

Operational manual barge operator

APM Terminals Maasvlakte II

Version 1.7, June 2019

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1. Introduction

The operational procedures described in this manual are specifically intended for all barge operators who are going to visit APM Terminals Maasvlakte II (APMTMVII). The chapters are presented in the same sequential order in which the procedures need to be followed by the barge operators during a visit to APMTMVII. APMTMVII is a highly automated terminal. It is therefore essential that all information is submitted correctly and on time, allowing the operation to be conducted safely and smoothly. This operational manual has been compiled to provide barge operators with a clear insight into the various procedures at APMTMVII, in order to streamline our shared processes.

This document is supported by the following appendices:

- Appendix 1: Contact information;
- Appendix 2: Deadlines;
- Appendix 3: List of abbreviations;
- Appendix 4: Portbase information flows Barge Planning;
- Appendix 5: Conditions for container status OK;
- Appendix 6: Safety instructions Inland Navigation flyer;
- Appendix 7: Error codes.
- Appendix 8: Physical documents.
- Appendix 9: Types of customs blocks.

2. Pre-announcement process

APMTMVII has dedicated stacks for each hinterland modality. To achieve an optimal stacking process, we require information from the barge operator at fixed intervals during the process. At APMTMVII, information is exchanged through Portbase's Port Community System. We ask the barge operator to pre-announce all container and barge details electronically through Portbase's service Barge Planning. Only then it is possible to deliver or pick up a container at APMTMVII. In Appendix 4, you will find a description of the Portbase information flows for the service Barge Planning. This is a schematic representation of the electronic message exchange. A list of the deadlines for the submission of information imposed by APMTMVII can be found in Appendix 2. When the APMTMVII system indicates that some part of the pre-announcement process is not complete, the barge operator will receive an error code. The meanings of the various codes can be found in Appendix 7.

It is essential that you initiate your pre-announcement before the deep-sea vessel involved arrives. As soon as we know the next modality, we can place the container in the correct dedicated stack and offer you a short handling time. In the event you inform us completely and on time, we guarantee you a reliable handling process and a high level of service. This gives you added flexibility and certainty in your everyday work. In the following chapters, the pre-announcement process is described in greater detail.

3. Status request

The first step in the pre-announcement process is the "status request" (COPINO 13) message. This message informs APMTMVII that the barge operator wishes to pick up the container and will ensure that APMTMVII places the container in the barge stack. If this message is not sent in time, the container could end up positioned in the wrong stack. Although APMTMVII always strives to load your container on time, this error can lead to delays. That is why we emphasize the importance of sending your "status request" message before the Estimated Time of Arrival (ETA) of the deep-sea vessel in question.

3.1. Pick-up of a full container

When submitting a "status request" message for a full container, the following information needs to be submitted using Portbase's service Barge Planning:

- Quay;
- Container number;
- Release number;
- Shipping line;
- Size
- Inland terminal.
- ISO

3.2. Pick-up of an empty container

When submitting a "status request" message for an empty container, the following information needs to be submitted using Portbase's service Barge Planning:

- Quay;
- Container number
- Release number;
- Shipping line;
- Inland terminal.
- ISO

3.3. Feedback

When requesting a status of an import container, the barge operator will receive feedback from APMTMVII on the following information:

- Expected discharge time of the container at the terminal;
- Status of the commercial release;
- Presence of Customs documentation;
- Information about transport blockades.

The moment a not yet discharged, pre-announced container is discharged, the barge operator will receive feedback automatically. Each change in the status of the container will result in a new message being sent. The barge operator will receive additional notification if the expected discharge time of a container changes by an increment of thirty minutes.

4. Call registration

4.1. Call registration for barges

The next step in the process is the registration of the barge through the service Barge Planning. The "barge call registration" (**non fixed windows**) needs to be made according to the following timetable:

Registration for		Call				
Monday	09:30	Tuesday	00:01	-	Tuesday	24:00
Tuesday	09:30	Wednesday	00:01	-	Wednesday	24:00
Wednesday	09:30	Thursday	00:01	-	Thursday	24:00
Thursday	09:30	Friday	00:01	-	Friday	24:00
Friday	09:30	Saturday	00:01	-	Monday	24:00

The message needs to contain the following information:

- Number to be discharged and loaded;
- ETA/Estimated Time of Departure (ETD);
- Name of barge;
- Remarks.
- Amount of OOG, Palletwide, flats and other special items

On weekdays, APMTMVII will provide feedback on the definitive time windows (Planned Time of Operations (PTO) + Quay) no later than 15:00 the same day (barring exceptions), through the service Barge Planning. Feedback regarding the definitive time windows for weekend operations will be sent on Friday before 15:00.

When registering a call with a Fixed Window, the Fixed Window number needs to be added to the blank field in the service Barge Planning. For Fixed Window calls, another timetable applies:

Registration for		Call	
Monday	09:30	Wednesday	00:01 - 24:00
Tuesday	09:30	Thursday	00:01 - 24:00
Wednesday	09:30	Friday	00:01 - 24:00
Thursday	09:30	Saturday & Sunday	00:01 - 24:00
Friday	09:30	Monday & Tuesday	00:01 - 24:00

4.1.1. Registration of new vessel

When a vessel makes its first call at APMTMVII, the barge operator needs to submit the following information through Portbase's service Barge Planning:

- Name of barge, including European number;
- Barge contact details: e-mail and telephone;
- Particulars;
- Maximum number of TEUs (Twenty feet Equivalent Units) to load (including layers/ height);
- Blank stowage plan (discharge/ load plan);
- Dimensions of barge;
- Bulkhead(s) found in cargo hold;
- Lengths: vessel (total length), accommodations, hold, fore part, forecastle;
- Width;
- Presence of vertical cell guide rails (height + equal or unequal);
- Reefer plugs;
- Automatic twist locks Y/N.

