

By road Movement - General Procedure:

- All trucks entering ICTT have to enter through Gate No 2 only
- Only driver is allowed inside ICTT.
- Driver shall have, valid HMT license
- All truck drivers must strictly follow Safety & Security regulations of IGTPPL while at ICTT premises.
- Truck coming to drop off Export container can also pick up Import container at the same time without physically moving out of the gate.
- Flat Racks: Bundled Empty Flat racks will be handled as bundled subject to inspection at the time of receipt & being found to be safe to handle by our equipments.
- Weighbridge facility is available at ICTT interested parties can make payment at the driver's reception & get the weighment done once inside the terminal.

At Drivers Reception:

Import Delivery:

IGTPPL will release container only after verifying following documents.

1. Valid Delivery Order & Noc from Shipping Line in original.
2. Covering letter from CHA
3. Bill of entry processed copy.
4. Copy of Examination Order
5. Out of Charge given by customs or Movement Order given by customs to any notified bonded area.
6. SEZ Form -4 (Form 13) duly completed given by the shipping line.
7. In the case of CFS movement, CFS operator has to submit the movement application form duly endorsed by CFS and Shipping line.
8. Coastal containers are released on the basis for Form-1 duly endorsed by customs.
9. In the case of coastal contrs arriving on foreign vsl, releasing will be done on the basis of processed costal bill of entry.

Receive Export:

IGTPPL can receive containers with below mentioned documents.

1. SEZ Form -4 (Form 13) completed given by the shipping line.
2. Let Export Order & Allow Load permission given by customs on shipping bill.
3. In absence of Let Export & Allow Load SEZ –Temp X form signed by the designated officer can be produced.
4. Reefer / HAZ /OOG manifest as the case may be. (Specific "controlled" format given)
5. MSDS sheets for Hazardous Containers.
6. In case of Empty tank container, cleaning certificate shall be given. In absence of the same, the container shall be treated as hazardous, associated with a Haz Manifest.

Empty Delivery:

IGTPL releases empty container only after verifying following documents.

1. Empty movement permission from ICTT requested by Shipping Line.
2. Permission from Container CELL for movement of containers.
3. SEZ Form -4 (Form 13) completed given by the shipping line.

Empty Receipt:

1. SEZ Form -4 from shipping lines.
2. Permission from Container CELL for movement of containers.

After verifying above said documents the ICTT Documentation team will create the visit in system & issue a BAT number with which the driver can drive towards the In Gate (Bubble Gate).

At In-Lane (Bubble Gate).

Empty Truck:

The gate clerk will verify the SEZ4 & print the Pickup Ticket showing the location of container & driver will be allowed to drive in.

For Trucks Carrying a Container (Empty or Full):

The Surveyor at the gate will record the container number, Seal Number & Damages (roof & bottom not included) if any will be entered in system by the Gate clerk before printing out the EIR.

Inside the Terminal (Sterile Area):

Trucks with container drives to the unpinning station & unpin the container before moving towards the designated stack mentioned in location slip & discharging or loading on to the truck is carried out by the RTGC operator.

Empty Trucks can directly drive towards the designated stack & get their container as indicated in the pick up ticket and drive back to the Out Gate stopping at Pinning Station to lock the containers.

IGTPL reserves the right to refuse delivery on to vehicles which are considered unsafe for carrying containers. Truck must report to the bubble gate within half an hour of pre-advising.

At Out-Lane (Bubble Gate)**For Trucks Carrying Container:**

The surveyor checks the container condition & Seal Intact which is entered into the system BAT number is collected & EIR is generated & handed over to Truck Driver.

For Empty Trucks:

The Gate Clerk Collects the BAT number & completes the transaction in system & lets the truck out.

