Destination
IAL : Import Advance List
ICD : Inland Container Depot
POD : Port of Discharge
POL : Port of Loading
SL : Shipping Line or its Authorized Agent
SRF : Service Request Form
TOS : Terminal Operating System
TSA : Terminal Services Agreement
PCT : Piraeus Container Terminal Pvt. Ltd.
PCH : Piraeus Customs House
PPT : Piraeus Port Trust
VIA : Vessel Identification Advice
VO : Vessel Operator.
APPCB : Andhra Pradesh Pollution Control Board

1.3 General Customs formalities

All Customs formalities are subject to the rules and regulations stipulated by the Piraeus Customs Authorities.

2. VESSEL OPERATIONS

Information with respect to vessels calling at the PCT to discharge or load containers have to be provided to the PCT Operations Department by:

- VO at Piraeus.

or

- Shipping agents of the VO at Piraeus.

2.1 Berthing Planning.

PCT will prepare its berth planning considering:

- Pro-Forma berthing windows
- Vessel Berthing Appointments
- Arrival announcement & work application
- Availability of berth
- Vessel Connections
- Submission of the Import Bay Plan and Export Pre-stowage
- Vessels' Particulars

Email contact for berth planning and related inquiries is berth-planning@pct.com.gr.

2.1.1 Pro-Forma berthing windows

The pro-forma berthing windows for the particular main trade vessels are negotiated between the VO and PCT. The berth window is related to an estimated number of container lifts and the required day and time of the week. Unless otherwise agreed vessels will be planned to arrive and depart on the proforma berth window arrival and departure times.

The prerequisites that a service must have in order to be characterized as "main trade" and be able to discuss "berth window" with PCT are the following:

1. Sailing Ocean
2. Calling (at least) two ports on different Continents (*excluding MED Sea*).
3. T/S ratio> 75%
4. Weekly calls
5. LOA> 260m
6. Moves > 800
7. CI >= 4

For PCT berthing window times start with the beginning of shifts i.e. 07:00, 15:00, 23:00.

In case a vessel is delayed on the pro-forma schedule, PCT will try to sail the vessel as close to the pro-forma sailing time as possible provided this will not negatively affect other vessel's schedules and terminal's normal work flow.

In any case, vessels arriving within pro-forma always have priority over vessels out of pro-forma or incidental vessel calls. If it concerns vessels of the same Line only, this Line may set its own priorities, provided that it does not impact the berth windows of other Lines and terminal's normal work flow.

PCT has the obligation to berth vessels that have arrived within their window except if there are special circumstances or force majeure.

2.1.2 Vessel Berthing Appointment

Liner Vessels carrying cargo to or from abroad can be served through the "appointment (rendezvous) system", if they **meet at least four (4)** of the following prerequisites:

1. Local cargo 70%
2. LOA> 260m
3. Moves > 600
4. Sailing Ocean
5. Weekly calls

a) If the above are fulfilled, then there is a series of applications that must be submitted until the final approval of rendezvous call:
   - 72hrs (prior) rendezvous announcement application
   - 54hrs (prior) rendezvous announcement application
   - 36hrs (prior) rendezvous announcement application (total moves)
   - 24hrs (prior) final announcement (ANNEX I)
   - 16hrs (prior) operations requests (ANNEX II)

b) The applications are submitted by e-mail (specific forms) from the Owner Company or its legal representatives, for subordination in the appointment (rendezvous) service system and acceptance of below mentioned terms of system.
c) There should be a period of five (5days) between the date of submission and the date of arrival of vessel and there should also be indication of the arrival date of vessel, the type of cargo, and the duration of the work. The responsible service apprising the needs of the port in its entirety, has the ability to either approve or reject the submitted application and informs about their decision the interested party at least one (1) day before the date of arrival of vessel.
d) After submission of "36hrs application" the arrival time can be changed only once.

e) Cancellation of the rendezvous from either the Owner Company or its legal representatives can take place 24 hours prior the date of arrival of vessel for a working day appointment (rendezvous).

f) Cancellation of the appointment (rendezvous) from either the Owner Company or its legal representatives further of the 10% of the approved per calendar semester application is suggested after decision from the Board of Directors/PCT, to bring about the exclusion from the appointment (rendezvous) service system.

g) Cancellation of the already approved appointment (rendezvous) from the PCT Ops Department can be justified only if, according to their judgment, there are certain setbacks which make it impossible to proceed (force majeure, strike, serious harm on cranes, etc.). In this case the cancellation is reported to the interested party within the last 24 hours prior date of arrival of the vessel.

h) Vessel's arrival prior the appointment (rendezvous) can be served until the entry into force of the appointment (rendezvous) based upon the order of arrival and in accordance with the regulations of this article.

i) Vessel's arrival after the initiation of the shift of the appointment (rendezvous), can be served in order of arrival and only if they have not followed the aforementioned cancellation procedure of the appointment (rendezvous), is charged by delay rights.

j) If, finally, vessel does not arrive on time, appointment is lost. Always there is one shift allowance for both vessel and PCT.

All other feeder services, which are not under rendezvous system, are served by PCT on First come – First served basis.

The Operation Department of PCT S.A. may freely change the priority order of the vessels, only if under discretion of the general and special needs of the better utilization and efficient operation of the port require this. This possibility in the case of vessels of shipping line companies or conglomerates that have a signed contract can be applied only if there is a reasonable decision from the Operation Manager of PCT S.A.

2.1.3 Arrival announcement and work application

The VO is responsible to provide vessel arrival information for vessels under their control to the PCT Operations Department. (See Annex I)
An application form has to be filled in by the VO and submitted to PCT Planning Section (berth-planning@pct.com.gr) not less than 24 hours before vessel's arrival. All the containers shall enter PCT CY for a particular vessel only after the VIA number has been submitted to PCT. The VIA number will be used for all the correspondence between PCT and VO/ SL.
Also, at least 16 hours prior to the required working time of the vessel, VO has to provide ANNEX II.

2.1.4. Detailed Vessel Call information

Detailed vessel call information needs to be sent via email/fax to PCT Planning Section (berth-planning@pct.com.gr) by VO before the internal daily pre-berthing meeting -12:00 a.m – (See Annex II). The VO shall confirm Vessels arrival and the required information on daily basis latest at 21:00lt of previous day for the morning shift and at latest 11:00 a.m for the second and third shift.

Upon receipt of this information, PCT will prepare the final berth, equipment and advise the VO of the vessel ETD.

In case of required changes in the requested ETA / ETD, the PCT Operations Department will contact the VO to create the best workable solution.

2.1.5 Availability of Berth.

In cases that, due to external incidents, delayed vessels etc. port congestion is created, availability of PCT berths may be restricted. Berth Planning of PCT(berth-planning@pct.com.gr) will consult the VO to discuss priority setting for the vessel calls.

2.1.6 Vessel Connections.

Critical connections of other vessels that may influence the vessel operation have to be announced preferably 48 but ultimately 24 hours before ETA to ensure proper priority setting for the quay-wall. The information must contain the total number of transshipment containers. Feasible connections are considered as such, when the units are already stacking at least 16 hours prior berthing of the receiving vessel. (Check also ITT section).

2.1.6 Vessels' Particulars

The Line/VO needs to supply PCT with technical vessel information, at least 72 hours before arrival. This information has to be supplied the first time the vessel calls the port, or whenever the previously supplied information changes. Definitions should be provided at .def files.

The technical vessel information consists of:

For the whole vessel:

- Name of vessel.
- Vessel radio call sign.
- General plan.
- Bay Plan.
- Length overall.
- Lashing plan.
- Type of hatch covers.
- Reasons to deviate from Port side mooring.
- Vessel capacity in TEUs.

Per hatch/bay:

- Identification of the hatch/bay numbers.
- Identification of the cell numbers.
- Identification of the tier numbers.
- LCG of the container slots.
- VCG of the container slots.
- TCG of the container slots.
- Width of hatch/deck in container slots (cells).
- Depth of hatch/deck in container slots (tiers).
- Position of the bulk heads.
- Position of the engine room & Bridge.
- Position of ballast tanks.
- Position, type and overlap (if any) of hatch covers.
- Information of bays (cellular/non-cellular).
- Position of Derricks and any obstacles on deck.
- Reefer connections.
- Maximum stack weight / tier weight.
- Under deck clearance.
- Other particularities relevant to the vessel stowage.