4.2. Fixed window

APMTMVII use a Fixed Window system. Further information about Fixed Windows can be found in the document Fixed Window Barge.

In order to qualify for a Fixed Window, the call size should be at least 25 moves once a week. If this condition is met, the Fixed Window will be scheduled for the same day and time each week. If multiple barge stops meet this requirement every week, each one will be scheduled as a Fixed Window.

4.3. Changes

4.3.1. Changes before feedback

Changes concerning call size and ETA barge made after the request are done and before the feedback is received need to be processed in the service Barge Planning directly.

4.3.2. Changes after feedback

In order to change the call size or ETA for the barge after the definitive time window has been issued, the barge operator needs to contact the APMTMVII Berth planning department. After obtaining permission, changes may be made in the service Barge Planning. The ETA barge needs to be updated in the event the ETA differs from the final time issued by more than 30 minutes.

Berth planning can be reached by phone on weekdays between 07:30 and 17:00. Outside of these hours, your call will be forwarded to the appropriate department.

Contact information Berth planning:

E-mail MVII.berthplanning@apmterminals.com
Telephone +31 (0)10 7549671

4.3.3. Working method for name changes for barges

In order to change the name of the barge after the definitive time window has been issued and handling is in progress, the barge operator needs to contact the APMTMVII Berth planning department using the contact details above. After permission is granted, the barge operator needs to create a new call through Portbase's service Barge Planning. The Berth planner will then add a new barge in the space of the barge being removed from the call. If all data has been successfully transferred by the Data EDI Center, the Berth planner will delete the old call.

5. Pre-announcement containers

After the slot has been requested, a container can be pre-announced at APMTMVII via the service Barge Planning. Pre-announcements need to be made through the service Barge Planning for all containers that the barge operator intends to pick-up or deliver, whether full or empty.

5.1. Pre-announcement for import container

In addition to a "status request" message, APMTMVII requires pre-announcement for all import containers through Portbase's service Barge Planning.

5.1.1. Pick-up of a full container

When picking up a full container, the following required fields need to be completed in the service Barge Planning:

- Quay;
- Container number;
- Release number;
- Shipping line;
- ISO
- Inland terminal.

5.1.2. Pick-up of an empty container

When picking up an empty container, the following required fields need to be completed in the service Barge Planning:

- Quay;
- Container number
- Release number;
- Shipping line;
- Inland terminal.
- ISO

5.1.3. Feedback on pre-announcement message

The barge operator receives feedback from APMTMVII regarding the following information:

- Expected discharge time of the container at the terminal, in case the container has not been discharged yet;
- Status of the commercial release;
- Presence of Customs documentation;
- Information about transport blockades.

5.2. Pre-announcement for export container**5.2.1. Delivery of a full container**

When delivering a full container, the following required fields need to be completed in the service Barge Planning:

- Quay;
- Container number;
- Booking number;
- Seal number;
- Shipping line;
- ISO

5.2.2. Delivery of an empty container

When delivering an empty container, the following required fields need to be completed in the service Barge Planning:

- Quay;
- Container number;
- Booking number;
- Shipping line
- ISO

5.2.3. Feedback on pre-announcement message

The barge operator receives feedback from APMTMVII regarding the following information:

- Presence of Customs documentation;
- Booking number known;
- Information about transport blockades.

5.3. Conditions for PA OK container status

All containers need to be pre-announced through Portbase's service Barge Planning. The container may be delivered or picked up at APMTMVII only if all components of the pre-announcement are correctly submitted before the cut-off of four hours before ETA barge (definitive time window)

5.3.1. Pick-up of a full container

The container may only be picked up at APMTMVII if all components of the pre-announcement are correctly submitted before the cut-off of six hours before ETA barge. The container will then receive the PA OK (Pre-Announcement OK) status. For this the following conditions need to be met:

- Container needs to be present;
- Container needs to have a commercial release;
- Container may not be blocked;
- APMTMVII needs to receive all Customs documentation electronically.

You can find further information on submitting Customs documentation in Chapter 5.5.

5.3.2. Pick-up of an empty container

The container may only be picked up at APMTMVII if all components of the pre-announcement are correctly submitted before the cut-off of six hours before ETA barge (definitive time window). The container will then receive the PA OK status. For this the following conditions need to be met:

- Container needs to be present;
- Empty departure order (EDO) needs to be present;
- Container may not be blocked (depends on the type of blockade).

5.3.3. Delivery of a full container

The container may only be delivered at APMTMVII if all components of the pre-announcement are correctly submitted before the cut-off of four hours before ETA barge (definitive time window). The container will then receive the PA OK status. The barge operator needs to include the seal number in the pre-announcement. In addition, the following conditions need to be met:

- APMTMVII needs to receive all Customs documentation electronically;
- The seal number needs to be submitted to APMTMVII;
- The terminal needs to have the booking number.

5.3.4. Delivery of an empty container

The container may only be delivered at APMTMVII if all components of the pre-announcement are correctly submitted before the cut-off of four hours before ETA barge (definitive time window). The container will then receive the PA OK status. For this the following condition need to be met:

- Empty receive order (ERO) needs to be present.

5.4. Pre-announcement status

5.4.1. PA OK status

If all conditions described in Chapter 5.3 have been met and the pre-announcement has been made at least six hours before ETA barge, the container will be assigned the PA OK status. The container is then released for loading or discharge. The various conditions can be found in Appendix 5. All communication is routed through Portbase.

