GATES
Operating
Procedures

Access point in and out of the port

Gate OUT

Weight

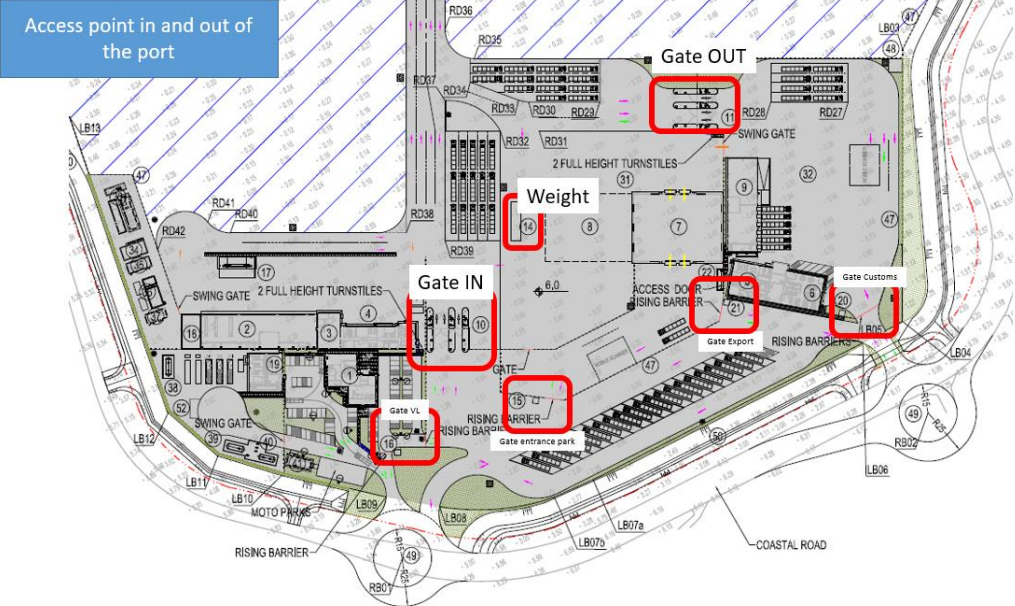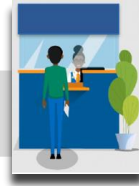Gate IN

Import Delivery (1)

Customs Declaration

Customer/ Customs broker proceeds to Customs Declaration in ASYCUDA World system (AW)
TPSA receives ASYCUDA Controls messages.

❑ Red: Physical inspection
TPSA receives "**Red**" Message from AW. The container is transferred to Customs Area on TPSA truck.
Customs proceed to Physical inspection registered by TPSA Clerk in TOS.
TPSA receives "*Inspection*" Message when inspection is OK. The container is transferred back full to Yard on TPSA truck.

❑ Orange: Scanner inspection
TPSA receives "**Scan**" Message from AW. 100% of import containers will be fastscan at discharge and all images available to Customs.
Customs proceeds to scanning image inspection.
TPSA receives "*Inspection*" Message when inspection is OK.

❑ Green : Customs release
No Control.
TPSA receives "**Customs Release**" Message from AW. The container is ready for Delivery.
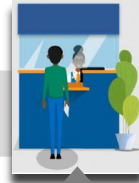
❑ Blue: Customs release
Clearance at customer's place.
TPSA receives "**Customs Release**" Message from AW. The container is ready for Delivery.

Import Delivery (2)

TPSA Customer Service

Customer proceeds to TPSA Customer Service for payment.
Terminal Invoicing controls are based on
❑ Control on Shipping Delivery Order from Lines (Detention & Demurrage) and date
❑ Control on "***Customs Release***" Message from ASYCUDA
❑ Control on Terminal Delivery Order payment and date

The Customer announces the date of the delivery.
❑ TPSA Agent issues the Terminal Delivery Order in line with system controls.
❑ TPSA Agent proceeds to Pre registry and issues TPSA GatePass
❑ On customer request, Gatepass for empty return could also be issued.

ASYCUDA UNCTAD
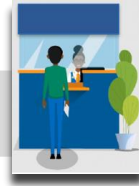
KRIBI CONTENEURS TERMINAL
CAMEROUN

IMPORT GATE PASS

N° GATE PASS	
DATE D'EMISSION /ISSUING DATE	
DATE DE VALIDITE /VALID UNTIL	
IMMAT.TRACTEUR / LP TRUCK	
IMMAT.REMORQUE / LP TRAILER	
NAVIRE VESSEL/VOY	
ARMATEUR/ SHIP OWNER	
CONTENEUR	
EXPLOITANT	
TYPE	
FRIGO	
OOG	
SHIPPING LINE DO	
Client / Customer	

Parc/Yard :	Localisation/Zone :
Observations :	N° Facture :

Pour : Kribi Conteneurs Terminal

Nom | Matricule

Imprimé le : à par

Kribi Conteneurs Terminal
KCT SA Siège Social : Zone Portuaire BP 132 – République du Cameroun – S.A au capital de 52.480.000.000 CFA

TIMOR PORT

Import Delivery (3)

TPSA Gate In

Delivery Truck enters the Terminal Turnabout in Tibar and parks in the parking lot.
❑ TPSA Pre Gate Clerks proceeds for container status and truck control

Delivery Truck goes to the GATE IN Lane for controls. Gate Operators collect Gatepass and proceeds on controls
❑ On Container status in systems.
❑ Register Delivery move in the Terminal Operating System (TOS)
❑ Deliver Token and Delivery area

Delivery Truck enters the Terminal and drives to the assigned delivery area.
❑ RTG operator proceed to Delivery on truck
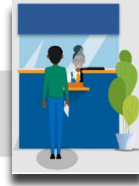
KRIBI CONTENEURS TERMINAL
CAMEROUN