With this information the PCT vessel library will be updated.

2.2 Berthing operations

Position of calling vessels into PCT's berths is communicate to the pilot service by PCT. However, all other arrangements that may be required with the pilot service are responsibility of the vessel and the VO or their agent at Piraeus. Possible delays to vessel's berthing or departure caused due to late embarkation of pilots, or late preparation of formalities, etc. is on account of VO/SL and PCT reserve the right to claim remuneration for possible delays.

PCT stevedores will conduct the mooring and unmooring of vessels.

2.2.1 Berthing procedure

Quayside supervisors coordinate mooring of vessels at the operating position

1. Berth planning dpt. (berth-planning@pct.com.gr) provide the exact position (bitts) that each vessel is planned to berth via e-mail to the Quayside supervisors.
2. Accordingly, Quayside supervisors mobilize QC operators to move the Quay cranes at a safe position and raise the booms so that danger of collision with the approaching vessel is eliminated. Depending on the ship's length and dock's size and, also, the other vessels that may be already berthed, safe position of QCs may be amidships or outside the coming ship. i.e. if the coming vessel is very long and it is going to occupy the whole length of the dock, then safe position of QCs is amidships.
3. In all cases, moving of QC is performed under the supervision of quay or yard supervisors or the pinning worker of the gang that is working at that time at the QC so that potential accidents with other moving equipment and personnel is avoided.
4. Quay Supervisors are notified on the VHF that pilot is onboard and vessel has started drifting to the dock.
5. Gang foreman notifies the Shift Manager that the pilot is onboard and the Shift Manager informs the technical department and waits for their confirmation that the quay cranes adjacent to the upcoming vessel are ready for operations in order for the vessel to berth. As soon as they inform that the quay cranes are ready, the technical department notifies the Shift Manager and the Shift Manager informs the Gang foreman so that the pilot can continue berthing the vessel. When a vessel is about to depart and the pilot is onboard, Gang foreman notifies the Shift Manager that the pilot is onboard and the Shift Manager informs the technical department and waits for their confirmation that the quay cranes adjacent to the departing vessel do not have any technical issue constraining the departure of the vessel. As soon as they inform that the quay cranes are ready from their side, the technical department informs the Shift Manager and the Shift Manager informs the Gang foreman so that the pilot can continue with the departure of the vessel.
6. Quay Supervisors mobilize personnel specialized on mooring operation. Composition of each gang has at least one worker who is specialized in the work of mooring/unmooring. Quay supervisors are always informed by the HR dpt. about the specialization of each of the workers assigned to work at each gang and as the coming ship approaches, they gather the specialized in mooring workers and transfer them at the bitts that the vessel is going to make fast. Number of mooring workers needed depend on the size of the vessel and the number of ropes (lines) that are necessary for the vessel to safely make fast.
7. Vessel approaches the dock and mooring is conducted under the supervision of quay supervisors and according to safety rules and practice as described in relevant subcontractors document.

2.3. Discharge Operations.

2.3.1 Discharge Information.

The VO is responsible for communicating the vessel discharging instructions at least 24 hours prior time of Work Application for Oceangoing vessels, at least 16 hours prior time of Work Application for Feeder vessels and at least 6 hours prior time of Work Application for vessels ex Izmir.
All instructions below should be of specific format as follows:

- The destinations should always be declared based on ISO codes (UN Locodes).
- Size Types should always be declared based on ISO codes.
- Temperatures should not have measurement unit (C). Reefers without temperature will be considered as containers with General cargo, therefore will not be plugged in and monitored. Temperatures with decimals should be separated with full stop and not commas. PCT will not be held liable, in case of mis-declaration or no declaration of Temperatures from clients' side and any loss or damage will be under the entity which is responsible for the provision of the files to PCT.
- The cells of the list must be formatted as text.
- Container numbers should not have dashes and gaps.

Email contact for inquiries and data exchange is shipplanning@pct.com.gr.

The instructions must contain:

Import Coprar List.
A consolidated Import Coprar List of all the Import containers belonging to different SLs as per the format attached (Master Coprar) or EDI format shall be submitted by the VO (to shipplanning@pct.com.gr). The import list should clearly indicate the mode of delivery – Road / Sea – and the final port of discharge (FPOD – the port after Piraeus). The list should also include any containers to be transshipped along with their connecting vessels (Vessel Name, Calls sign, Voyage). Finally VGM is obligatory for all full discharging units.
The WGT value should be same as VGM and not include decimals. In case, that VGM is not available the cell should be left empty.
Hold requests for empty containers (excluding tanks) should be provided when the COPRAR list is sent (to shipplanning@pct.com.gr)

Import Bay-plan.
A Bay-plan/ Stowage of the arriving vessel via an EDIFACT 'BAPLIE 2.2' message shall be sent prior to submission of Import Coprar List by email to PCT Planning Section (shipplanning@pct.com.gr).

The SL is solely responsible for the accuracy of the information and the details in the above documents. Any changes in the discharge instructions after the information deadline have to be in writing to the PCT Operations department (shipplanning@pct.com.gr).

If there is any discrepancy between the information received upon a Bay Plan and the Discharge Information (COPRAR), the discharge information (COPRAR) will be considered as the most valid source of information.

Requests for transferring containers from PCT vessels to other terminal (ITT)

Requests for transferring containers to other terminal must be provided when then discharging files are sent at the format requested by PCT (at itt@pct.com.gr). See also "Transfer container between container terminals (ITT)" section.

Important note:

In case of late submission of the discharge instructions resulting in delay of the vessel discharge operation, PCT reserves the right to charge standby time of its manpower and equipment to the account of the vessel, at the rates published in the PCT tariff. Also, PCT may decide to delay operations till deadline is met or even cancel the berthing of the vessel in case there are other vessels waiting berthing. In such case, the said vessel has to wait in turn again.

2.3.2 Transshipment Containers.

The VO/SL will submit (email to shipplanning@pct.com.gr) discharge instructions relating to transshipment containers through the Import Coprar List whereas the following additional data needs to be provided:

- Next Vessel Voyage.
- Final POD for which the container is to be shipped to.

2.3.3 Discharge Checking Activities.

During the discharge process PCT will perform a visual check on the following items:

- Container prefix and number.
- Out of gauge.
- ISO Type/Size.
- Damages, if any, limiting to the container sides which are visible while performing the operational activity.
- Seal check, on a random basis.

2.3.4 Discharge Reporting.

PCT will provide the VO/ SL with EDI 'discharge confirm' messages after the containers have been discharged from the vessel. A recap of the discharge activities performed by PCT will be e-mailed to the VO after sailing of the vessel with Terminal Departure Report (TDR).

In addition, soft copies of the incident reports made for containers found damaged during the discharge operations are sent to the VO by PCT operations dpt.

2.3.5 Over-Landed (Out-of-List) Containers.

When a container is reported over-landed, the PCT Operations Department will immediately contact the VO.

The VO will investigate which line the container belongs to and decide whether the container needs to be re-stowed back or remain discharged. The VO will then supply full container details to the PCT Operations Department.

The VO will provide the PCT Planning section (email to shipplanning@pct.com.gr) with written instructions on the over-landed container as soon as possible but ultimately before departure of the vessel. In case, the VO fails to respond prior completion of operations, the container shall be restowed back at the cost of VO.

It must be noted that PCT is obliged to keep Customs Authorities duly informed of the Over Landed containers.

2.3.6 Short-Landed Containers.

PCT will report a short-landed container to the VO after the vessel discharge operation has finished. The VO will have to take necessary action with the SL on whose account the short landing has taken place and resolve the issue with Customs Authorities too.

It must be noted that PCT is obliged to keep Customs Authorities duly informed of the Short-Landed containers.

2.3.7 Unlashing and discharging operation

Quay supervisor and gang foremen are updated on the lashing plan and tools of the vessel by the various tables/plans that exist on the vessel and/or verbally by the chief officer and they proceed to the lashing and unlashing operations according to his/her instructions.