5.4.2. NOT OK status

There are two possible causes for receiving a NOT OK status:

- One of the conditions outlined in Appendix 5 has not been met;
- You have met all conditions outlined in Appendix 5, but the pre-announcement has been sent after the deadline of four hours before ETA barge (definitive time window). The container is then assigned the NOT OK status.

A container with a NOT OK status cannot be picked up or delivered. In this case, the container needs to be rescheduled. When the specifics of a container have changed after the deadline, the planner will decide if it is possible to alter the status of the container from NOT OK to OK. If this is possible, the container may be loaded or discharged.

5.5. Documents

Customs documents need to be submitted by the forwarder or shipper through either the service Notification Export Documentation (NED) or the service Notification Import Documentation (NID) of Portbase's Port Community System.

In cases where the documents need to be physically present with the container (Army documents, for example), these documents will be picked-up or delivered by an employee of APMTMVII. APMTMVII is responsible for the delivery of the box/envelope at the Customs, but is not responsible for the content of the box/envelope. The barge operator can inform the APMTMVII Short Term Planner of this. In all other cases, the documents need to be submitted through Portbase.

You can contact the Short Term Planner through the phone number below. You can also reach them through Vessel planning. This department can be reached 24 hours a day, 7 days a week, with the exception of Christmas and New Year's Day.

Contact information Short Term planning:

E-mail: MVII.bargeplanning@apmterminals.com
Telephone +31 (0)10 7549676

Contact information Vessel planning:

E-mail: MVII.vesselplanning@apmterminals.com
Telephone +31 (0)10 7549673

5.6. Shifters & Restows

When specific containers need to be shifted and not discharged, APMTMVII is forced to perform additional actions. The same is true for shifters that occur when a container with a NOT OK status is on top of other containers waiting to be discharged. The barge operator and APMTMVII will send an email stipulating who will bear financial responsibility for shifters.

To submit a request for shifters or restows, the captain or barge operator needs to contact the Barge planner of APMTMVII. The following information needs to be provided:

- Number of shifters;
- Start location and end location.

APMTMVII will enter the details in a form that will be sent by e-mail to the captain for his approval.

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Whenever the stowage plan indicates that shifters and restows will need to be made, the barge operator should contact the Short Term Planner. The Planner can be reached through the Short Term planning department. Contact information for the Vessel planning department can be found in Chapter 5.5 and in Appendix 1.

6. Arrival procedure

6.1. Safety instructions

The captain is obliged to inform security and the Health Safety Security & Environment (HSSE) department in advance regarding notification of visitors. The captain also needs to provide APMTMVII with advance notice of changes of the crew. More information on this subject can be found in Chapter 7.5.

The HSSE department can be reached by phone on weekdays between 08:30 and 17:00. Outside of these office hours, contact the Hazardous Cargo Team (HCT). They are available 24/7 in case of emergencies.

Contact information HSSE:

E-mail: MVII.hse@apmterminals.com

Telephone: +31 (0)10 7549563 68 69

Contact information HCT:

E-mail: MVII.hct@apmterminals.com

Telephone: +31 (0)6 13863402

Contact information Security:

E-mail: Team.beveiliger@apmterminals.com

E-mail: MVII.security@apmterminals.com

Telephone: +31 (0)10 7549773

Telephone: +31 (0)6 41851780

Emergency contact:

Telephone: +31 (0)6 83076494

6.2. Stowage plan

We ask you to submit the stowage plan by e-mail to the APMTMVII Short Term Planner. We do not accept stowage plans on paper. APMTMVII prefers that all stowage plans will be received at least three hours prior to ETA barge (definitive time window)... Contact information can be found in Chapter 5.5. and in Appendix 1.

6.3. Mooring

When a barge wishes to moor, a number of tasks need to be completed first. First, the captain needs to contact the APMTMVII Short Term Planner by telephone. Contact information can be found in Chapter 5.5 and in Appendix 1.

The captain needs to provide the following information:

- ETA;
- Number to load and discharge (for purposes of confirmation);
- Other particulars.

APMTMVII will then provide the captain with the correct bollard number, along with directions on how to come alongside. Starboard is standard unless otherwise indicated. After this step, the definitive number to load and discharge will be confirmed. Once this has been done, the barge is free to moor at its assigned bollard.

6.4. Yard Opening Time

The Yard Opening Time (YOT) at APMTMVII is defined at 7 days before ETA deep-sea vessel, from 00.00 on that day. For example, should a deep sea ship arrive on Tuesday 29th of September at 14.00, barges are allowed to deliver containers from Tuesday September 22nd 00.00 onwards. Barge operators may deliver containers at APMTMVII up to 24 hours before ETA deep-sea vessel.

Exceptions to this YOT policy are communicated through the APMTMVII operational website (www.DailyLiftingMVII.com).

6.5. Cargo cut-off

The container may be delivered or picked up only if all components of the pre-announcement are correctly submitted before the cut-off of four hours before ETA barge (definitive time window) In the event the container status changes from NOT OK to OK after the cut-off of six hours before ETA barge, APMTMVII will make every effort to try to load/discharge the container. However, loading/discharge cannot be guaranteed.