IMPORT GATE PASS

N° GATE PASS	
DATE D'EMISSION /ISSUING DATE	
DATE DE VALIDITE /VALID UNTIL	
IMMAT.TRACTEUR / TIP TRUCK	
IMMAT.REMORQUE/ SLIP TAILER	
NAVIRE VESSEL/VOY	
ARMATEUR/ SHIP OWNER	
CONTENEUR	
EXPLOITANT	
TYPE	
FRIGO	
OOG	
SHIPPING LINE DO	
Client / Customer	

Parc/Yard :	Localisation/Zone :
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Pour : Kribi Conteneurs Terminal

Nom   Matricule

Imprimé le :   À   par

Kribi Conteneurs Terminal
KCT SA Siège Social : Zone Portuaire BP 132 – République du Cameroun – S.A au capital de 52.480.000.000 CFA

SAMPLE

TIMOR PORT

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Import Delivery (4)

TPSA Gate Out

Delivery Truck drives with container to GATE OUT.
Gate Operators proceeds on controls
❑ On Container status. NB : Seals and damages details are registered at vessel discharge.
❑ Register Delivery move in the Terminal Operating System (TOS)
❑ Collect Token
❑ Issue Interchange receipt (EIR) x3 and get signature from the driver.

Delivery Truck leaves the Terminal with full container.
Goes through the Customs Area and exit at the turnabout.

Import Delivery

Container Import (Empty Trailer) – Going in to the Port

1. Truck with Empty Trailer enter the roundabout
2. Truck turn left towards In-Gate – TPSA Pre gate controls in TOS on ctr status & Bat n° & truck quality. Call for gate In.
3. (continued)
4. Truck reach In Gate with GatePass (incl controls on Customs Release order, Terminal invoice and Shipping DO) Truck is assigned the yard location of the Import Container at the In-Gate
5. Truck travel to Container Yard to collect Import Container
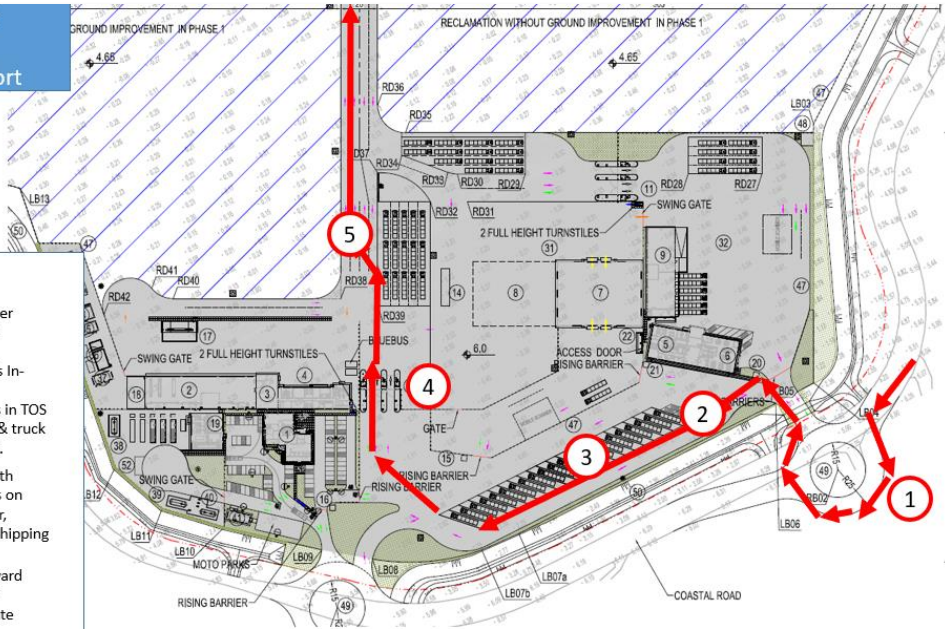
Container Import (with Import Container) - Going out of the Port

1. Truck collected the container from the yard
2. Truck turn left towards Out-Gate
3. Truck reach Out-Gate where controls are done. they received interchange and inspection message
4. No Scanning; No physical inspection. Goes directly to Customs area exit gate . Access Control
5. Truck with cleared container exit the area through the roundabout
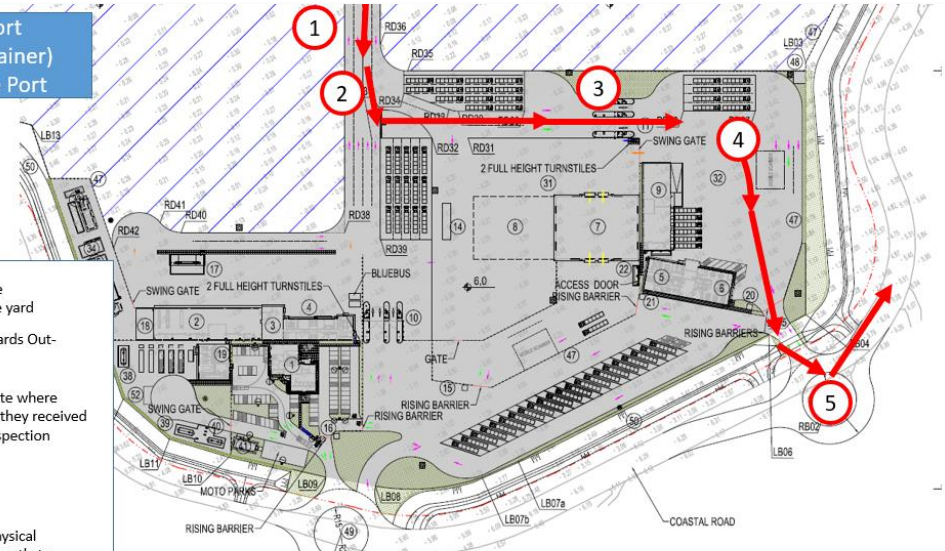
Transfer to Customs Area

