

Operational manual  
vessel and container  
operator  
(mainliners & feeders)

**APM Terminals Maasvlakte II**

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## 1 Introduction

The operational procedures stated in this manual are specifically for all vessel and container operators calling APM Terminals Maasvlakte II (MVII). This operational manual is structured according to the activities and the location where the activity is being conducted within APM Terminals MVII. All data and information needs to be delivered at the corresponding departments. Contact information can be found in appendix I. Overall deadlines can be found in appendix II.

APM Terminals MVII is a highly automated facility. Within this environment, it is essential that all information is delivered timely and correctly, enabling safe and smooth operations.

## 2 Daily Operations - Operations Management

The Manager Execution is responsible for all daily operational activities. The Manager Execution supervises all our operational departmental activities and is available 24/7 except for Christmas and New Year's Day via below mentioned phone numbers.

Phone +31 (0)107549670 or +31 (0)61262255

## 3 Berth Planning

Berth Planning is responsible for maintaining and updating the berth plan for mainliners, feeders, barges and rail. Vessel, Feeder and Barge stowage is handled by Vessel Planning. Same goes for monitoring the progress on the overall seaside operation.

The Berth Planning department is available on weekdays from 07h30 till 17h00. Outside mentioned hours, Vessel Planning (see chapter 5) will handle all requests in relation to Berth Planning. Data EDI Center (see chapter 4) can be contacted outside office hours in relation to rail planning.

Email [MVII.berthplanning@apmterminals.com](mailto:MVII.berthplanning@apmterminals.com)

Phone +31 (0)107549671

All call announcements for deep-sea and feeder vessels have to be done by the vessel operator per email (in future set up, via web application or interface). All deep-sea calls, both proforma and inducement calls, need to be confirmed 10 days ahead to guarantee Cargo Opening Time.

Barge window planning is also handled by our Berth Planning department. APM Terminals MVII segregates barge volumes in regular volumes and fixed window volumes. Therefore APM Terminals MVII will work with a fixed window concept to encourage service reliability for barge operator, container operator and terminal. Further details on barge berth planning and/or the fixed window concept, can be found within the specific operational manual for barge operators which will be available [www.apmterminals.com/en/maasvlakte](http://www.apmterminals.com/en/maasvlakte) or by contacting our Berth Planning department.

Every call, both deep-sea and feeder, needs to be confirmed by the vessel operator according to the deadlines mentioned in appendix I and need to be updated at all times from that moment on. Along with this call confirmation, detailed call information needs to be provided by the vessel operator each visit.

### 3.1 Call information deep-sea and feeder vessels

Mentioned call information should cover the following items:

- Vessel name;
- ETA and required Estimated Time of Departure (ETD);
- Operator (and husbandry agent when different);
- Vessel coordination (the main vessel operator is responsible for load list and stowage plan and should only provide mentioned information);
- Expected number of total moves. Total move count should also include:
  - Total discharge and load moves including re-stow moves;
  - Amount of live reefers to be discharged and loaded;
  - Amount of special containers to be discharged and loaded (think of pallet wide, empty flats, bundles, International Maritime Organization (IMO));
  - Amount of empty containers to be discharged and loaded.
- All specialties such as ship repairs, lay-by due to bunkering, break bulk, IMO 1, IMO 7, vessel damage which can hamper operations, etc.;
- Limitations mooring (standard mooring as per below);
- Handling stackers, twist locks and lashing.

General remark(s):

- Standard mooring Prinses Amalia haven (Quay) = **Port Side alongside**;
- Standard mooring Prinses Margriet haven (Quay) = **Starboard Side alongside**;
- Call announcements for trucks, rail and barges, will be described in the operational manuals for specific operators mentioned, these can be found on [www.apmterminals.com/en/maasvlakte](http://www.apmterminals.com/en/maasvlakte). APM Terminals MVII will work with the Fixed Window concept for barges and will work with time slots for trucks.

### 3.2 Long term schedule

Long term schedules need to be available 30 days before ETA of 1st deep-sea vessel mentioned on same schedule. This guarantees smooth information processes from and to container and vessel operators from that moment on. Those long term vessel schedules should cover the following items:

- Vessel name;
- Vessel code;
- Unique voyage numbers;
- Service / trade;
- Planned ETA's.

It is preferable that long term schedules of feeder vessels will also be made available for APM Terminals MVII as soon as possible before ETA of feeder.