7. Loading and discharge procedure

7.1. Safety regulations

Every individual on APMTMVII grounds, including visitors and suppliers, need to comply with the safety and security regulations that apply at the terminal. A number of these rules and security measures follow:

- Obey instructions given by APMTMVII personnel at all times;
- You need to be able to provide identification at all times (a valid ID card or passport is required);
- Terminal security conducts random checks;
- A video surveillance system is in place to protect the terminal;
- Be certain you have correctly moored your vessel at the quay;
- A representative from the vessel needs to be present outdoors, at a safe location, to give clearance for start of operations and monitors the process during operations;
- During operations, after mooring, bow thruster and motor need to be turned off;
- During mooring, operations on your vessel need to cease;
- The loading or discharging of vehicles with your own crane is only allowed with permission of Security and Terminal. This service isn't free;
- Bunkering is only allowed with permission of the Terminal and in agreement with the Uniform Rules for Inland Vessels;
- Performing maintenance tasks is allowed with exception of 'hot work' and with permission of the Terminal and in agreement with the Uniform Rules for Inland Vessels;
- In the event visitors wish to board or de-board the vessel, the captain needs to notify security and the HSSE department of this fact in advance. Contact information for these departments can be found in Chapter 6.1. and in Appendix 1.
- Setting foot on the quay to tie off or unmoor hawsers is only allowed while wearing a flotation jacket.
- Smoking or open fire are prohibited at the terminal.
- Use or possession of, or dealing in alcohol and drugs is prohibited. Random checks will occur and cooperation with these checks is mandatory;
- No photos or video recordings may be made without permission;
- Use of PPEs (Personal Protective Equipment: protective footwear, yellow safety vests and a helmet) is mandatory on Terminal and within the cargo zone on board at all times. In the event the correct PPEs are not worn, operations will be halted.
- A safety harness should be worn when working at heights equal to or greater than 2.5 meters.

- All incidents need to be reported as they occur to the following telephone number: **+31 (0)6 83076494**

7.2. Special cargo

7.2.1. OOG

Oversize or Out Of Gauge (OOG) cargoes that can be successfully loaded/discharged with spreaders (heights up to 200 cm) or with chains (heights up to 350 cm) will be handled by the crane team. If special equipment is needed, we will deploy the break bulk team. You can request this at the shipping company.

7.2.2. IMO

IMO (International Maritime Organization) 1 and IMO 7 containers will only be admitted to the terminal for immediate transport or deportation and not for storage. The authorities involved (Ministry of Infrastructure and the Environment) will guide the handling after discharge.

All containers will first be inspected and measured by APMTMVII's HCT before the containers are handled. This is to make sure that the level of radiation is not higher than is indicated on the container packing certificate. Only after approval from HCT the operation will start. This may lead to a short delay in the vessel's stay at the terminal.

7.2.3. Break bulk

In the event break bulk needs to be loaded or discharged, the barge operator needs to contact the Short Term Planner. The Short Term Planner is available 24/7. Contact information can be found in Chapter 5.5 and in Appendix 1.

7.3. Picking up stackers

In case that stackers need to be picked up, the crew is responsible for picking up the stackers. Regulation and legislation concerning personal protection and working at height should be taken into account.

In case of (semi) automatic stackers, a third party (authorized to work at APMTMVII), can be hired directly by the barge operator or by the captain. The barge operator, or captain, needs to have direct contact with the third party about ETA. During operation, APMTMVII will assist with a stackerflat. In the stackerflat, a deckhand from APMTMVII and a crew member will take place. The deckhand is there to guarantee safety and the crew member to pick up the stackers.

7.4. What to do in case of damage

At APMTMVII, camera images of the container are recorded from all angles. Photographic material is available. The barge operator shall request such material from the shipping company. Whenever there is damage to the ship, the Vessel planning department need to be informed. Contact information for the Vessel planning department can be found in Chapter 5.5. and in Appendix 1. Once this has been done, a Shift coordinator will conduct an investigation. The coordinator will compile a report and pass it on to the Claims department. They will contact the barge operator in order to wrap up the damage procedure.

7.5. Registration of visitors and crew

All visitors and suppliers need to be pre-announced at the security and the HSSE department. Contact information for these departments can be found in Chapter 6.1 and in Appendix 1.

7.5.1. Registration of visitors

The captain is obliged to inform security and the Health Safety Security & Environment (HSSE) department in advance regarding registration of visitors. Only authorised employees of the barge operator may register visitors. When visitors have not been registered, security will attempt to determine if access to the terminal may be granted.

7.5.2. Changes to crew

The captain needs to provide APMTMVII security with advance notice of changes of the crew. This notice needs to specify who will be boarding and de-boarding the vessel.

7.6. Necessary documentation

If there are IMO or hazardous goods papers present, the barge operator or captain needs to present them to APMTMVII. An APMTMVII employee will retrieve or deliver this documentation. Further information on delivery and/or retrieval of documentation can be found in Chapter 5.5.

8. Terminal departure procedure

Once the captain has received permission from APMTMVII, he is free to leave the terminal. APMTMVII will send a final loading plan by e-mail afterwards. The loading and discharge confirmation will also be sent by e-mail to the barge operator or captain.

9. Communication**9.1. Opening times**

The gate and sea side operations at APMTMVII are open 24 hours a day, 7 days per week. The office hours are Monday – Friday from 08:30 - 17:00.

9.1.1. Opening hours during Christmas & New Year

Closed from December 24 – 14.00 hours till December 26 – 07.00 hours.

Closed from December 31 – 14.00 hours till January 1 – 15.00 hours.

9.1.2. Opening hours during other holidays

During holidays of Good Friday (April), Easter Monday (April), Liberation day (5 May), Ascension Day (June) and Pentecost Monday (June) our operations will run as per usual.