1. Gangway is landed and after it is wrapped with safety net, lashing gang boards the vessel.
2. PCT Control Tower & tallyman are in close communication by VHF for QC's work plan and any other issue.
3. Tallyman communicate by VHF with QC operator and the rest members of the gang about the QC work plan and any other information needed.
4. Before boarding the ship, gang foreman confirms that the appropriate equipment (pole, chisel, sledgehammer, etc.) is in a good working condition.
5. Lashing team (gang foreman and two lashers) board the vessel and proceed to the work area according to the work plan. There they inspect the area for possible hazard factors e.g. Slippery surfaces from liquids, Corroded floors, Corroded rails/balusters, Corroded scale, Lack of guardrails, Lack of lighting, Grilles/manholes worn or broken or missing, Safety lifeline, Boarding ladders and safety net, Stairs leading to the corridors and inside the holds, Spots with strong odors.
6. If any hazardous situation is found, gang members/foreman notify quay supervisor via VHF, photographs are taken and shift superintendent is notified in turn. The latter may instruct lashing team to avoid working the ship's bay at all or until the damage/hazard is rectified by the ship's crew. In any case, superintendent informs shipping line/ship's operator accordingly.
7. If no problem is detected, gangs proceed with unlashing of containers at the relevant bays of the vessel.

8. Twistlocks of containers up to 3 tiers over the deck or the lashing bridges of the vessel are unlocked by the use of actuator poles. For containers more than 3 tiers over the deck or lashing bridge, safety cages are used.
9. Unlashing is done by the members of the gang specialized to that work which are outfitted with all necessary safety equipment (helmet, gloves, safety shoes, etc.) and are obliged to act according to safety rules and practice.
10. Watchman (this may be the gang foreman or other specialized gang member) communicate with QC operator by VHF or visual signals for the safe containers' lifting and discharging.
11. QC operators locks the unlashed containers, removes them off the vessel and place them on the yard trucks always following safety rules and practice for operations of the QCs as described in relevant subcontractors document.
12. Discharging of Hatch Covers is always attended by gang's watchman while all the rest gang members are notified to stay at safe positions. i.e. away of the hanging hatch cover.
13. Moving of QCs to next ship's bays (gantry motion) is always attended by the tallyman, who is in contact with the QC operator through the RF and with the assistance of the pinners, while any other workers are notified to stay at safe position away from the moving QC.

2.3.8 Unpinning of the discharged containers

Pinning and unpinning is done in the pinning stations normally, however, in exceptional circumstances, pinning operations may be done under QC. The following rules apply:

1. Unpinning is done under the QC by two pinners (workers of the gang that are under the quay crane and are specialized in removing or placing the twistlocks off or on the containers) who are always outfitted with all necessary safety equipment (helmet, gloves, safety shoes, etc.) and are obliged to act according to safety rules and practice as described in relevant subcontractors document.
2. Areas under QC is always lined for the Yard Trucks to move properly under the QCs and with safety zones where Yard Trucks are not allowed to move so that it is safe for workers to stand.
3. Pinners stand at safe position (i.e. at safety zones or QC lanes that are not assigned to the specific QC and always not under the hanging and moving container) as they guide the Yard Trucks to stop at the right point for receiving the discharging containers.
4. Pinners stand at safe position as the containers are moving hanged by the QC. (i.e. at safety zones or QC lanes that are not assigned to the specific QC and always not under the hanging and moving containers.)
5. After the container is placed on the yard truck, pinners move along the truck one at each side and remove the twistlocks which they place at the ships' tool buckets positioned nearby.
6. Yard Truck drivers must keep their vehicles totally still during the unpinning for the safety of the pinners that walk around the truck.
7. After the two pinners have removed the twistlocks, they return at their safe positions and only then they notify the truck drivers by signals that he can move the yard trucks away they QC area.

2.4. Loading Operations.

2.4.1. Loading Information.

The VO is responsible for communicating the vessel loading instructions (email to shipplanning@pct.com.gr) at least 24 hours prior time of Work Application for Oceangoing vessels, at least 16 hours prior time of Work Application for Feeder vessels and at least 6 hours prior time of Work Application for vessels ex Izmir.

All instructions below should be of specific format as follows:

- The destinations should always be declared based on ISO codes (UN Locodes).
- Size Types should always be declared based on ISO codes.
- Temperatures should not have measurement unit (C). Reefers without temperature will be considered as containers with General cargo, therefore will not be plugged in and monitored. Temperatures with decimals should be separated with full stop and not commas. PCT will not be held liable, in case of mis-declaration or no declaration of Temperatures from clients' side and any loss or damage will be under the entity which is responsible for the provision of the files to PCT.
- The cells of the list must be formatted as text.
- Container numbers should not have dashes and gaps.

Email contact for inquiries and data exchange is shipplanning@pct.com.gr.

The instructions must contain:

Export Coprar List

A consolidated Export Coprar List (Loading List) of all the containers belonging to different SLs as per attached format (Master Coprar) or EDI format shall be submitted by the VO (email to shipplanning@pct.com.gr).

If there is any discrepancy between the information received upon arrival of the container on the terminal and the load instruction information (COPRAR), the load instruction information (COPRAR) will be considered as the most valid source of information. Any difference between the information received on arrival of containers and in the export coprar list, which shall result in restowing of container(s) will be charged as per the tariff. VGM for transshipment and inter terminal units is obligatory to be provided at the coprar loading list.

The load instruction information will be used for the vessel stowage. If any load instruction information changes, the SL/VO has to immediately inform the PCT operations in writing (email to shipplanning@pct.com.gr).

If a held container is requested in loading coprar, it does not mean it will be available for loading. In such case, shipping line will be notified of all required actions needed and afterwards, terminal and shipping line will mutually agree to proceed.
The Line shall provide a local point that can be reached 24 hours a day in case any load instruction details need to be verified.

Attached to the load instruction a load recapitulation giving SL breakup of number of containers for each POD shall be supplied (email to shipplanning@pct.com.gr).

Empties Recap

A Recap of all empty units sorted by discharge port (Operator, Sztp, Destination, Figures, Remarks) to be loaded from PCT belonging to different SLs should be provided at the main body of the email (to shipplanning@pct.com.gr) (not in print screen but an xl table) which includes Export Coprar List and all elements should be even with the movins file. In case of any discrepancy between Empties Recap and Movins file, PCT will not be responsible for any misloading.

Important note:
In case of late submission of the loading instructions resulting in delay of the vessel loading operation, PCT reserves the right to charge standby time of its manpower and equipment to the account of the vessel, at the rates published in the PCT tariff / TSA. Also, PCT may decide to delay operations till deadline is met or even cancel the berthing of the vessel in case there are other vessels awaiting berthing. In such case, the said vessel has to wait in turn again.

Vessel Stowage Pre-plan (Bay-Plan)

The VO shall arrange to submit prestow plan to PCT(email to shipplanning@pct.com.gr) along with the Export Coprar List and Empties recap loading instructions at least 24 hours prior time of Work Application for Oceangoing vessels, at least 16 hours prior time of Work Application for Feeder vessels and at least 6 hours prior time of Work Application for vessels ex Izmir.

Re-stow List

Should be provided in xl file(email to shipplanning@pct.com.gr) and all re-stows should be included in movins file. Re-stow positions should correspond to latest arrival plan and movins file, as well as the container numbers,

The SL is solely responsible for the accuracy of the information and the details in the above documents. Any changes in the discharge/loading instructions after the information deadline have to be in writing to the PCT Operations department(email to shipplanning@pct.com.gr).

2.4.2 Stowage Approval.

The PCT Planning Department shall submit the Stowage Pre-Plan (Bay-plan) in EDI format (BAPLIE 1.5 / 2.2) to the Vessel Chief Officer and seek the requisite approval prior commencing

the loading operations by e-mail. In case, that the issues are many Chief Officer should call Vessel operator and find a solution, that will make the plan acceptable and after that to communicate back to PCT (email to shipplanning@pct.com.gr) with readable changes in xl file or revised movins with container numbers in case that changes are too many. After completion of the operations, the final Bayplan – will be sent to VO/Vessel Chief Officer by e-mail.