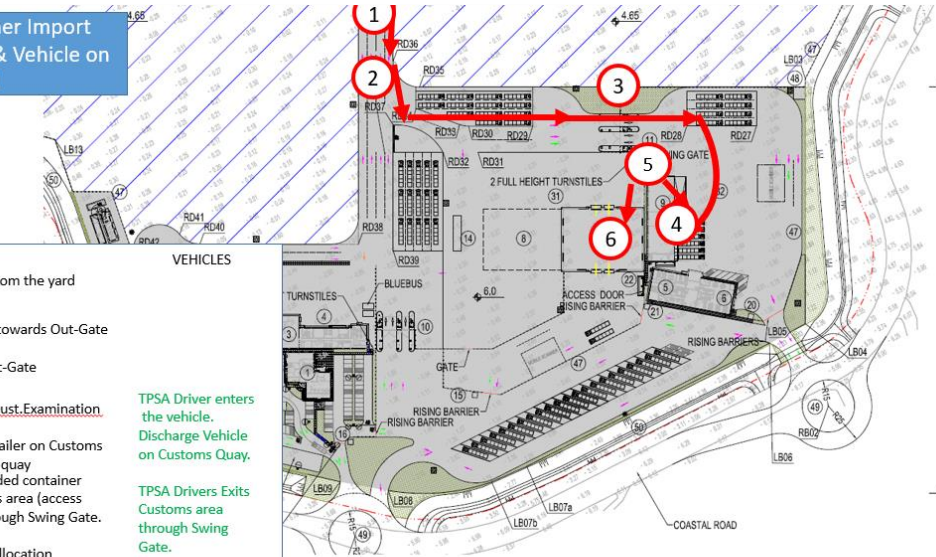**Container Import Transfer for Physical Examination in Customs area**
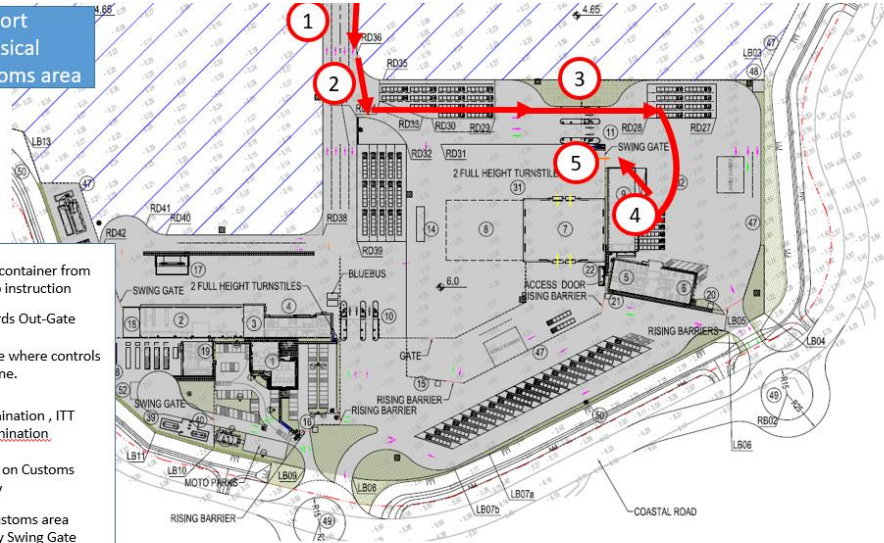
1. ITT collected the container from the yard from Job instruction
2. ITT turn left towards Out-Gate
3. ITT reach Out-Gate where controls on transfer are done.
4. For Physical examination, ITT goes to Cust.Examination quays
Leaves the trailer on Customs Examination quay
5. Empty ITT Exits Customs area (Access control) by Swing Gate

Opt 1 Container Import Return to Yard Full
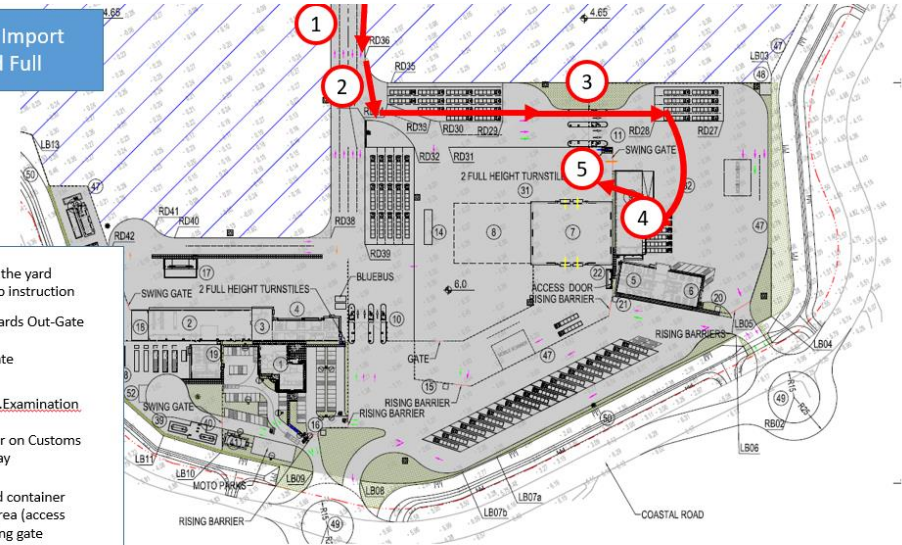
1. ITT comes from the yard Empty as per job instruction
2. ITT turn left towards Out-Gate
3. ITT reach Out-Gate
4. ITT goes to Cust.Examination quays
Attach the trailer on Customs Examination quay
5. ITT with loaded container exit Customs area (access control) by swing gate

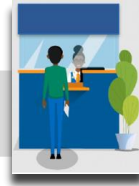**Opt 2. Container Import Transfer to CFS & Vehicle on Yard**

CARGO   VEHICLES

1. ITT comes from the yard
2. ITT turn left towards Out-Gate
3. ITT reach Out-Gate
4. ITT goes to Cust.Examination quays
Attach the trailer on Customs Examination quay
5. ITT with loaded container exit Customs area (access control) through Swing Gate.
6. Assign CFS allocation
RS discharge Container at CFS/ Quay

TPSA Driver enters the vehicle. Discharge Vehicle on Customs Quay.