Mentioned long term schedules need to be sent to: [MVII.berthplanning@apmterminals.com](mailto:MVII.berthplanning@apmterminals.com), [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com) and [MVII.datacenter@apmterminals.com](mailto:MVII.datacenter@apmterminals.com).

**3.3 Short term schedule or Move count information**

Short term schedules (10+ day's) needs to be provided on daily basis by vessel operator and should cover following topics:

- Vessel name;
- Vessel code;
- Unique voyage numbers;
- Service / trade;
- Planned ETA's;
- Total moves divided into discharge-, load- and restow moves;
- Special cargo such as break-bulk, imo7 (including stow position), imo1 (including stow position)) empties, live reefers, out of gage containers, pallet wide containers.
- Special handlings needed such as ship repairs, bunkering, special provision.

Mentioned information need to be sent to: [MVII.berthplanning@apmterminals.com](mailto:MVII.berthplanning@apmterminals.com), [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com) and [MVII.datacenter@apmterminals.com](mailto:MVII.datacenter@apmterminals.com).

### 3.4 1<sup>st</sup> Vessel call information

If a specific vessel has never called APM Terminals MVII before, general vessel information as per below is needed enabling smooth handling of 1<sup>st</sup> call:

- Ship's name (preferably also name(s) of sister vessel(s));
- Service/line/vessel operator;
- Vessel code;
- Call sign/nickname;
- Lloyds number/IMO;
- Vessel class (including eventual sister ships);
- Length Over All (LOA), Longitudinal Center of Gravity (LCG), Transfer Centre of Gravity (TCG);
- Email address and phone of vessel;
- Twist lock, stacker and lashing plan;
- Amount and type of stacker flat(s);
- Stability computer system used;
- Navis Ships Data (NSD) file (= electronic layout) (for the NSD file, if not available, please request from other terminals);
- Vessel layout;
- General arrangement.

The lay out file should cover the following items enabling safe and smooth operations:

- LCG's
  - Including reference point measured from;
  - Rreference for LCG values: from aft perpendicular, forward perpendicular or midships;
  - Distance from reference to stern;
- TCG's;
- Vertical Centre of Gravity (VCG);
- Stack weights;
- Tank top - hatch cover clearances;
- Hatch covers (collapsible or not);
- Reefer positions (including engine directions);
- 45ft positions;
- Structures above deck (bridge, funnel, vessel cranes etc.).

Deep-sea and Feeder vessel characteristics need to be available at APM Terminals MVII 14 days before ETA in case electronic NSD files is available. IF there is NO electronic NSD files available, above mentioned information must be available at least 14 days before ETA of specific vessel.

Above mentioned 1st call information has to be sent to:

[MVII.berthplanning@apmterminals.com](mailto:MVII.berthplanning@apmterminals.com) & [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com).

#### 4 Data EDI Center

Data EDI Center is responsible for handling all information needed for the operational process serving all operators (deep-sea, feeder, barge, truck and rail) calling our facility. Data EDI Center is also responsible for safeguarding the RTO status of APM Terminals MVII and will address customs related matters. Data EDI Center is available 24/7 except for Christmas and New Year’s Day.

Email [MVII.datacenter@apmterminals.com](mailto:MVII.datacenter@apmterminals.com)  
 Phone +31 (0)107549525 / 9526

APM Terminals Maasvlakte II will operate under RTO license. In case license reference number is needed on documents, you can contact our Data EDI Center.

#### 4.1 Discharge information deep-sea and feeder vessels

The vessel operator is responsible for communicating discharge instructions including restowage and remain on board cargo. The container operator is responsible for communicating discharge lists on container level. APM Terminals MVII is responsible for communicating discrepancies and discharge confirmations. Below is summarized what specific discharge information should be provided both to, and by APM Terminals MVII:

##### 4.1.1 Discharge information: vessel operator to APM Terminals MVII

This information should cover the following items:

- Call Reference Number (CRN);
- Discharge Bayplan/stowage plan occupied and empty locations message (BAPLIE<sup>1 2</sup>);
- Discharge stowage plan and discharge instructions<sup>3</sup>;
- Discharge recap(s) via email by vessel operator. Recap(s) are used in case of discrepancies within the discharge information totals.

##### 4.1.2 Discharge COPRAR: container operator(s) to APM Terminals MVII

The discharge Container discharge/loading order message (COPRAR) should cover the following items:

- Vessel code and voyage;
- Container number;
- On-carriage information (**including next modality VS/FD/BG/TR/RL**);
- In case of transshipment: **correct next vessel/voyage is needed**;
- Gross weight;
- Size/International Organisation for Standardisation (ISO) type;
- Specials (Out Of Gauge (OOG) dimensions, IMO, reefer temperature etc.).