2.4.3 Pro-Forma Cargo Deadline.

In principle all containers for a particular vessel will have to arrive before the declared 'cut off' of the vessel. The cut off of the vessel for all export units will be 24 hours prior vessel berthing time and is counted from the start of each shift (for example if a vessel berths at 17:30, cut off is 24 hours prior the start of the afternoon shift, which is 15:00 of the previous day). Exception only is for Reefer and Dangerous units, which can be waited till vessel's start of berthing shift (for example if a vessel berths at 17:30, cut off is the start of the afternoon shift, which is 15:00 of the same day).

2.4.4 Loading Checking Activities.

During the loading process PCT will perform a visual check on the following items:

- Container prefix and number.
- Damages, if any, limiting to the container sides which are visible while performing the operational activity
- Seal check), on a random basis.

In case Master or Chief officer request any adjustment or correction to the stacking or lashing of containers on the vessel from PCT stevedores, this has to be asked during operation of the vessel on the spot. Otherwise, and if such a request is made after the completion of operations to a particular ship's bay or the vessel, any delays to ship's departure will be on VO account and PCT reserve the right to claim remuneration for possible delays.

Non-cellular vessels (ie vessels without cell-guides below deck and / or specific container stowage positions on deck) are not normally handled at the Container Terminal. In case Port agrees to handle such vessels at the Container Terminal, a surcharge on the loading and discharging rates will apply as per Tariff.

2.4.5 Loading Reporting.

PCT will provide the Line with EDI 'load confirm' message after all the containers have been loaded. In addition, the recap of the final load activities performed on the vessel by PCT will be e-mailed to the Line/VO after sailing of the vessel with TDR.

2.4.6 Pinning of the loading containers

Pinning and unpinning is done in the pinning stations normally, however , in exceptional circumstances, pinning operations may be done under QC. The following rules apply:

1. Pinning is done under the QC by two Pinners (workers of the gang that are under the quay crane and are specialized in removing or placing the twistlocks off or on the containers) who are always outfitted with all necessary safety equipment (helmet, gloves, safety shoes, etc.) and are obliged to act according to safety rules and practice as described in relevant subcontractors document.
2. Gang foremen advise the tally men about the required pinning setting for each batch of containers. Tally men in their turn, instruct the pinners accordingly.
3. Areas under QC is always lined for the Yard Trucks to move properly under the QCs and with safety zones where Yard Trucks are not allowed to move so that it is safe for workers to stand.
4. Pinners stand at safe position (i.e. at safety zones or QC lanes that are not assigned to the specific QC and always not under the hanging and moving containers) as they guide the Yard Trucks to stop at the right point on the dedicated QC's traffic lane for the QC's spreader to land, lock and lift the loading container off the chassis.
5. After Yard Truck has completely stopped at the right point, pinners proceed to the pinning of the containers by moving along the yard truck one of them at each side of the truck.
6. After the pinning is done, pinners return to their safe positions and only then the QC proceed towards the container to land the spreader on it and continue with the loading process.
7. Pinners stand at safe position as the containers are moving hanged by the QC. i.e. at safety zones or QC lanes that are not assigned to the specific QC and always not under the hanging and moving containers.

2.4.7 Loading & Lashing operation

Quay supervisor and gang foremen are updated on the lashing plan and tools of the vessel by the various tables/plans that exist on the vessel and/or verbally by the chief officer and they proceed to the lashing and unlashing operations.

1. Gangway is landed and after it is wrapped with safety net, lashing gang go aboard vessel.
2. PCT Control Tower & tallyman are in close communication by VHF for QC's work plan and any other issue.
3. Tallyman communicate by VHF with QC operator and the rest members of the gang about the QC work plan and any other information needed.
4. Yard Trucks proceed under the QC and after they have completely stopped at the right point, pinners proceed to placing of twistlocks on the containers according to tallymen instructions.
5. After the pinning is done and pinners have returned at their safe positions, QC operators proceed to the containers land the spreader on them, lift them and load them on the vessel always following the safety rules and practice for operations of the QCs as described in relevant subcontractors document.
6. Watchman standing at safe position on the vessel (this may be gang foreman or other specialized gang member) communicate with QC operator by VHF or visual signals for the safe and correct containers' Loading.
7. Before boarding the ship, gang foreman confirms that the appropriate equipment (pole, chisel, sledgehammer, etc.) is in a good working condition.
8. Lashing team (gang foreman and two lashers) board the vessel and proceed to the work area according to the work plan. There they inspect the area for possible hazard factors

e.g. Slippery surfaces from liquids, Corroded floors, Corroded rails/balusters, Corroded scale, Lack of guardrails, Lack of lighting, Grilles/manholes worn or broken or missing, Safety lifeline, Boarding ladders and safety net, Stairs leading to the corridors and inside the holds, Spots with strong odors.

9. If any hazardous situation is found, gang members/foreman notify quay supervisor via VHF, photographs are taken and shift superintendent is notified in turn. The latter may instruct lashing team to avoid working the ship's bay at all or until the damage/hazard is rectified by the ship's crew. In any case, superintendent informs shipping line/ship's operator accordingly.
10. If no problem is detected, lashing men proceed with the lashing of loaded containers according to QC work plan.
11. Lashing is done by the members of the gang specialized to that work which must be outfitted with all necessary safety equipment (helmet, gloves, safety shoes, etc.) and are obliged to act according to safety rules as described in relevant subcontractors document.
12. Twistlocks of containers up to 3 tiers over the deck or the lashing bridges of the vessel are handled by the use of actuator poles. For containers more than 3 tiers over the deck or lashing bridge, safety cages are used.
13. Loading of Hatch Covers is always attended by gang's watchman while all the rest gang members are notified to stay at safe positions. i.e. away of the hanging hatch cover.
14. Moving of QCs to next ship's bays (gantry motion) is always attended by the tallyman, who is in contact with the QC operator through the RF and with the assistance of the pinners, while any other workers are notified to stay at safe position away from the moving QC.

2.5 Stevedoring & Terminal Charges.

The SL/VO and all the co-loaders have to pay all Stevedoring Charges to PCT in advance and the Terminal charges as per valid procedures.

2.6 Change of vessel / Change of destination

In case BO proceeds to re-nomination of loading vessel or change of destination, PCT reserves the right to apply charges. All re-nomination requests will be sent to shipplanning@pct.com.gr.

2.7 Vessel Related Charges

The vessel related charges shall be paid by the VO to the relevant party directly.

2.8 Vessel Bunkering & Provisioning

VO has to notify PCT (relevant application form in pct.com.gr website) for Vessel bunkering from shore at least 24 hours before arrival of the vessel.

These activities are only allowed after written approval from the Harbor Master and are subject to safety and security procedures set by the Harbor Master. These activities must not delay the vessel operations and must be completed within the operational working time of the vessel unless otherwise agreed.

2.9 Ship's repairs, welding, hot works

Hot works while ship is at berth are forbidden by the Port Authority. VO has to obtain relevant permission by the Authorities and if so, PCT will examine whether repairs can take place while vessel at berth and in all cases without interrupting or delaying operations (email to claims@pct.com.gr, berth@pct.com.gr, marketing@pct.com.gr, envservices@pct.com.gr).

2.10 Vessel Clearance Formalities.

The VO is responsible for the Arrival and Departure Clearance of the vessel(s) and arrange for the required authorities – Customs, Immigration, PHO and others if any – to be available at Berthing and Completion of Operations in order to complete the clearance formalities.

Important note:
In the event, the required boarding parties are not available at berthing of the vessel(s) causing a delayed start of operations, PCT reserves the right to charge standby time of its manpower and equipment to the account of the vessel, at the rates published in the PCT tariff. If the vessel is delayed for sailing after completion of operation due to reasons not on account of PCT, the berth idling charges shall be levied as per the tariff.

2.11 Quay Side Supervision

According to PCT policy, dedicated supervisors exist at all times in each dock which are responsible for the conduct of all ongoing works according to safety rule and practice as described in relevant subcontractors document.
It is quay supervisor's responsibility

1. To allocate appropriate personnel among the various works taking place at the dock at each time and to take care so that appropriate number of people are assigned to each task.
2. To provide the tools necessary for the various works that are scheduled to be done.
3. To take care for the good condition of the workers especially in extreme weather conditions by providing necessary areas for resting/warming/cooling and/or cool water/beverages, special clothing, etc.
4. to takes care so that safety precautions are followed by all workers during the fulfillment of their tasks and that they are outfitted with all necessary safety equipment.