TPSA Drivers Exits Customs area through Swing Gate.

Assign Vehicle in CFS area.

TIMOR PORT

Export Entry (1)

Customs Declaration

Customer/Customs broker proceeds to Customs Declaration in ASYCUDA World system (AW)
TPSA receives ASYCUDA Controls messages.

❑ Orange: Scanner inspection
TPSA receives "*Scan*" Message from AW.
The Delivery truck enters the Export Customs area with full export container.
Customs proceed to Scanning. Delivery truck waits on the parking lot.
TPSA receives *"Inspection"* Message when inspection is OK.
TPSA receives '*Customs Release*" Message when the container is ready for Entry. The Delivery truck is ready for entry.

❑ Green : Customs release
No Control.
TPSA receives "*Customs Release*" Message from AW. The container is ready for Entry.
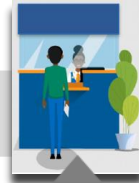
❑ Blue: Customs release
Clearance at customer's place.
TPSA receives "*Customs Release* " Message from AW. The container is ready for Entry.

Export Entry (2)

TPSA Customer Service

Lines sent Export Entries forecasts to TPSA.

Customer proceeds to TPSA Customer Service for payment.
Terminal Invoicing controls are based on
❑ Control on "***Customs Release***" Message
❑ Control on Terminal Delivery Order payment
❑ Control on Verified Gross Mass (VGM) or weighing for certification

The Customer announces the date the of export entry.
❑ TPSA Agent issues the Terminal Delivery Order
❑ TPSA Agent proceeds to Pre registry and issues TPSA GatePass

EXPORT GATE PASS

N° GATE PASS	
DATE D'EMISSION /ISSUING DATE	
DATE DE VALIDITE /VALID UNTIL	
IMMAT.TRACTEUR / LP TRUCK	
IMMAT.REMORQUE/ LP TAILER	
NAVIRE VESSEL/VOY	
ARMATEUR/ SHIP OWNER	
CONTENEUR	
EXPLOITANT	
TYPE	
FRIGO	
OOG	
BOOKING / BILL OF LADING	
Client / Customer	
Parc/Yard :	Localisation/zone
Observations :	N° Facture

SAMPLE

Export Entry (3)

TPSA Gate In

Delivery Truck enters the Terminal Turnabout in Tibar and parks in the parking lot.
❑ TPSA Pre Gate Clerks proceeds for container status and truck control
❑ Proceeds to scanning at the Customs export area if requested

Delivery Truck goes to the GATE IN Lane for controls. Gate Operators collect Gatepass and proceeds on controls
❑ On Container status, registers damages if any, seals numbers
❑ Register Export entry move in the Terminal Operating System (TOS)
❑ Deliver Token and Delivery area

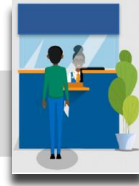Delivery Truck enters the Terminal and drives to the assigned delivery area.
❑ RTG operator proceeds to Export Entry Yard allocation

Export Entry (4)

TPSA Gate Out

Delivery Truck drives without container to GATE OUT.
Gate Operators proceeds on controls
❑ On Container status,
❑ Register Delivery move in the Terminal Operating System (TOS)
❑ Collect Token
❑ Issue Interchange receipt (EIR) x3 and get signature from the driver.

Delivery Truck leaves the Terminal
Goes through the Customs Area and exit at the turnabout.

Export Entry

Container Export (Laden Container) – Going in to the Port

1. Truck with Export Container enter the roundabout
2. Truck turn left towards Export confined area for Custom's inspection if Orange line. Goes to car park/ gate in for green line
3. Port Control B by Customs TPSA Pre Gate controls on ctr status, Bat n° and truck quality
4. If orange line proceed for scanning. Wait for inspection message
5. Gate in process: controls on TPSA GatePass, incl Customs export Release, VGM and Terminal invoicing. Registers Damages and Seals Presence Truck is assigned the location of the yard where the container will be offloaded at the In-Gate
6. Delivery Truck travels to Container Yard to drop Ctr.
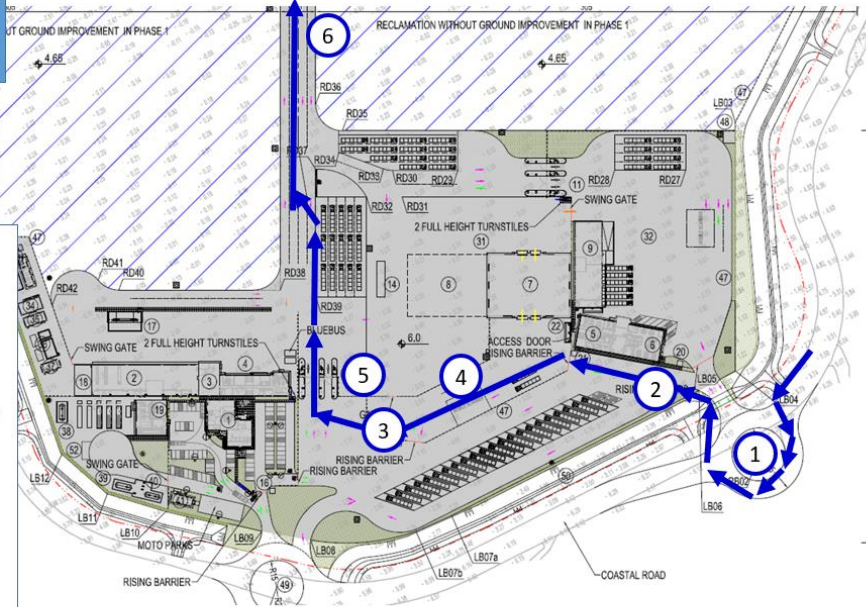
Container Export (Empty Trailer) - Going out of the Port