Note: The discharge coprar is leading in context of detailed container information except the POD.

COPRAR also preferably contains sensitive cargo indication (such as blood plasma, live shellfish, high value etc.) within the stowage code. If option is not used, instructions need to be sent via email.

##### 4.1.3 Discharge information APM Terminals MVII » vessel and container operator

This information should cover the following items:

- Discrepancies BAPLIE (vessel operator) and COPRAR (container operator);
- Discharge confirmation through Container announcement message (COPARN) during operations;
- Final BAPLIE including over and short landed containers.

<sup>1</sup> BAPLIE file ex vessel operator is leading in case of discrepancies on move count and not otherwise instructed.

<sup>2</sup> BAPLIE file to be sent to both [MVII.datacenter@apmterminals.com](mailto:MVII.datacenter@apmterminals.com) and [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com).

<sup>3</sup> Discharge stowage plan and instructions are to be sent to both [MVII.datacenter@apmterminals.com](mailto:MVII.datacenter@apmterminals.com) and [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com). Further detailed description can be found in chapter 4, vessel planning.



## 4.2 Load information deep-sea and feeder vessels

The container operator is responsible for communicating loading lists on container level. APM Terminals MVII is responsible for communicating loading confirmation. Below is summarized what specific loading information should be provided both to and by APM Terminals MVII.

### 4.2.1 Loading instructions: container operator to APM Terminals MVII

This information should cover the following items:

- Load recap totals to verify electronic data send;
- Load recaps for special cargo (such as live reefer, IMO, OOG etc.);
- In case of loading empty containers, an instruction on guideline is also needed defining at least amount to be loaded, size/type and Port Of Discharge (POD).

### 4.2.2 Load COPRAR: container operator(s) to APM Terminals MVII

The load COPRAR should cover the following items:

- Vessel and voyage;
- Container number;
- POD;
- Gross weight;
- Size - ISO type;
- Specials (OOG dimensions, IMO, Reefer temperature etc.);
- VGM weight (also see appendix VIII).

Note: handling special stowage instructions can be provided within the COPRAR and will be handled with best effort when specified correctly.

### 4.2.3 Load information APM Terminals MVII » container operator

This information should cover the following items:

- Containers not load ready on receipt of load COPRAR (not arrived, customs blocked, no customs document number, not fit for further transportation, wrongly labeled, scan, no vgm weight etc.);
- Containers delivered to our terminal for involved vessel which are however not included in the load list. This will be done on receipt of load COPRAR;
- Discrepancy empty loading order versus availability on terminal;
- Cancellation list on agreed Cargo Cut Off;
- Load confirmation through Container discharge/loading report message (COARRI);
- Over- and short landed container list<sup>4</sup>;
- Final load list (if required);
- Containers still on our terminal at departure of specific vessel<sup>5</sup>.

## 4.3 Cargo control

### 4.3.1 Cargo Cut Off

Cargo Cut Off on all deep-sea vessels, feeder vessels, barges and rail will be handled by Data EDI Center. Outstanding and cancellation advisories on container load lists will be sent to container operators according to specific deadlines as mentioned in appendix II (chapter 10). Same deadlines need to be in line with agreed proforma vessel schedules.

Note: Adding or Cancelling containers after Cargo Cut Off need to be minimized at all times. Due to the highly automated process on our terminal, the negative effect can cause an immediate impact on the operation and most likely the ETD of specific vessel.

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<sup>4</sup> Unknown over landed containers, will automatically be re-stowed if no timely information is available stating otherwise.

<sup>5</sup> When not otherwise specified, information of mentioned containers will be changed into next vessel in same service.

#### **4.3.2 Late Arrival Requests**

Late Arrival Requests (LAR) can only be done by the agreed functions of the container operator and need to be sent to Data Edi of APM Terminals MVII. The Late Arrival request must be done before, latest on CCO. However, late arrivals need to be pre-announced before CCO, if late arrivals are pre-announced before CCO we can accept and plan these if arrival of unit is before vessel ETA. APM Terminals MVII will do the utmost effort to load specific containers within the consideration that it will not hamper operation nor ETD of specific vessel. The best possible option will be determined by Vessel Planning.