3. LAND SIDE OPERATIONS

Gate operations, including visual inspection and seal checks are subject to landside container handling. The Gate and Inspection facilities will be manned by PCT/Customs and Security officials. PCT controls access of truckers to the terminal. A trucker is only allowed on the terminal after full identification of the trucker and registration of the terminal visit. Containers are only allowed into the terminal on instruction of the Line who has to provide the necessary pre-advise before the container arrives at the gate. Containers will be allowed to depart the terminal only subject to completion of all customs formalities by the Line and/or named receiver and full payment of port charges. In addition, total weight of truck and cargo must be under the limit set by local transport regulations.

3.1 Gate Operations

PCT gate is operated by an automated system (CAMCO) using OCR technology and operates 0700-2300 during the weekdays and 0700-1500 on Saturdays. During each shift, one seal checker is present in each of the in and out gates, and two gate clerks handle the gate issues in the gate control room.

Gate checkers are tasked with:

- Handling the errors generated by CAMCO.
- Anticipate and fix traffic congestion during gate in and out.
- Communicate with truck drivers and assist with documentation issues.

Seal checkers need to:

- Check and verify seal number and door condition of incoming full containers before they are allowed to gate-in and for outgoing full containers before they are allowed to gate-out.
- Check container for damages and report to gate clerk in needed.

3.2 External truck traffic regulations

External trucks need to follow the PCT regulation during their visit in the terminal, specifically the documents describing:

- Gate in/out process instructions
- PCT yard safety and traffic instructions
- Compliance as per ISPS Code

3.3 VGM information

PCT will weigh and provide VGM for containers entering PCT in means other than vessel and inter-terminal if shipper fails to provide. For container entering terminal through vessel and inter-terminal, PCT shall need a written request from container operator (at itt@pct.com.gr) in order to provide an updated VGM. In such case charges will be applied to the VO for weighing cargo according to PCT tariff.

3.4 Transfer container between container terminals (ITT)

The container operator is solely responsible for requesting transferring containers between terminals, unless operational factors require otherwise. Email contact for inquiries and data exchange is itt@pct.com.gr.
The acceptance of transferring containers between container terminals by shipping lines must be approved by both terminals (sending and receiving). The transferring of containers between terminals for connecting vessels is subject to:

- Time of the container operator's request,
- Total amount of containers to be transferred until vessel connection
- Operational workload.

For containers received by terminal, hold requests for empty containers (excluding tanks) should be provided as part of the transfer request which will be sent (at itt@pct.com.gr).

In the transfer list should be included:

- Data for transshipment cargoes (next vessel voyage & final POD).
- The destinations should always be declared based on ISO codes (UN Locodes).
- Size Types should always be declared based on ISO codes.
- Temperatures should not have measurement unit (C). Reefers without temperature will be considered as containers with General cargo. Temperatures with decimals should be separated with full stop and not commas. PCT will not be held liable, in case of mis-declaration or no declaration of Temperatures from clients' side and any loss or damage will be under the entity which is responsible for the provision of the files to PCT.
- The cells of the list must be formatted as text.
- Container numbers should not have dashes and gaps.
- The WGT value should be same as VGM and not include decimals. In case, that VGM is not available the cell should be left empty.

For containers entering from PCT gate or stuffing, transfer request should be sent (at itt@pct.com.gr) when the containers are entered in PCT TOS.

Depending on commercial agreement, PCT Operations shall provide the format of the transfer list, along with filling instructions.

3.5 Empty container pick up

Empty containers requested for gate out or stuffing is performed LIFO. Planning department will provide priority for pick up for the container quantity requested by container operator (email to yard-planners@pct.com.gr).
Container operator is responsible for checking the containers provided by the planning dept. and arrange truckers to pick up the containers with the provided order. If not picked up in the required order, terminal reserves the right to stop the procedure unless the truckers arrive in order and to notify the container operator accordingly. If container operator does not comply,

then PCT may proceed with the required moves informing container operator and PCT Marketing dept.

3.6 Hold requests for empty containers

Requesting to hold an empty container does not mean it will be available upon request. In such case, container operator will be notified of all required actions needed and, afterwards, terminal and container operator will mutually agree to proceed.
All empty containers inside terminal are considered as available for loading on any vessel for any destination unless same are accompanied by a hold order

Hold requests that do not involve containers transferred from other terminals should be sent to: shipplanning@pct.com.gr and yard-planners@pct.com.gr.

3.7 Yard Planning

Yard planners are tasked with configuring TOS parameters so that stacking of containers in yard happens according to the following rules:

- Evenly distribute discharging and loading jobs during operation in order to avoid increased workload and traffic congestions.
- Take into account the ground weight limitations in Pier 2 RTG area.
- Avoid creating columns without adjacent containers.
- Avoid stacking empty containers over 2nd tier in RMG/RTG blocks.
- Follow IMO code segregation rules for dangerous cargo.
- Keep 2 safety rows in each RMG/RTG block
- Stack tank containers without frame in SC blocks

3.8 Yard truck traffic regulations

Internal (PCT & PPA) trucks need to follow the PCT traffic regulation during operations and follow the documented instructions concerning:

- Speed limit
- Traffic lanes and directions in terminal
- Waiting under RMGs/RTGs
- Operation by SCs and FLs

Details of the above regulation are found in the relevant document provided by subcontractors to the truck drivers. Furthermore, specific instructions for YT traffic concerning pinning stations are listed in relevant chapter 3.11.

3.8.1 RMGs/RTGs Inter-block moving

- The subcontractor's supervisors who will be responsible for the procedure will listen to the specific VHF channel defined by PCT for this purpose.

- When the yard cranes need to pass the corridors to move to the next block, they will change to the VHF channel and will inform the supervisors. They will stay tuned to this channel until the procedure is over.
- Before blocking the passage to the corridor, the supervisor must inform the pool of yard trucks (POOL 1) in which point of the yard the transition will take place so they are well aware and do not try to access the corridor.
- Subcontractor supervisor will have to block with his vehicle the side of the corridor where the spreader is located (truck lane), side of which the crane operator has visibility.
- Subcontractor supervisor will move to the other side of the lane (traffic lane) in order to supervise and block the traffic of the vehicles that wish to enter the corridor. Supervisor must be equipped and use a lollipop "STOP" sign.
- Under instructions given by the supervisor, the transition of the yard crane from block to block will commence. During execution, the yard crane will move with low speed and both supervisor and crane operator will be alert and control their area of responsibility.
- When the procedure is over the yard cranes will return to their usual VHF channel.
- The supervisor and his vehicle must be equipped with reflective gear and vest to be visible by passing vehicles.

3.9 RMG Trolley & Gantry interlock

In order to promote safety of container handling in yard, PCT has implemented the below limitations which will apply on RMGs 01-16 only:

- The trolley and gantry interlocks will be activated when the spreader is lowered below the safe height, e.g. 20.8m (parameter) inside the block. Maximum hoist height is 21m (software limit).
- The trolley motion will be limited to e.g. ±20cm from stored trolley position when the spreader is lowered below the safe height inside the block with a speed limitation of 10% .
- The gantry motion will be limited to e.g. ±40cm from stored gantry position when the spreader is lowered below the safe height inside the block with a speed limitation of 10% .
- The operator will have the possibility to store the trolley and gantry position (re-center) by pushing the green button on the left joystick, so that the limits for the trolley and gantry motions are calculated from the newly stored position.
- The trolley and gantry motions are not interlocked by the hoist height in the chassis lanes, with the following exception: the trolley can enter the block area from the outside lanes only when the spreader is above the safe height.
- The spreader cannot be unlocked over the sixth row.

3.10 Yard Supervision

According to PCT policy, dedicated yard supervisors exist at all times in each yard segment which are responsible for the conduct of all ongoing works according to safety rules and practice as described in in relevant document.

It is yard supervisor's responsibility

1. to allocate appropriate personnel to the various machinery at the Yard at each time.

2. to supervise proper placing of containers to the stacks to prevent possible accidents due to wrong stacking.
3. to supervise traffic of external and internal trucks and the approaching of them to the serving yard cranes according to safety rules and precautions.
4. to take care so that all proactive measures for extreme weather conditions are put into practice.
5. to takes care so that safety precautions are followed by all workers during the fulfillment of their tasks and that they are outfitted with all necessary safety equipment.