1. Truck drop the container in the yard and come out as empty trailer
2. Truck turn left towards Out-Gate
3. Truck reach Out-Gate where they receive interchange
4. Traffic is directed to non-scanning route (By Customs)
5. Truck exit the area through the roundabout

TIMOR PORT

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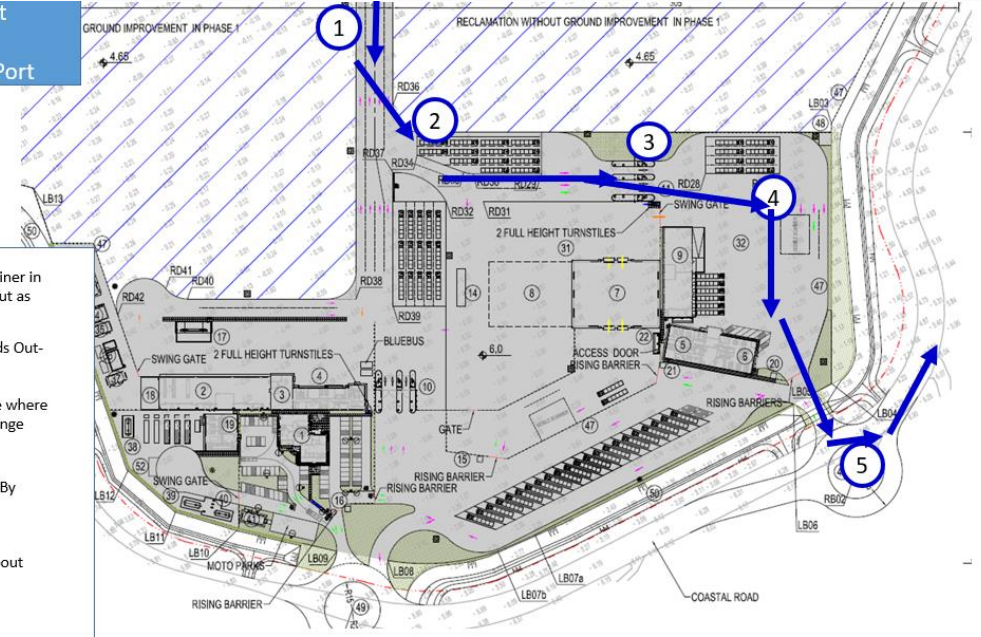
Empties & reefers

Empty Return

After Import delivery, container empty return
- Is invoiced at Customer Office (at the same time as Import delivery invoicing).
- Empty Return Gatepass is issued.
- Assigned delivery truck is able to proceed to TPSA GATE IN with Gatepass.

⚠ **Empties from Kupang will be blocked at gate in if no Gatepass**

⚠ **Physical Gate controls by Timor Port:**
- **Damage controls incl. dedicated EIR.**
- **Cleaness**
- **Empty**
- **IMDG stickers to be removed to avoid penalties in POD.**

Empty Export designation
- Export designation is done at the vessel opening date (5 days before vessel ETA).
- Export Release invoicing is done at the Customer Office
- Reports on Gate in Empties/ Empty in stack/export stack will be issued from TOS to the lines.

Empty Depot
- Empty depot is to be managed on yard stack

Reefer un/plugging on Yard

Starts from the real time of unloading the container on berth till the day the container is leaving the terminal

Reefer/Fantainer on terminal Stacks

Starts from the real time of unloading the container on berth till the day the container is leaving the terminal

Reefer un/plugging on Vessel
Upon Quotation

Reefer monitoring
Temperature is monitored on defined frequencies through dedicated Reefer Clerks

PTI (Pre Trip Inspection)
Upon Quotation

⚠ **Reefer temperature to be clearly indicated in the defined document/ message.**

⚠ **In case of dysfunction, shipping line will be alerted (1st support level technical contact requested) and recommendation to alert Consignee**