#### **4.3.3 Add On Request**

After the CCO, it is possible to send a one-off add-on request for load ready containers to the loading list. It is mandatory to send an add-on COPRAR, all mail requests will be rejected. Deadline for this add-on request is 14 hrs before ETA.

#### **4.3.4 Early Delivery Requests**

Earlier Deliveries are containers that are delivered to the terminal before Yard Opening Time (YOT). For a description of YOT see 4.13. Earlier Delivery Requests can only be done by the agreed functions of the container operator and need to be sent to Data Edi of APM Terminals MVII. The amount of early deliveries may not exceed 5% of the total amount to be loaded up to a maximum amount of 15 containers per operator on specific vessel.

#### **4.3.5 Connections**

Minimum window that is needed to ensure waterside (deep-sea to/from feeder or deep-sea to deep-sea) connections is 12 hours in between ETD of discharge vessel and ETA of load vessel. When the window will be less than 12 hours, it will be nominated as tight connection. In that case it will be evaluated per incident and needs mutual agreement with Manager Planning.

#### **4.3.6 Deviated calls**

Starting point with calls that deviate from proforma window or earlier agreed ETA/ETD (= 10+ days) , is that deadlines will move with same interval in regards to ETA as stated in appendix II

Note: for example ETA advancing with 3 hours = CCO advancing with 3 hours.

#### **4.3.7 Inducement or ad hoc calls**

When a call is not related to a mutual agreed proforma, all deadline topics as mentioned in appendix II have to be agreed with Manager Planning and involved stakeholders for specific vessel respectively container operators.

### **4.4 Documentation**

#### **4.4.1 Document pre-information**

All customs documents need to be announced via the Service 'Notification Export Documentation' or 'Notification Import Documentation' in the Dutch Port Community System, Portbase. Without customs document information, the container cannot be delivered or picked-up from APM Terminals MVII.

#### **4.4.2 Document handling**

It is the aim of APM Terminals MVII that all hampering factors will be extracted before the actual operational handling to guarantee a smooth equal operational service to all users of our terminal. It is therefore that no physical document handling can be performed by APM Terminals MVII which simultaneously creates a clear responsibility within the total logistic chain in regards to document handling.

All documents that need to be released by customs can be a copy of same documents and it is therefore allowed that the specific documents can be provided digital to the transporting company at all times which can be provided to customs.

Note: The transport of physical documents from barges calling our terminal to customs, or vice-versa, will be handled by APM Terminals MVII. The transport of physical documents applicable for other modalities, needs to be performed by the hinterland or container operator itself.

#### **4.4.3 Document Information general**

Container and document information can be found on <http://termview.apmterminals.com>. Whenever mentioned internet site or named option is not available, this information can also be retrieved by hinterland operators via sending an EDI Container pre-notification message (COPINO) 13 message. An Application Error and Acknowledgement (APERAK) message will be sent back containing all information on availability of the container. In the rare occasions left, Data EDI Center can also be contacted.

#### **4.5 Booking information**

The container operator needs to provide on forehand per EDI COPARN correct booking information which should cover the following items:

- Booking number;
- Amount;
- Name of terminal;
- Line operator;
- Vessel code and vessel voyage;
- Port of discharge;
- Size/type;
- Gross weight;
- Specials, such as IMO (Class/ United Nations number (UNno)), Reefer (live Y/N, Temp), OOG (Dimensions) etc.

##### **4.5.1 Missing and/or incorrect booking information**

If no or incorrect booking information has been received, containers cannot be accepted on APM Terminals MVII. The hinterland operator (truck, barge or rail operator) has to preannounce containers, including booking numbers, via the services 'Barge / Rail / Road Planning' of the Dutch Port Community System of Portbase. Direct feedback on the container status will be given via EDI APERAK to the hinterland operator. More information can be found in the Operational Manuals Barge, Rail and Truck which will be on [www.apmterminals.com/en/maasvlakte](http://www.apmterminals.com/en/maasvlakte).

#### **4.6 Container releases**

The container releases via EDI Container release order message (COREOR) need to be provided by the container operator and should cover the following items:

- Name of terminal;
- Modality release (truck, rail, barge or all);
- Ex/to vessel and voyage;
- Unique/random pin code<sup>6</sup>

#### **4.7 Container block requests**

Blocking and de-blocking requests line related can only be done via email by the container operator and will only be handled by the Data EDI Center. Each request should cover the following items:

- Container number;
- Full/empty status;
- Reason for blocking

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<sup>6</sup> For safety and security reasons, the unique pin code is not visible at the terminal. Note: The load COPRAR from the container operator will be considered as release. When this cannot be provided per EDI, a hardcopy load list has to be sent by container operator.