3.11 Pinning stations & Pinning procedure

Pinning stations are planned to replace all pinning positions under QCs. Below are the SOPs for station set-up and for involved terminal workers. However, for exceptional cases, pinning/unpinning may take place under QC. For those cases, please refer to the relevant chapters of the vessel unloading/loading procedures (2.3.8 & 2.4.6 respectively).

3.11.1 Pinning station set-up

- Subcontractor is responsible to arrange the position and set-up of pinning stations (PS), according to the following rules, with priority to safety first and then to efficient operations.
- Pinning cabins must be away from vessels' ropes.
- Enough space to be allowed for the YTs to align on the QC lane of the closest working QC after leaving a loading PS.
- Enough space to be allowed for the YTs coming out of the closest working QC to align on the PS lane before entering the discharging PS.
- Enough space to be allowed for the YTs to safely turn and align on the PS lane before entering the loading PS.
- Enough space to be allowed for the YTs to safely come out of the discharging PS and turn away from the PS lane.
- Enough space to be allowed for a possible YT queue prior to a PS.
- PS must not obstruct the YTs coming out from QCs lanes of the other vessels of the berth.
- PS must not obstruct the YTs coming in the QCs lanes of the other vessels of the berth.
- The station position depends on the Pier and number and size of vessels operating in terminal.
- Pinning stations to have either 1 or 2 lanes depending on the anticipated workload.
- Lane is formed by the pinning cabins which are settled one opposite to the other shaping a rectangular.
- For 2 lanes, PCT is going to use 6 cabins due το restricted space. Eventually, the 2 lanes of the station will be one next to the other.
- Cabins are put at such positions so that when the loaded yard truck stops inside the pinning station, worker's standing position of each cabin is opposite to 1 fitting corner of the cntr.
- For the 2x20ft cntrs, buckets to be placed in middle.

- Width of the lane must be wider than the width of yard trucks by at least 1 meter. The reason is to facilitate drivers to enter the pinning station and decrease the possibilities of yard trucks to hit or drift the cabins.

3.11.2 Pinning worker duties

- Pinning workers have to follow safety rules and practice as described in relevant subcontractor document.
- Pinning worker updated by the Marker (Checker or Tally Clerk) about the type of containers which are going to be transported (loading-unloading), as well as the kind of stacking equipment which are going to be used (pins, cones, truck cranes-"papagalos" etc.)
- He confirms that the appropriate hand tools are in an excellent working condition. Otherwise, he must inform the dockworker-"koumanto".
- He is in constant communication with the Marker and/or the shift contractor during his shift.
- He always checks the condition of the pinning/unpinning cabin at the Pinning Station, at which he is going to work (damages, canopy roof, lighting) and if he detects any problem or damage, he should inform the shift contractor.
- He ensures that the radio (VHF) works sufficiently and the conversation is smoothly executed.
- He uses the radio (VHF) only to communicate with the Marker and with those related to his work (pinning/unpinning of pins/"papoutsakia").
- He always informs the Marker and/or the Dockworker-"koumanto" (after checking first) about any problems related to the container stacking parts (pins, cones, truck cranes-"papagalos" etc.) during unloading or loading.
- Only if requested, he informs the shift contractor about work progress.
- At the end of each working task, he informs the Marker and/or the shift contractor and at the same time he gets informed about next tasks assigned.
- He uses terminology and proper signaling, which are completely understood by the truck driver. In case he is not sure whether his words or signals are understood or not, he should contact the truck driver again to confirm them.
- He immediately reports any container or equipment damage to the Marker.
- He informs the truck driver and/or the shift contractor about any malfunction or damage on the dock truck.
- He informs the Marker and/or the shift contractor about any malfunction or damage on a public service truck of an external transport company.
- He always stands - remains inside the pinning station cabin as he is waiting for the trucks to approach the pinning station.
- He never crosses the pinning station crosswise, but only moves (if necessary) towards the front part or back end of the station.
- During loading-unloading of the ship, he directs (gives directions by making hand signals) the trucks appropriately, in order that they take the correct position and lane towards the relevant pinning station.
- Dockworker-"papoutsakia" located in the front-left side of the pinning station cabin is responsible for guiding the truck driver, via signals and verbal directions, in order to take the right place before entering the pinning station.

- When the truck reaches the pinning station and stops moving, Dockworkers-"papoutsakia" come out of the pinning station cabins, check the indication on the screen located on the vehicle body right under each fitting hole ("folia") and then unpin/pin the appropriate pins ("papoutsakia" or twistlocks) in the fitting holes of the containers.
- After pinning/unpinning the pins ("papoutsakia" or twistlocks) on the container, they return inside the pinning station cabin.
- Trucks start moving only after they get the signal from the Dockworker-"papoutsakia" located in the front-left pinning station cabin and only after he has checked that all Dockworkers-"papoutsakia" are in their cabins.
- In case there is a problem with unpinning, they use the proper tools (hammer and chisel) to unblock it (the unpinning process of a defective pin takes place adjacent to the pinning station, so that the normal procedure of gantry cranes unloading is not blocked or delayed.

3.11.2 Pinning station yard truck traffic

- YT drivers have to follow safety rules and practice as described in relevant subcontractor document.
- Yard truck passes through the pinning stations before arriving to QC for loading and after receiving discharged container from QC, regardless of whether the containers need pinning or not.
- YT driver enters the pinning stations at a very low speed following the signals/instructions of the dockworker-"papoutsakia", who is in the front-left side.
- When YT driver is at the pinning station he must not move the vehicle/truck at all until he receives a signal from the dockworker-"papoutsakia" standing at the front-left side to start.
- After receiving the signal that YT driver can start, he must also check the surroundings himself making sure that there is no one near his vehicle.
- After completing the previous procedures, the YT driver can leave the pinning station. Any change in the direction of the vehicle/truck must be made after the vehicle has fully exited the pinning station to eliminate the possibility of falling onto a pinning cabin or swept it away.
- In case a container has a defective pin, driver is informed by pinning worker, and the vehicle/truck must leave the pinning station and stop at a nearby point so that the pinners can approach it with the appropriate tools and disconnect the pins ("papoutsakia")

5. CONTAINERISED BREAK-BULK CARGO

The Shipping Line has to inform PCT (email to berth-planning@pct.com.gr, superintendents@pct.com.gr, shipplanning@pct.com.gr), about any break-bulk activities required on vessels. Information has to be provided to above PCT emails before cargo's loading from previous port in order to confirm for safe handling. Cost will be advised to SL by PCT marketing department

The information must consist of:

- Handling method by Container Gantry Crane/external crane.
- Piece count.
- Length / width / height / weight.
- Position on board.
- Description/drawing.
- Customs approval confirmation.
- Planning.
- Lifting & Lashing points on cargo.

6. OOG CARGO

VO/SL has to provide detailed instructions to the PCT operations department for the handling and stowage of awkward cargo that may need special treatment (email to berth-planning@pct.com.gr, superintendents@pct.com.gr, shipplanning@pct.com.gr). Such instructions may include photographs, reports, etc. describing the way the cargo was loaded on the vessel at the port of loading or at other previous ports.

In case that special equipment or tools has to be deployed by PCT for the handling of such an OOG cargo, extra charges will be levied as per PCT tariff.

7. DIRECT DELIVERIES.

For exceptional cases (IMO cargo or Value transport), there will be a possibility to deliver the container(s) under the quay-crane for direct loading/discharging. For safety reasons this activity will have to comply with the PCT rules and regulations.

By applying the procedure for direct delivery from the area falling into PCT S.A. jurisdiction; i.e., it is not allowed for the cargo to remain in areas falling into PCT S.A. jurisdiction.

PCT needs the following information (email to envservices@pct.com.gr) at least 24 hours before the arrival of the vessel at PCT:

- Number of container(s).
- Time of delivery.
- Contents of the container(s).
- Truck Plates
- Driver names & licenses.

PCT will inform the VO/SL about the expected time of loading/discharging of the container

Three (3) hours before arrival of the vessel the requested direct deliveries have to be confirmed to PCT(email to envservices@pct.com.gr).

Three (3) hours before the agreed time of loading, the containers (s) will have to be present at the terminal.