9.2. Operational website

The status of individual containers will be communicated through Portbase. We also have an operational website (www.DailyLiftingMVII.com) where information about our operations can be found. Here we share updates about major disruptions, news and operational instructions.

9.3. TermView

TermView is an online application which can be used as support for the barge operator. TermView can be accessed through termview.apmterminals.com. New users can register and request a log in.

The following information is accessible via TermView:

- Container information:
 - Container full or empty;
 - Custom- , client- and terminal blocks;
 - Container available on terminal;
 - If container available in which type stack (barge, rail, truck).
- Viewing booking numbers;
- Viewing import releases with pin number (pin number cannot be viewed);
- Viewing Equipment Delivery Orders (EDO);
- Viewing Equipment Receive Orders (ERO);
- The berth plan with the following elements:
 - Deep-sea, feeder and barge planning (actual);
 - Yard opening time per vessel;
 - Cargo Cut Off per vessel;
 - ETA per vessel;
 - ETD of Departure per vessel;
 - Proforma scheme for the next 14 days.

9.4. E-learning programme

It is important to APMTMVII that visitors to the terminal are familiar with the procedures and safety regulations that are in place at the terminal. That is why APMTMVII offers an E-learning programme for barge operators. APMTMVII does not require that operators use the E-learning programme, but it is recommendable. You can request a link (that will take you to the E-learning programme) from the HSSE department. Contact information for the HSSE department can be found in Chapter 6.1. and in Appendix 1.

Department: Operations

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Appendix 1: Contact information

General information:

Address:

APM Terminals Maasvlakte II BV
Europaweg 910
3199 LC Maasvlakte-Rotterdam
The Netherlands
Harbour number: 8410
Telephone: +31 (0)10 7549500

Website: <http://www.apmterminals.com/europe/maasvlakte/> (General information APM Terminals)

Website: www.DailyLiftingMVII.com (Operational information)

Interface: <https://termview.apmterminals.com>

Operational departments:

Berth and Rail planning

Telephone: +31 (0)10 7549671
E-mail: MVII.berthplanning@apmterminals.com

Data EDI Center:

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Short Term planning

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Operational manual barge operator

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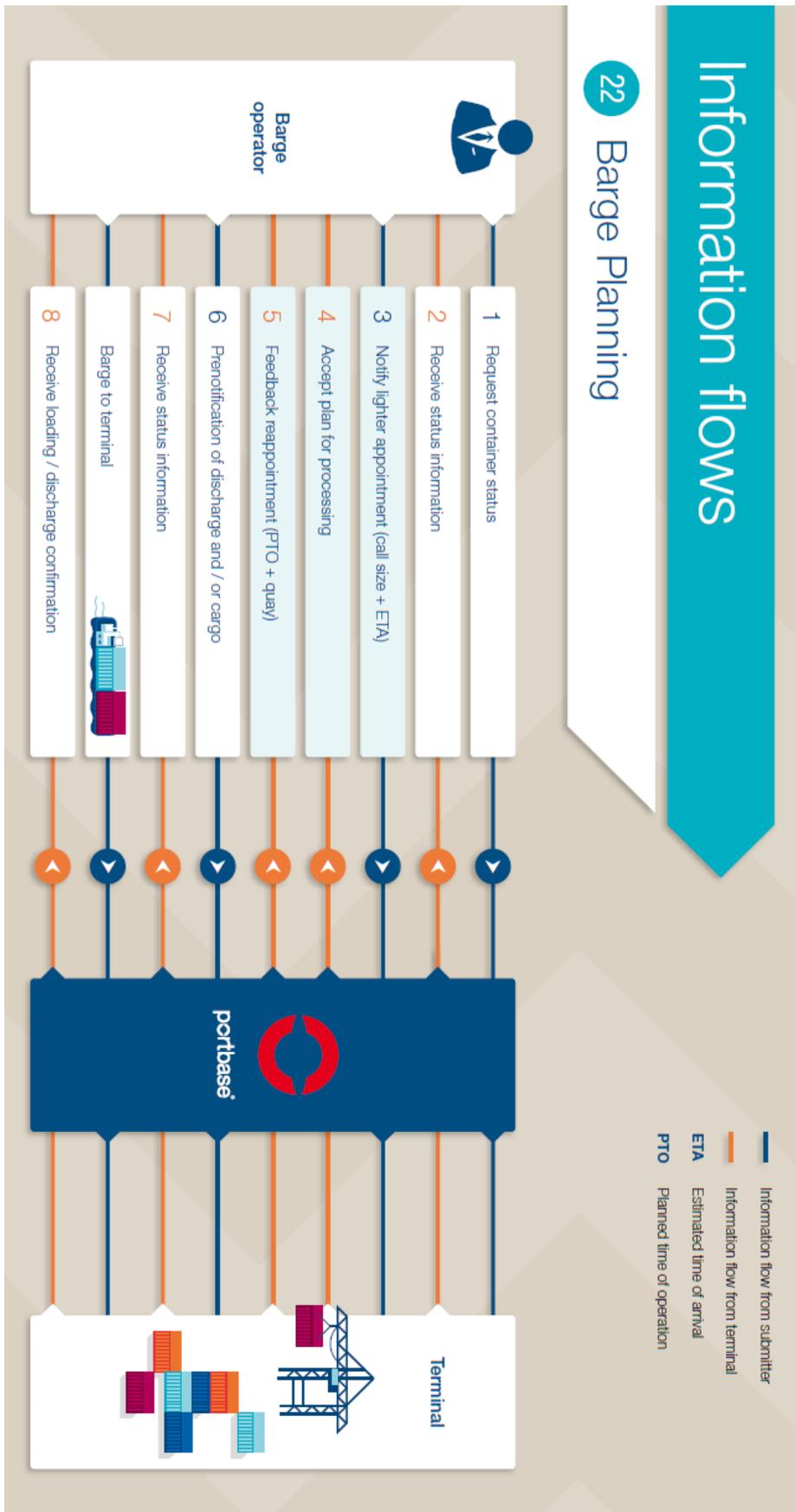
Appendix 2: Deadlines