250 Reefer plugs

Empty Return

Container Empty Export (Empty Container) – Going in to the Port

1. Truck with Export Container (empty) enter the roundabout
2. Truck turn left towards Export confined area for Custom's inspection
3. Port Control B by Customs TPSA Pre Gate controls on ctr status, Bat n° and truck quality
4. Truck reach Gate IN for TOS controls
   Truck is assigned the location of the yard
5. Truck travel to Container Yard to drop the empty Container
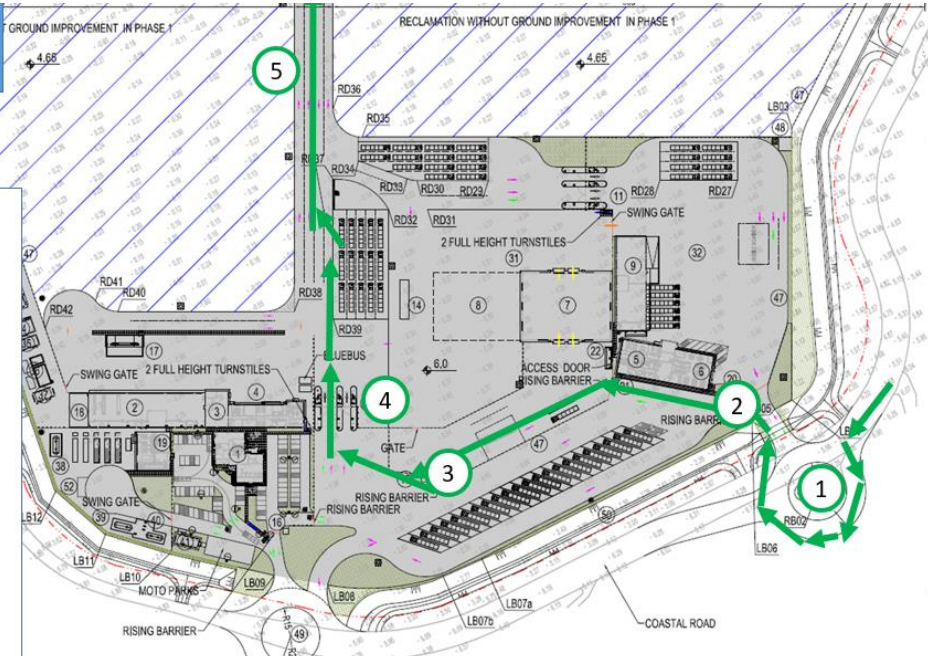
Container Empty Import (Empty Container) - Going out of the Port

1. Truck drop the container in the yard and come out as empty trailer
2. Truck turn left towards Out-Gate
3. Truck reach Out-Gate where they received interchange
4. Traffic is directed to non-scanning route (By Customs)
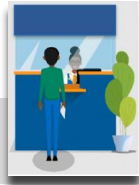5. Truck exit the area through the roundabout

14
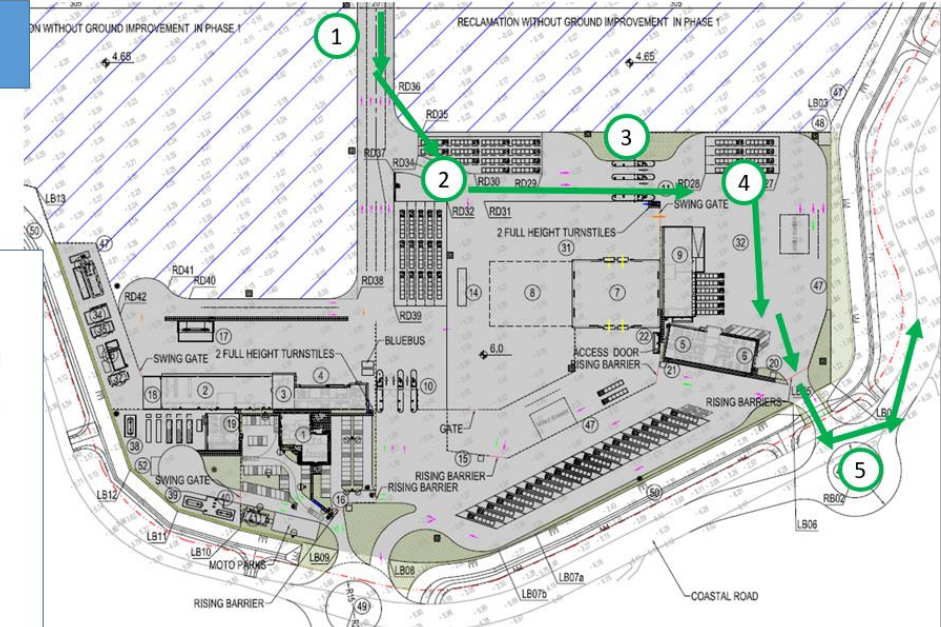
Break Bulk

NB: for productivity and safety operations under Timor Port SA MHC only big bags to be accepted for BB.
Exception for general cargo and heavy lift (pipes, bars, etc.) under bundles.

ASYCUDA UNCTAD

Customs Declaration

Customer proceeds to Customs Declaration in ASYCUDA World system (AW)
TPSA receives ASYCUDA Controls messages.

❑ General Cargo Sea Manifest registered in ASYCUDA System. Updates are shared to TPSA.

❑ Green or Blue Customs flows : TPSA receives "*Customs Release Bulk Import or Export*" Message from AW. The container is ready for Delivery or for Shipment

TPSA Customer Service

Customer proceeds to TPSA Customer Service for payment.
Terminal Invoicing controls are based on
❑ Control on "*Customs Release*" Message from ASYCUDA
❑ Control on Terminal Delivery Order payment

The Customer announces the date of the delivery.
❑ TPSA Agent issues the Terminal Delivery Order
❑ TPSA Agent proceeds to Pre registry and issues TPSA GatePass

TPSA Gate In

Delivery Truck enters the Terminal Turnabout in Tibar and parks in the parking lot.
❑ TPSA Pre Gate Clerks proceeds for vessel status and truck control
Delivery Truck goes to the GATE IN Lane for controls.
Gate Operators collect Gatepass and proceeds on controls
❑ On Vessel status
❑ Register Delivery move in the Terminal Operating System (TOS)