8. DANGEROUS CARGO

The procedure for loading, unloading, transit and temporary storage of dangerous cargoes within the area of PCT SM S.A. Container Terminal is performed in accordance with the terms and conditions stipulated in the following:

I. International Maritime of Dangerous Goods Code (IMDG), as amended and applied
II. Presidential Decree 405/1996 (Government Gazette 272/A/1996) "Regulation for loading, unloading, forwarding and storage of dangerous goods in ports and transporting thereof by sea" and the Presidential Decree 49/2005 (Government Gazette 66/A/11-3-2005) "Establishment of a Community vessel traffic monitoring and information system", as amended and in force
III. Regulation of Piraeus Port

Email contacts for inquiries and data exchange are envservices@pct.com.gr and waste-handling@pct.com.gr.

8.1 Procedure for loading - unloading – in transit passage (ROB) of Dangerous Cargoes of classes 2.1, 2.2, 2.3, 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 8 and 9 at PCT SM S.A. Container Terminal area.

The notification procedure with regards to the dangerous goods of the above classes is the following:

1. At least 24 hours before the arrival of the vessels, the following must be presented through email by the vessels' responsible entity (shipping agent, shipping company, etc.) to the Department of Environment and Port Services (email to envservices@pct.com.gr):
    a. The email of the application - statement submitted to the Port State Control (Central Coastal Guard) for the approval of the loading / unloading and/or in transit passage of dangerous goods
    b. A well readable and clear copy of the Dangerous Goods declaration (Multimodal Dangerous Goods Form), as required by the IMDG code (this refers to the loading or unloading of dangerous goods in packaged form inside containers).
    c. The PCT DG excel form (this refers only to loading and unloading of dangerous containers).
    d. The IMO Dangerous Cargo on board list (this refers to the in-transit passage of dangerous goods placed inside containers).

2. The Department of Environment and Port Services checks and reviews the above data and uploads relevant info to CATOS System.

3. The final permission for loading / unloading and/or in transit passage (ROB) of dangerous cargoes is communicated though an electronically signed signal, issued by the Port State Control (Central Coastal Guard) and is notified to the Department of the Environment and Port Services (email to envservices@pct.com.gr). The Department of the Environment and Port Services updates CATOS system with the reference no. of the Central's Coastal Guard final permission.

4. Operations dpt. Gate clerks supervise the entering of containers in the terminal. Automatic OCR system detects and notifies in case that proper labelling is missing and do not allow entering of external truck. Gate checkers are responsible to inspect condition of container and detect and report possible damage/spillage.

5. Operations dpt. Yard planning sector supervise the proper stacking of containers in the yard in compliance with DG segregation rules. Yard planning system has been set to assign proper position to each container automatically as soon as it enters the terminal. See also 7.3 procedure for temporary storage of Dangerous Containers.

6. Operations dpt. Ship planning sector ensures that containers are planned for loading at the designated positions on vessels as instructed by vessel's responsible entity in compliance with the IMDG code.

7. Operations dpt. Control tower sector supervises the discharging and loading of containers. In case that final approval for loading/discharging has not been received by the authorities, system notifies controllers and blocks activation of move orders for the containers. In such a case, Department of Environment and Port Services is notified by controllers and proceeds with contacting vessel's responsible party to obtain permission.
8. Tally man is notified by the TOS that the handled container is DG and he is responsible with the pinners to inspect condition of container and detect and report possible damage/spillage or absence of proper labelling at the discharging of it.
    - In case of missing labels, container is discharged and stacked at proper position according to DG segregation rules and then, vessel's responsible party is notified to cover expenses for placing labels. After confirmation, PCT proceed with placing DG labels.
    - In case of damage/spillage see procedure below.

8.2 Procedure for loading-unloading of Dangerous Cargoes of Classes 1 (explosive materials), & 6.2 (Infectious substances)

It is allowed to load, unload and pass in transit (remain on board) containers of the above Classes on the following conditions:

i. By applying the procedure of direct delivery from the area falling into PCT SM S.A. jurisdiction; i.e., it is not allowed for the cargo to remain in PCT's SM S.A areas.
ii. It is not allowed to store cargoes of the above Classes in areas belonging to PCT SM S.A.
iii. It is not allowed to conduct operations for filling, emptying, and unsealing containers containing the above goods.
iv. The loader or recipient must have obtained the necessary approvals / permits from the Competent Authorities

The notification procedure of Classes 1 & 6.2 follows the same steps as in Section 7.1
Additionally, an approval for direct delivery under preconditions is issued by the Department of Environment and Port Services at least 72hrs prior to the loading / unloading / in transit passage (ROB) of the containers, which is submitted to the Port State Control (Central Coastal Guard) for the final approval.
After receiving the final permission for the loading / unloading / in transit passage (ROB) of subject containers, through an electronically signed signal, issued by the Port State Control (Central Coastal Guard), the Department of Environment and Port Services notifies accordingly the Departments of: Operation, Security, Free Zone and Billing.

External truckers have to enter the terminal at reasonable time prior to the loading or discharging. They are updated by the shift manager with whom they stay in contact. Upon entering the terminal, they are accompanied by yard supervisor up to proper waiting point and at the time of loading or discharging they are guided by them under the Quay Crane which will handle their container. There rest processes remain as described in the section 7.1 above.

8.3 Procedure for temporary storage of Dangerous Cargoes

It is allowed to temporary store at the area of PCT SM S.A. containers of classes 2.1, 2.2, 2.3, 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 8 and 9 on the following conditions:

i. The above is allowed only with regards to packaged cargoes placed inside containers.
ii. It is not allowed to conduct filling, emptying and unsealing operations for containers with dangerous cargoes. The containers loaded with dangerous goods must be exclusively delivered with their cargo inside.
iii. It is forbidden to conduct fumigation or apply pesticides and ventilate dangerous containers.

The stowage and segregation rules of CATOS System are set in accordance with IMDG Code, as amended and applied. Then system assign position to each container at the time of entering to the terminal either by gate or vessel discharge. Yard crane operators are notified that the handled container is Dangerous by the CATOS system and also the label on the container and proceed to stacking of it with caution. Also, in case a DG container needs to be shifted, system will allocate new position according to the segregation rules.

8.4 Procedure for sampling of dangerous cargoes (only for purpose of inspection by relevant Authorities)

Upon request by the Customs Authority, a physical and/or sample inspection to containers containing dangerous goods shall be conducted; this inspection is conducted in a special area, upon approval by PCT SM S.A. and in accordance with the pertinent law.
It might be requested from the customs broker to present the Material Safety Data Sheets (MSDS) for the dangerous goods that have been placed inside the containers, in order to conduct the inspection.
In case a sample inspection is requested by the Authorities (Customs Authority, General Chemical State Laboratory, Agronomists, etc.), the sample will be collected only by the Competent Authority.
If necessary, the Fire Brigade is called by PCT SM S.A.

8.5 Procedures in case of spillages of Dangerous Cargoes

In case of leakages of dangerous cargoes, the Emergency Response Contingency Plan of PCT SM S.A. is applied in cooperation with the licensed company (contractor). The procedure to be followed:

- The area of leakage is isolated as soon as possible or/and all the necessary actions take place in order the container under leakage to be placed in the spillage collector tank.
- Shift Superintendent informs the Container Terminal Dpt. Manager (or other person in charge), the Emergency Response Contingency Plan contractor, the Department of Environment and Port Services, the Claims and the Security Dept. with a brief description of the incident, accompanied by relevant evidence material (i.e. photos, Container Number), in order to initially assess the size and type of pollution.
- Shift Superintendent ensures that the Contractor's company pollution response team enters and guides the site safely. The area where the decontamination works will be carried out should be isolated from the rest of the operation of the Container Station for safety reasons.
- During the works there will be continuous supervision and communication between the head of the decontamination team, Shift Superintendent and the Department of Environment and Port Services.
- During the response works and upon the completion of the response works the contractor sent relevant progress reports notified to the Department of Environment and Port Services and Container Terminal dpt.'s responsible team.