Subject	Deadline	From	To
Fixed Window Request	Provisional	Barge operator	APMTMVII Berth planning
Confirmation of barge call (FW)	48 hours prior to ETA	Barge operator	APMTMVII Portbase "Barge planning"
Request for barge call	24 hours prior to ETA	Barge operator	APMTMVII Portbase "Barge planning"
Status request message	Prior to ETA deep-sea vessel	Barge operator	APMTMVII Portbase "Barge planning"
Pre-announcement container delivery	4 hours prior to ETA	Barge operator	APMTMVII Portbase "Barge planning"
Pre-announcement container pick-up	4 hours prior to ETA	Barge operator	APMTMVII Portbase "Barge planning"
Cargo Cut-off	4 hours prior to ETA	APMTMVII	Barge operator
Stowage plan	3 hours prior to ETA	Barge operator	APMTMVII Vessel planning

Appendix 3: List of abbreviations

Abbreviation	Meaning
APMTMVII	APM Terminals Maasvlakte II
EDO	Empty departure order
ERO	Empty receive order
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
HCT	Hazardous Cargo Team
HSSE	Health Safety Security & Environment
ID	Proof of Identity
IMO	International Maritime Organization
NED	Notification Export Documentation
NID	Notification Import Documentation
OOG	Out of Gauge
PA	Pre-Announcement
PA NOK	Pre-Announcement Not OK
PA OK	Pre-Announcement OK
PPE	Personal Protection Equipment
PTO	Planned Time of Operations
TEU	Twenty feet Equivalent Unit
YOT	Yard Opening Time

Appendix 4: Portbase information flows Barge Planning



Appendix 5: Conditions for OK container status

	Full pickup	Empty pickup	Full delivery	Empty delivery
Container available	X (number)	X (type or number)		
Customs documents received by terminal electronically	X		X	
Exemption	X			
Booking number known to terminal		X	X	X
Seal number reported to terminal			X	
Possible holds	X	X	X	



The flyer is a yellow document with black and white icons and text. It is titled 'Safety Instructions' in large black letters. The top right corner features the APM TERMINALS logo and 'Inland Navigation' text. The flyer is divided into several sections: a top section with four icons (crane, wrench, fuel pump, crane with red X) and corresponding instructions in Dutch, English, and German; a middle section with three icons (exit, alarm, people) and instructions; and a bottom section with contact information and a disclaimer. The background has a faint pattern of a barge and a crane.

APM TERMINALS
Inland Navigation
APM Terminals, Maasvlakte II

Safety Instructions

Veiligheidsinstructies Binnenvaart
Safety Instructions Inland Navigation
Sicherheitsvorschriften Binnenschifffahrt

NL Verboten om met eigen kraan voortuigen te laden/lossen. Na voorafgaande toestemming en onder begeleiding van security mogelijk*.
EN Forbidden to own crane vehicles loading/unloading. This is only possible after permission and under the guidance of Security*.
D Verboten mit eigenen Kran zu laden/loschen. Das ist nur nach Genehmigung und in Begleitung von Sicherheitspersonal möglich*.

NL Bunkeren is toegestaan, mits aan alle voorwaarden van de terminal wordt voldaan.
EN Bunkering is permitted, so long as all terminal rules and regulations are observed.
D Bunkern ist erlaubt, sofern alle Bedingungen des Terminals eingehalten werden.

NL Onderhoud op een barge is toegestaan, mits aan alle voorwaarden van de terminal wordt voldaan.
EN Carrying out maintenance work on a barge is permitted, so long as all terminal rules and regulations are observed.
D Wartungsarbeiten auf einem Binnenschiff sind erlaubt, sofern alle Bedingungen des Terminals eingehalten werden.

NL Vluichtweg naar de kade bij calamiteit. Lat op: lage handsteen, knielen aanbreken.
EN In case of an emergency, take these stairs. Be aware: low handsupport, kneeling advised.
D Im Notfall diese Treppe nehmen. Achtung: niedrige Griff, knien empfohlen.

* Hier staan kosten tegenover / This service isn't free / Dieser Service ist nicht kostenfrei.

NL In geval van calamiteit, begeef jezelf naar een veilige BHV verzamelplaats aan één van de kope kanten van de barge kade.
EN In case of emergency, please move to one of the safe assembly points (as designated by the corporate emergency response team) located at the ends of the barge quay.
D Bei einem Zwischenfall begeben Sie sich zu einer sicheren Sammelstelle an einer der Kopseiten des Binnenschiffkais.

Bewilligungsduer (24 uur bereikbaar)
Security lodge (accessible 24 hours a day)
Werkeschuttolge (rund um die Uhr erreichbar)
Alarm: +31(0)6 830 764 94
Security algemeen/general/Algemein:
+31(0)10 754 97 73
MVII: security@apmterminals.com

ALARM:
+31(0)6 830 764 94

APM Terminals Maasvlakte II B.V.
Esperweg 510 3109 LC Rotterdam
Postbus 8 3000 AA Rotterdam
Nederland
Handelsregister nr. 24299883

Lifting Global Trade
www.apmterminals.com
www.liftingglobal.com
APM Terminals MVII is co-financed
by the European Union's ERDF programme.