Delivery Truck enters the Terminal and drives to the Quayside
BB is discharged/loaded to/from Vessel on/from Delivery trucks. Quantities are logged by vessel clerks.
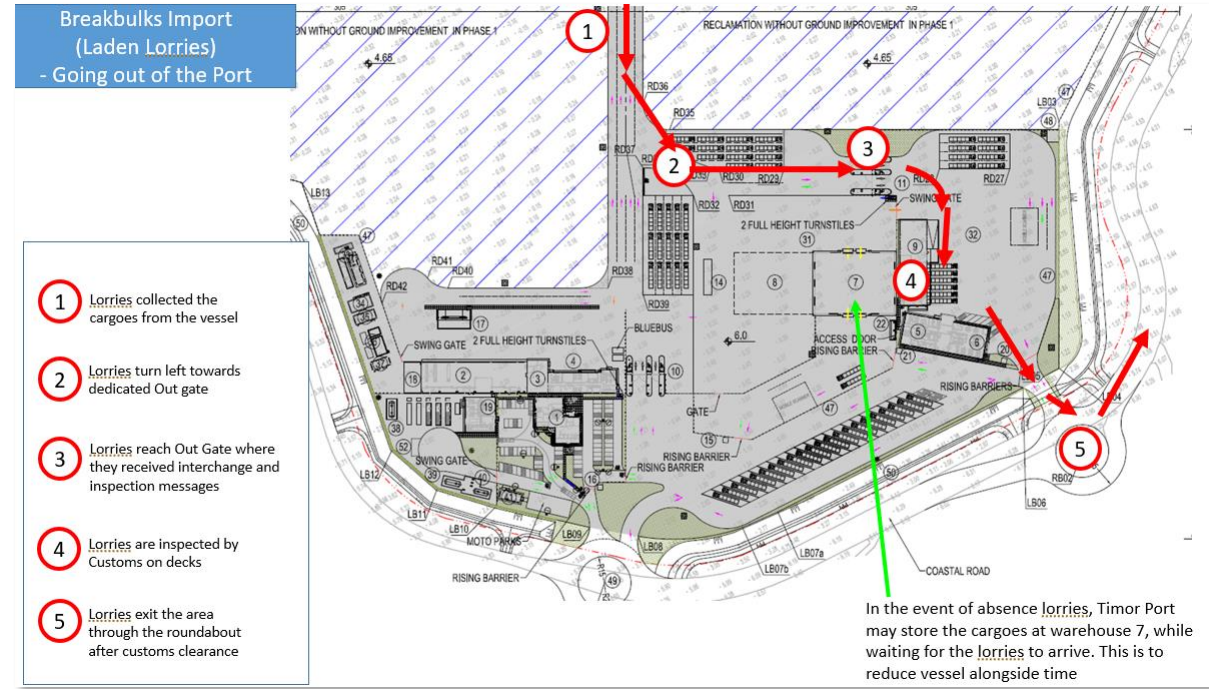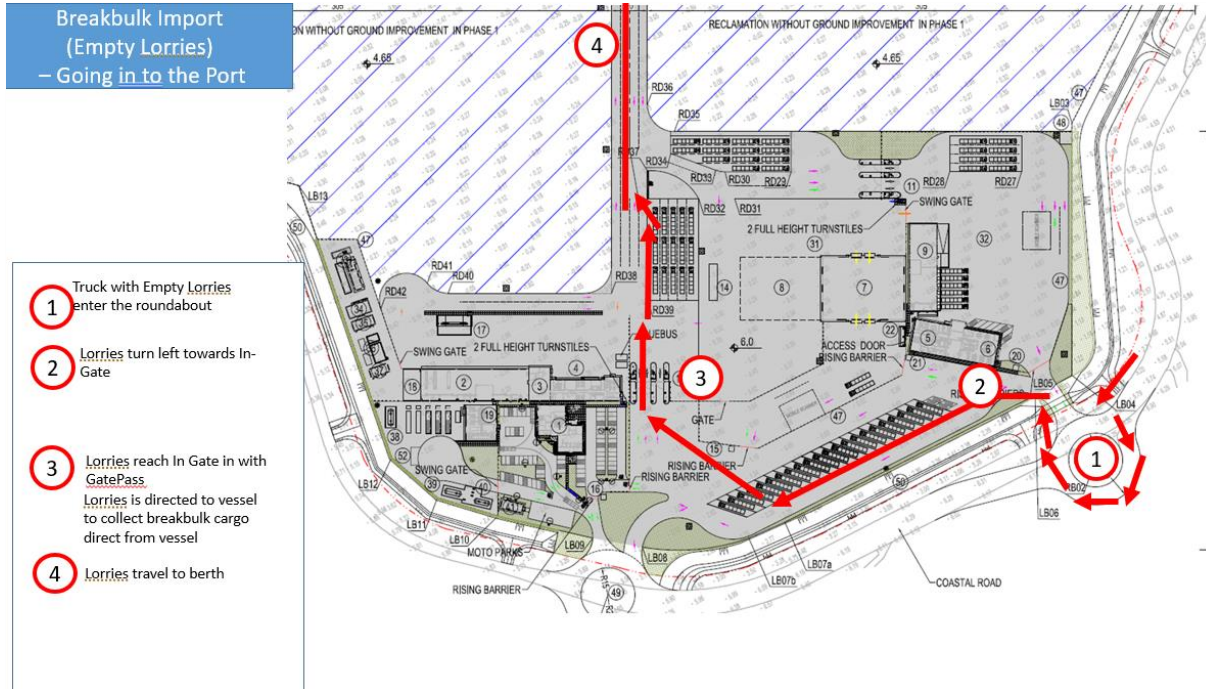
TPSA Gate Out

Delivery Truck drives with or without BB to GATE OUT. Gate Operators proceeds on controls
❑ On BB status and quantities logged, Register Delivery move in the Terminal Operating System (TOS)
❑ Issue Interchange receipt (EIR) x3 and get signature from the driver.

Delivery Truck leaves the Terminal.
Goes through the Customs Area and exit at the turnabout.