8.6 Procedure for the transboundary movement of wastes (dangerous or non-dangerous) under Regulation (EC) No 1013/2006

8.6.1 Direct Delivery of containers carrying wastes (dangerous or non-dangerous)

It is allowed to load / unload containers carrying wastes (dangerous or non-dangerous) on the following conditions:

i. By applying the procedure of direct delivery from the area falling into PCT SM S.A. jurisdiction; i.e., it is not allowed for the cargo to remain in PCT's SM S.A areas.
ii. It is not allowed to store wastes in areas belonging to PCT SM S.A., consequently transhipment of wastes is not allowed.
iii. It is not allowed to conduct operations for filling, emptying, and unsealing containers containing the above goods.
iv. The loader or recipient must have obtained the necessary approvals / permits from the Competent Authorities

8.6.1.1 Dangerous wastes

A preliminary approval for direct delivery under preconditions is issued by the Department of Environment and Port Services at least 72hrs prior to the loading/unloading of containers carrying dangerous wastes, which is submitted to the Port State Control (Central Coastal Guard) for the final approval.
After receiving the final permission for the loading / unloading of subject containers, through an electronically signed signal, issued by the Port State Control (Central Coastal Guard), the Department of Environment and Port Services notifies accordingly the Departments of: Operation, Security, Free Zone and Billing

Operations take place as in 7.1 & 7.2 above.

8.6.1.2 Non-Dangerous solid wastes

At least 48hrs prior vessel's arrival the vessels' responsible entity (shipping agent, shipping company, etc.) shall send a notification email to the Departments of the Environment & Port Services, Operation, Free Zone and Billing(email to envservices@pct.com.gr, shipplanning@pct.com.gr, gate-house@pct.com.gr, free-zone@pct.com.gr, billing@pct.com.gr), providing the following information:

- Vessel name
- Port of Loading (POL)
- Estimated Time of Arrival (ETA)
- Container Number
- European Waste Code (EWC)
- The Written Consent to the transboundary shipment of waste issued by the Ministry of Environment, the relevant Notification document and the Movement Document for the Transboundary movement of wastes per container or the Annex VII per container for the green listed waste (INFORMATION ACCOMPANYING SHIPMENTS OF WASTE AS REFERRED TO

IN ARTICLE 3(2) AND (4) OF EC REGULATION 1013/2006), for all containers that are part of the cross-border transport process (import-export of non-hazardous solid waste)

- PCT Waste excel

In the loading / unloading lists as well as in the Import / Export Manifests that the Shipping Company will send to the responsible Department (email to envservices@pct.com.gr), the ”WDD” code in the columns "Special handling" & “REMARKS”, respectively, must be used, where ”WDD” stands for:

Non-dangerous waste codes, which are not allowed to be stored in the PCT facilities and for which immediate delivery is provided

After receiving the relevant information for the loading / unloading of containers carrying non-dangerous wastes, the Department of Environment and Port Services notifies accordingly the Departments of: Operation, Security, Free Zone and Billing.

Operations take place as in 7.1 & 7.2 above.

8.6.2 Temporary Storage of containers carrying non-dangerous solid wastes

In accordance with Letter Ref. No. 10.323 of the Directorate of Environmental Licensing and Ref. No. Letter ΥΠΕΝ/ΔΔΑΠΠ/ 44524/1817_23/07/2018 of the Directorate of Waste Management & Environmental Certification, Department of Registry, Licensing & Waste Statistics of the Environmental Management General Directorate, the short-term stay of containers carrying specific categories (specific EWC) of non-hazardous solid waste at Piraeus Container Terminal (PCT SA) is permitted.

The notification procedure for the Temporary Storage of the specific categories (specific EWC) of non-hazardous solid waste is same as in Section 7.6.1.2.
The only difference that in the loading / unloading lists as well as in the Import / Export Manifests that the Shipping Company will send to the responsible Department(email to envservices@pct.com.gr), the ”WTS” code in the columns "Special handling" & “REMARKS”, respectively, must be used, where ”WTS” stands for:

Non-dangerous waste codes, for which temporary storage is provided at the PCT facilities (for the specific codes direct delivery is not allowed)

After receiving the relevant information for the loading / unloading of containers carrying non-dangerous wastes, the Department of Environment and Port Services notifies accordingly the Departments of: Operation, Security, Free Zone and Billing.

Operations take place as in 7.1 & 7.2 above.

9. REEFER CONTAINERS

PCT has 2115 reefer connections for storage of reefers in the yard. Reefers will be plugged and unplugged only once as a standard activity in the vessel and gate operations. Email contact for inquiries are reefers@pct.com.gr and yard-planners@pct.com.gr.

The power supply and temperature monitoring shall be done by PCT three times/ day. PTI, Run Test of Reefer Containers can be provided by PCT. For performing these tests, the SL shall inform the PCT Planning Section.

The terms and conditions concerning reefer activities in the terminal will be subject to the TSA between SL and PCT.

In case of malfunction of reefer units, PCT reefer technicians notify container operator who is responsible to arrange external technician to enter the terminal and repair the units on his account.

Orders for not plugging a container after its entrance in the terminal shall be sent in a separate mail(email to reefers@pct.com.gr, yard-planners@pct.com.gr, shipplanning@pct.com.gr), clearly indicating in the title its purpose, before a container enters the terminal and after the pre-advice is issued or the discharge list is sent. Reefers with temperatures with instruction not to be plugged in will not be plugged in and monitored.

PCT will not be held liable, in case of mis-declaration or no declaration of Temperatures from clients' side and any loss or damage will be under the entity which is responsible for the provision of the files to PCT.

10. LIABILITY

Terminal shall be exempted from liability for damage to goods caused solely by insufficient protection or packing and improper declaration of content and weight and due to any other reason not attributable to PCT. The party with a direct interest in the cargo i.e. the cargo seller or buyer, shall insure the cargo on an 'all-risks' basis for its full value. PCT shall be informed in advance by the SL if the nature of the cargo is of high value and need special handling.
All information provided through the exchange of files to the terminal shall be considered accurate at the time of receiving by PCT. If this information is not provided with accuracy, PCT shall not be held liable for any damage during operations.

11. EXTREME WEATHER & EMERGENCY CONDITIONS

The shift manager is responsible with keeping track of the weather conditions and notifying all relevant parties in time if necessary measures need to be taken.

11.1 Operations interruption

In cases of emergency conditions – weather or other– shift manager will decide if it is necessary to halt operations for the amount of time needed until it is safe again to resume, taking into account the safety of all personnel and the integrity of PCT's equipment.

11.2 Extreme weather conditions precautions

When anticipating periods of extreme weather (high winds, extreme temperatures, snow fall etc.), Yard planners in cooperation with the Superintendent, will.

- Create remarshalling for containers stacking in yard to avoid high columns with lightweight containers
- Ensure stacking of empty container blocks in a "stair-like" patterns from the back side of the block.
- Follow procedures described in document "EMERGENCY RESPONSE PLAN" and accordingly:
    - Use wind breakers on empty container blocks to secure top front container from falling.
    - Use lashing belts in closed accessible empty stacks.
- Instruct equipment and workers to move cautiously away from high stacks and empty blocks.
- Notify and close gate in & out for empty containers

12. TERMINAL PLANNING SOFTWARE & EDI

PCT has selected CATOS software as the vessel and yard planning software for its Terminal Operating System.

The use of this product allows PCT to exchange various EDIFACT messages with its customers such as there are:

- BAPLIE
- CODECO
- COARRI

In addition to the EDIFACT messages, PCT will send In Yard list of containers, Gate In/Gate Out details of the containers in flat file by email to the respective SLs twice on a daily basis (08:00 & 15:00).

13. CONTACTS

Telephone and Telefax numbers

PCT berth planning
Tel. 0030 210 4099120
Fax. 0030 210 4099106
Email: berth-planning@pct.com.gr

PCT ship planning

Tel. 0030 210 4099124-127
Fax. 0030 210 4099106
Email: Shipplanning@pct.com.gr

PCT yard planning

Tel. 0030 210 4099234,212,216,064
Fax. 0030 210 4099106
Email: yard-planners@pct.com.gr

PCT DG Department

Tel. 0030 210 4099192
Fax. 0030 210 4099107
Email: envservices@pct.com.gr

Commercial Department

Tel. 0030 210 4099151 and 0030 210 4099150
Fax. 0030 210 4099101
Email: marketing@pct.com.gr