	<p>NL Volg altijd de instructies op van APM Terminals MVII personeel.</p> <p>EN Always follow the instructions of APM Terminals MVII personnel.</p> <p>D Befolgen Sie immer den Anweisungen der APM Terminals MVII Mitarbeiter.</p>		<p>NL Draag veiligheidsvest, helm en veiligheids-schoenen.</p> <p>EN Wear a fluorescent jacket, helmet and safety shoes.</p> <p>D Tragen Sie Sicherheitsweste, Helm und Sicherheitsschuhe.</p>		<p>NL Draag reddingsvest bij de kade or/ of risico te water raken. Draag veiligheids vest op hoogte (> 2.0 m).</p> <p>EN Wear life jacket when danger of falling in water. Wear a safety harness when danger or risk of falling (> 2.0 m).</p> <p>D Eine Schwimmweste tragen Sie bei Risiko ins wasser zu fallen. Eine Sicherheitsgurt tragen Sie bei Risiko zu fallen (> 2.0 m).</p>		<p>NL Uw documentatie wordt openbaar/ gebruikt door een APM Terminals MVII medewerker in het geval dit niet elektronisch kan worden afgehandeld. Your individual documentation are retrieved/ delivered by APM Terminals MVII personnel in case this cannot be digital. Ihre Dokumentation wird abgeholt/ gebracht von einem APM Terminals MVII Mitarbeiter wenn es nicht digitale Verarbeitet kann.</p>
	<p>NL Barge moet zodanig vastliggen, dat voorwaarts, achterwaarts en zijdelingse bewegingen niet mogelijk zijn.</p> <p>EN Barge must be moored in such a way as to prevent all forward, backward or lateral movement.</p> <p>D Das Binnenschiff muss so festgemacht werden, dass keine Vorwärts-, Rückwärts- oder Seitwärtsbewegungen möglich sind.</p>		<p>NL Tijdens de operatie dient er iemand van het schip buiten aanwezig te zijn.</p> <p>EN During operations, somebody from the vessel should be present outside.</p> <p>D Während der Lade-/Lüscharbeiten muss sich ein Besatzungsmitglied außen aufhalten.</p>		<p>NL Tijdens operatie na afmeren boegschroef en motor uit.</p> <p>EN Switch off bow thrusters and engines during operations.</p> <p>D Während der Lade-/Lüscharbeiten Bugschraube und Motor ausschalten.</p>		<p>NL Tijdens het afmeren stopt de operatie op uw schip.</p> <p>EN Turn off the machine/equipment while mooring.</p> <p>D Während des Festmachens erfolgen keine Lade-/Lüscharbeiten.</p>
	<p>NL Kade mag niet betreden worden. Meld bezoekers die van- en aanboord gaan bij security*.</p> <p>EN Forbidden entry quay. Inform Security when visitors board and leave the barge*.</p> <p>D Zugang zum Kai ist verboten. Besucher, die an oder von Bord gehen, bitte bei der Security melden*.</p> <p>*+31 (0)10 7549773 / mvi.securty@apmterminals.com</p>		<p>NL Kade alleen betreden om trossen vast/los te maken. Verboden de kraan te betreden. Access to the quay is permitted only for fastening or loosening ropes. Access to the crane is prohibited.</p> <p>D Kai nur betreden, um Trossen festzumachen/ zu lösen. Die Crännebrücke darf nicht betreten werden.</p>		<p>NL Verboden te filmen of te fotograferen.</p> <p>EN It is prohibited to film or take photographs.</p> <p>D Filmen oder Fotografieren ist untersagt.</p>		<p>NL Alcohol, drugs en roken zijn verboden.</p> <p>EN Alcohol, drugs and smoking are prohibited.</p> <p>D Alkohol, Drogen und Rauchen sind verboten.</p>

