



OPERATION REGULATIONS OF OOG/BREKBUK CARGO

ENGLISH VERSION



OCTOBER 28, 2019

CẢNG CONTAINER QUỐC TẾ SP-ITC (SP-ITC INTERNATIONAL CONTAINER TERMINAL)
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 <p>OPERATIONS DEPARTMENT</p>	<p>OPERATION REGULATIONS OF OOG/BREAKBULK CARGO</p>	<p>Số PLC (PLC No.): PLC-002 Phiên bản (Version): 2.0 Effective Date: 1st Jan, 2020</p>
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A. Definitions

- ❖ OOG Group 1: This is flack rack (FR)/open top (OT) container with cargo inside exceeds the dimensions of container by height $\leq 15\text{cm}$; length $\leq 350\text{ cm}$; width $\leq 350\text{cm}$ and gross weight (including tare weight) $\leq 40\text{ MT}$.
- ❖ OOG Group 2: This is FR/OT container with cargo inside exceeds the dimensions of container by height $>15\text{cm}$; length $\leq 350\text{cm}$; width $\leq 350\text{cm}$ or this is a platform (PF) container and gross weight $\leq 40\text{ MT}$.
- ❖ OOG Group 3, including:
 - FR/OT/PF container with gross weight (including tare weight) $>40\text{MT}$ and $\leq 50\text{MT}$.
 - Breakbulk cargo.
 - OOG excess in Group 1, Group 2.

B. General Handling Rules

- ✓ Cargo must be stowed balanced, stable, lashing and secured on the container, ensuring the crane spreader, cable can be used for loading and discharging; ensuring the safety navigation.
- ✓ For Group 1, Group 2: Shipping Line have to provide the commodity information (name, container internal dimensions, weight,...)
- ✓ For Group 3: Shipping Line has to provide the commodity information as Group 1, Group 2, photos or technical drawings, instructions and special requirements for handling.
- ✓ When delivery/receiving cargo by road, Customer has to use special vehicle for transporting OOG and Over Weight cargo. Terminal has the full right to refuse to deliver or receive cargo if it is found that Customer vehicle is not sufficient the safety for carriage.
- ✓ Terminal uses the weighbridge at the Gate in or the weighing of the handling equipment to determine the weight of cargo.
- ✓ Terminal has the full right to refuse the acceptance, loading, discharging of oversized or over weigh cargo without declaration or wrong declaration or it is not safely in loading and discharging or transport.
- ✓ For oversized shipments without declaration or wrong declaring information, in the event that Terminal equipment can be handled, Shipping Line, Customer shall bear all occurred charges and fines as prescribed in the current handling tariff (OOG Group 1, OOG Group 2 = Handling charge + 100% handling charge, OOG Group 3 = Handling charge in quotation + 100%

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handling charge.

C. Handling charge

- ❖ Group 1: The handling charge is specified in Terminal Tariff and OOG Handling Agreement.
- ❖ Group 2: 200% based on the tariff of OOG Group 1 and OOG Handling Agreement.
- ❖ Group 3: Terminal will quote Handling charge case by case.

D. Receipt Procedure

(1) OOG Group 1 and OOG Group 2

Inbound Cargo:

Planning Operation Section (Lines – Coordinator) checks the manifest which was sent by Shipping Line and confirm the classification into OOG Group 1 or OOG Group 2 by email as a basis for charging, updates into ITC-TOS system. Forward the information to OOG Operations Management Section, Front Office Department, Terminal Accounting Department to know the operation plan and to collect properly and sufficient.

Outbound Cargo:

Before drop off, Cargo Owner/Driver submits the Lashing Certificate, EIO (Equipment Interchange Order) to Terminal Operation Dep (Shift Manager, Site Supervisor in charged), bases on these document to arrange suitable lifting equipment.

Note: Terminal Operation Department (Shift Manager, Site Supervisor in charged) when detecting the discrepancies about dimensions, weight compared with the information in ITC-TOS (declared on Manifest, Packing list), then notice the real dimensions, weight and photos to Lines Coordinator to collect fine handling fee, to Front Office to collect fine container lifting fee.

(2) OOG Group 3:

Receipt the quotation order and handling plan:

- Sale Department receipt the information from Shipping Line → Forward to OOG Operations Management Section.
- Terminal Operations Department (Shift Manager and Planning Manager) & Technical Department discuss and study the responsiveness of Terminal equipment, the handling plan and other requirements in receipt/delivery, finalize the handling plan → Planning Manager

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confirms the ability acceptance, the receipt/delivery conditions to Sale Department by email.

Quotation and issue reference number:

- Sale Department quote the handling charges and additional fees to Shipping Line; issue and provide the reference number (Reference No.) to Shipping Line and Planning Operation Section (Lines Coordinator), Front Office Department, Terminal Accounting Department → Planning Operation Section (Lines Coordinator) updates the reference no., OOG information into ITC-TOS system.
- Front Office Department, Terminal Accounting Department will base on the quotation, reference no. and related documents to make Debit Note properly and sufficient.

Note:

- *OOG Group 1, OOG Group 2 will be subjected into OOG Handling Agreement between Terminal and Shipping Line, **without issuing the reference no.***
- *Terminal Operation Department (Shift Manager, Site Supervisor in charged) when detecting the discrepancies about dimensions, weight compared with the information in ITC-TOS (declared on Manifest, Packing list), then notice the real dimensions, weight and photos to Lines Coordinator. Line Coordinator requests Shipping Line has to revise the manifest and provide the information to Sales/Marketing Department to supplement quotation.*

E. Method communication

- ❖ Receipt method: by email or hard copy.
- ❖ Response Time: At least 01 working day since Terminal receives full information of shipment.
- ❖ Terminal receipt address:
 - Planning Operation Section: plan@sp-itc.com.vn
 - **OOG Operation Management Section:** oog_dg@sp-itc.com.vn
 - Front Office Department: fo@sp-itc.com.vn
 - Terminal Accounting Department: ketoan@sp-itc.com.vn