Receival / Delivery by Barge:

In case any cargo is to be received or delivered to a barge all the relevant permissions mentioned above plus

1. Permission of Harbor Master - CoPT for movement of barge to be taken & submitted to documentation center in advance.
2. Also copy of above permission to be submitted to CISF.
3. Berthing request for barge and approval by HOD OPS

ICD by Rail:

1. For Export cargo movement from ICD's Line to submit SEZ form-7 prior arrival of train.
2. Reefer / HAZ /OOG manifest as the case may be. (Specific "controlled" format given)
3. MSDS sheets for Haz Containers
4. In case of Import movement to ICD's Line to submit SEZ-Form-5 after taking transshipment approval from Customs acknowledged by CONCOR (Rail Operator)

Vessel Operations:

Vessel Operating Agent (VOA) must declare their vessel 7 days in advance and will be sending a Vessel Call Advice (VCA) in the prescribed format giving relevant details like Name of Vessel, Port Rotation -Service / Co Loaders, LOA, ETA, NRT, GRT, Estimated Draft on arrival & departure & estimated cargo to be handled.

Auxiliary services required while at berth.

1. Crew Change
2. Bunkering
3. Ship repairs
4. Supply of Ship Stores
5. Fresh water Supply
6. Sludge Removal
7. Surveys or Statutory requirements
8. Garbage / Scrap Removal

Request must be made to terminal in prescribed format along with estimated time required, including necessary approvals & passes for concerned personals to be taken 24 hrs prior berthing of vessels.

All the services rendered, shall be within the berth stay for container operations, without affecting the Terminal's Operations.

Cargo Operations:

Ships calling at ICTT for first time have to provide following information's along with the VCA.

1. Vessel Particulars including Name Call Sign LOA Beam GRT/NRT etc
2. Vessel structure lay out (preferably a NSD file) including stack weight limitations, Reefer Points positioning & any specific information's considered important to the vessel.
3. EDI capabilities of the vessel i.e. Baplie versions accepted on board.
4. Number of high cubes allowed under deck.
5. Any other information that may be relevant.

Discharge Operations: 24 hrs prior arrival of vessel following documents must be submitted to Documentation & Planning mail id (documentation.igtpl@dpworld.com planning.igtpl@dpworld.com) by the concerned VOA.

1. Discharge Baplie
2. Discharge List with recap (prescribed format)
3. Restow List
4. IMO Discharge List (refer IMO Containers handling)
5. OOG Discharge list (refer OOG handling requirements)
6. Transshipment List with form SEZ 1-A & 1C

7. HAZ/ Reefer/OOG manifest
8. Special Storage/Handling instructions (in case any)

Loading Operations:

VOA should provide below mentioned information's 6hrs prior declared ETB of the vessel.

1. Loading List (CLL) with recap (prescribed format)
2. Load Plan (Movins files accepted) or hard copy.
3. Restow List
4. IMO load list (refer IMO Containers handling)
5. OOG load list (refer OOG handling requirements)
6. Transshipment list with SEZ form 1A, 1B, 1C & 1D
7. HAZ/ Reefer/OOG manifest
8. Special Stowage instructions(incase any)

Out Of Gauge (OOG) & Break bulk Cargo:

All OOG containers required to be handled at ICTT must have prior approval from Operations Management, 48 hours in advance and such request should clearly mention.

1. Type of cargo to be handled.
2. Dimensions of the cargo to be handled.
3. Weight of the Cargo to be handled.
4. CG/Centre Line of the cargo/container.
5. Clearly marked / visible Lifting points/slinging arrangements in case of Break Bulk Cargo
6. Photograph in the state to be handled (whenever possible).
7. A lashing certificate or declaration from concerned line that the cargo will be presented with proper lashing at the time of handling.

IMO containers

1. IMO class 1 & 7 are not allowed at Cochin Port hence the same won't be permitted at ICTT.
2. All other cargo can be handled with timely intimation in the form Hazardous declaration.
3. All Hazardous Declaration must have an emergency contact number & Name clearly mentioned. MSDS sheets, Statutory Bodies approval if any, Packing certificate, Hazardous Manifest is required for the handling Hazardous containers.
4. In case of Empty tank container, cleaning certificate shall be given. In absence of the same, the container shall be treated as hazardous, associated with a Haz Manifest.