Appendix 7: Error codes

Code	Amount	Texts in TOS	Meaning
CDM:	1	CUSTOMS DOCUMENTS MISSING	The export document is missing in Portbase. Please contact the forwarding agent.
CDM:	2	CUSTOMS DOCUMENTS MISSING	The import document is missing in Portbase. Please contact the forwarding agent.
BLT:	1	BLOCKED BY TERMINAL	The container is blocked by the terminal. Please contact the liner agent.
BLC:	1	BLOCKED BY CUSTOMS DLV.	The container is blocked by the customs. Please contact the liner agent.
COA:	1	CONTAINER IS IN THE YARD	The container is in the APM Terminals MVII yard. Please contact the liner agent.
COA:	2	CONTAINER NOT IN YARD	The container is not in the APM Terminals MVII yard. Please contact the liner agent.
COA:	3	CONTAINER NOT IN YARD	The container is released but not yet expected. Please contact the liner agent.
COR:	1	PREAN LINE OPR DOESNT MATCH UNIT LINE OPR	The container is released by a different liner. Please contact the liner agent
COR:	2	PIN DOESNT MATCH OR EXPIRED	No (correct) release found. Please contact the liner agent.
COR:	3	PIN DOESNT MATCH OR EXPIRED	The pin doesn't match or is expired. Please contact the liner agent.
COR:	4	UNIT SIZE/TYPE DOES NOT MATCH PREAN ORDER SIZE/TYPE	A different ISO type is known in the booking. Please contact the liner agent.
COR:	5	PREAN LINE OPR DOESNT MATCH UNIT LINE OPR	The booking is unknown for this liner. Please contact the liner agent.
COU:	1	CONTAINER IS UNKOWN	The container is unknown. Please contact the liner agent.
CTV:	1	UNIT WAS RE-ROUTED TO A DIFFERENT OUTBOUND CARRIER	The outbound carrier/modality has changed. Please contact the liner agent.
ORN:	1	PREAN ORDER (OR ORDER FOR LINE) NOT FOUND	The booking is unknown for this liner. Please contact the liner agent.
ORN:	2	UNIT SIZE/TYPE DOES NOT MATCH PREAN ORDER SIZE/TYPE	A different ISO type is known in the booking. Please contact the liner agent.
BCO:	1	CARGO OPENING TIME HAS NOT PASSED YET	The cargo opening time is still closed. Please contact the liner agent.
BLA:	1	ACTIVE H/P IN PREAN LINE DELIVER GROUP	The container is blocked. Please contact the liner agent.
BLC:	1	BLOCKED BY CUSTOMS DLV	The container is blocked. Please contact the customs.
OTH:	2	TRUCKING COMPANY 8713755270895 HAS BEEN DELETED AND CANNOT HAVE APPOI'	The trucking company is unknown. Please contact the Data EDI Center of APM Terminals MVII.
OTH:	3	CUSTOM COPINOS NOT ACCEPTED FOR CARRIER VISIT'	The pre-announcement is stopped by APM Terminals MVII for this carrier. Please contact the liner agent.
OTH:	4	PAST GENERAL CARGO CUTOFF 2014-09-30 06 00 00 0	The cargo opening for this vessel is passed. Please contact the liner agent.
OTH:	5	NO TRANSACTION TYPE DE EXISTS FOR THE STAGE PREAN	The pre-announced unit has not been stacked yet, please contact the liner agent.
OTH:	6	ERROR FOR SAWI2410128 FOR AN IMPORT, THE DISCHARGE PORT MUST BE THE	The used port of destination is not configured at APM Terminals MVII. Please contact the Data EDI Center Of APM Terminals MVII.
OTH:	8	NO LINE RELEASE FOR OUTBOUND TRUCK	The unit is not released for the modality truck. Please contact the liner agent.
OTH:	9	NO LINE RELEASE FOR OUTBOUND BARGE	The unit is not released for the modality barge. Please contact the liner agent.
OTH:	10	NO LINE RELEASE FOR OUTBOUND RAIL	The unit is not released for the modality rail. Please contact the liner agent.

Appendix 8: Physical documents
Physical documents export

Document type	Douane document
ICT	T2L, factuur/CMR bestemming EU landen. Document om aan te tonen dat het vrije goederen zijn, en waarvoor geen invoerechten, accijnzen, etc. meer hoeft worden voldaan.
RAR	TCBD, Army documenten
REX	Nood procedure EX-A die uit NL is opgemaakt. Document voor goederen uit het vrije verkeer van de EU die naar een land buiten de EU worden geëxporteerd, een zogenaamd derde land.
RT1	Document voor Douanegoederen (uit een derde land, waarvoor geen invoerrechten, accijnzen, etc. voor is voldaan) die worden geëxporteerd naar een derde land.
TNK	Residu verklaring (tank restlading). Ongereinigde tankcontainer, waarin restlading zit, die geëxporteerd wordt.
RCA	Carnet TIR
RTA	ATA Carnet

Physical documents import

Document type	Douane document
FWV	Fiat Wegvoering
IM7	Opslagdocument voor containers > 45 dagen op terminal (regeling 7100 voor B-block)
ICT	T2L, factuur/CMR bestemming EU landen
NAR	Army documenten
NCA	Carnet TIR
GDB	Gemeenschappelijk Veterinair Document van Binnenkomst
NTA	ATA Carnet

Appendix 9: Types of customs blocks

Code	Description	Type	Origin	Inspection	Scan	Cancelled
1	Geen documentatie	IB	C	N	N	N
2	CCP/NDP fase 3	IB	C	N	N	N
2i	CCP/NDP Fase 2 Handmatige meting inspectievak	IB	C	Y	N	N
2s	CCP/NDP fase 1 Risico analyse inslag en uitslag barge	IB	C	N	Y	N
3	VGEM	IB	C	N	N	N
4	FIOD/ CSI	IB	C	N	N	N
5	Controle invoer	IB	C	N	N	N
6	Controle uitvoer	IB	C	N	N	N
7	Inspectie zonder verplaatsing naar inspectie vak/ inspectie reeferstack	IB	C	N	N	N
7d	Inspectie externe locatie/ scan DCL	IB	C	N	N	N

Department: Operations

Operational manual barge operator

7i	Inspectie met verplaatsing naar inspectie vak	IB	C	Y	N	N
7s	Inspectie met verplaatsing naar inspectie vak via scan	IB	C	Y	Y	N
8	Do not use	IB	C	N	Y	N
8s	Interne scan	IB	C	N	Y	N
9	NVWA (EX RVV)	IB	C	N	N	N
B	Overschrijding opslag termijn	CB	C	N	N	N
R	Status wijziging	CB	C	N	N	N
S	Automatische blokkade zee in (Import) of domestiek	CB	C	N	N	N
X	Automatische blokkade land in Zee uit (Export) en lege containers	CB	C	N	N	N

Afkortingen

CCP/NDP	Nucleaire detectie
VGEM	Afdeling van de douane mvt tot oa veiligheid en milieu etc
IB	Inspectie blokkade
CB	Customs blokkade
FIOD /CSI	Afdeling van de douane
DCL	Externe loods van de douane
NVWA	Afdeling van de douane Nederlandse voedsel en waren autoriteit