BreakBulk Direct Delivery

Breakbulk Import (Empty Lorries) – Going in to the Port

1. Truck with Empty Lorries enter the roundabout
2. Lorries turn left towards In-Gate
3. Lorries reach In Gate in with GatePass
   Lorries is directed to vessel to collect breakbulk cargo direct from vessel
4. Lorries travel to berth

Breakbulks Import (Laden Lorries) - Going out of the Port

1. Lorries collected the cargoes from the vessel
2. Lorries turn left towards dedicated Out gate
3. Lorries reach Out Gate where they received interchange and inspection messages
4. Lorries are inspected by Customs on decks
5. Lorries exit the area through the roundabout after customs clearance

In the event of absence lorries, Timor Port may store the cargoes at warehouse 7, while waiting for the lorries to arrive. This is to reduce vessel alongside time

*Option on transfer to CFS Upon Quotation*

BreakBulk Direct Shipment

Breakbulk Export (Laden Lorries) – very little – Going in to the Port
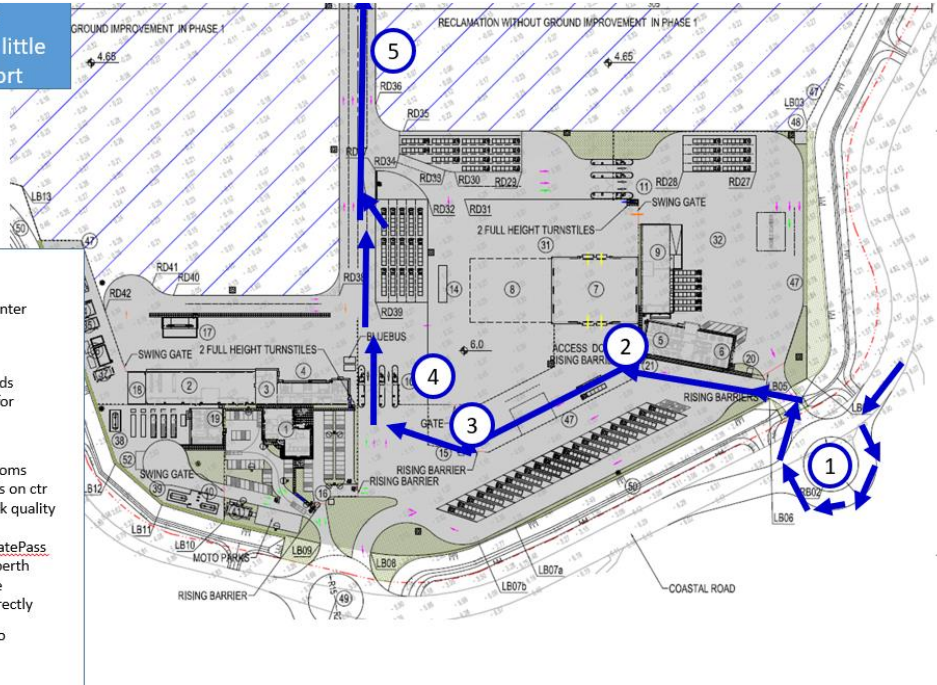
1. Lorries with cargoes enter the roundabout
2. Lorries turn left towards Export confined area for Custom's inspection
3. Port Control B by Customs TPSA Pre Gate controls on ctr status, Bat n° and truck quality
4. Gate IN controls on GatePass Lorries is directed to berth where the cargoes are offloaded to vessel directly
5. Truck travel to berth to offload the cargoes

Container Export (Empty Lorries) - Going out of the Port
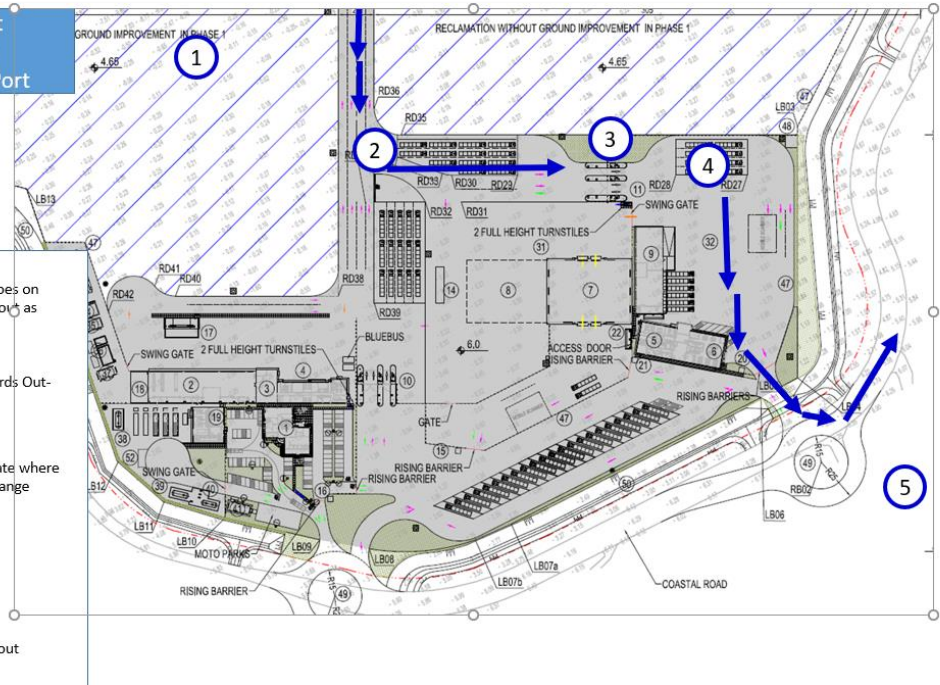
1. Lorries drop the cargoes on the vessel and come out as empty Lorries
2. Lorries turn left towards Out-Gate
3. Lorries reach OOG Gate where they received interchange
4. Traffic is directed to non-scanning route
5. Lorries exit the area through the roundabout