#### 4.8 Container inspection requests

Single container inspection requests, up to a maximum of 5 containers, can be sent to our Data EDI Center via email. Our Data EDI Center is the only department that is able to grant inspection requests via our Terminal Operating System (TOS). To safeguard that container(s) will be available timely for inspection, it is advisable to send such a request 48 hours in advance. When requests are exceeding the maximum of 5 containers or will become structural, such requests can be discussed with the Manager Planning.

#### 4.9 Phyco-containers

##### 4.9.1 (Internal)

When Physical Control (Phyco) of the container is needed, the same guideline as mentioned under 4.8 is valid with the addition that when opening of a container is needed, a 'fiat bezichtiging' from customs is required and customs need to be notified by the container operator <sup>7</sup>. After inspection, the new seal number attached needs to be sent via email to Data EDI Center.

The procedure to gain actual permission to enter our facility and specific the inspection areas can be obtained via our Daily operations management (*chapter 9 for contact information*). The highly automated environment such as our terminal is not common and therefore creates other than usual safety risks. Therefore specific procedures need to be adhered to at all times.

##### 4.9.2 (External)

When Physical Control (Phyco) of the container is needed including cargo sampling the container needs to be transported to the external Customs facility. APM Terminals MVII can provide the transport to the customs facility (Bosporusstraat 5, 3199 LJ Maasvlakte Rotterdam). This service can be requested via the Gate Department.

#### 4.10 Scan containers (Internal)

Under RTO all import and export containers selected for scan by customs will be transported to/from our onsite scan facility. Selection by customs will create an automatic transport order to this facility. Priority setting is based on first in – first out principle in respect of scan selection creation date.

The status of internal (scan) blocks can be obtained via <http://termview.apmterminals.com>. Same information can only be retrieved by hinterland operators via sending an EDI COPINO 13 message. In the rare occasions left, Data EDI Center can also be contacted.

#### 4.11 Scan and Customs inspection (external)

It can occur that containers need to be scanned or inspected at the external customs facility. APM Terminals MVII can provide the transport to the customs facility (Bosporusstraat 5, 3199 LJ Maasvlakte Rotterdam). This service can be requested via the Gate Department.

#### 4.12 Daily Reporting

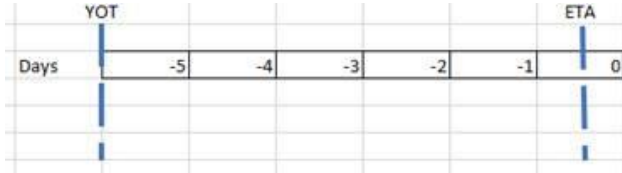
APM Terminals MVII will provide a 'daily moves report' and a 'terminal overview report' too involved container operator(s). Within these reports, the container operator can extract for example longstanding and/or empty containers. For implementing mentioned daily reports, focal points within the liner organization are needed to agree upon the format of same reports.

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<sup>7</sup> The inspection areas are not designed to take out cargo of containers.

**4.13 Yard Opening and Closing Time**

Yard Opening Time as a rule starts 5 days + time of the day of ETA and closes 24 hours prior to vessel ETA. Yard Opening Time specifics are updated according to long term ETA advise which has to be forwarded to APM Terminals MVII by the vessel operator and described in chapter 3.2 (Long term schedules). Mentioned schedules will then be published on [www.apmterminals.com/en/maasvlakte](http://www.apmterminals.com/en/maasvlakte).



The YOT will change when the ETA of the vessel changes. Once the YOT has passed, it does not change anymore. The yard will remain open for this vessel, regardless of any changes to the ETA. When the vessel will omit APM Terminals MVII, containers are no longer accepted.

Note; The standard yard opening time rule can be adjusted by the terminal if this is deemed necessary to reduce yard density safeguarding continuity of terminal operation within a safe environment.

## 5 Vessel Planning

Vessel Planning is responsible for planning and monitoring deep-sea vessels, feeders and barges. Vessel Planning will always liaise with involved vessel operators during the planning and operational windows. Once all information - mentioned under chapter 4.1 and 4.2 Data EDI center - is provided, Vessel Planning will start the object planning and sequencing process. Vessel Planning is available 24/7 except for Christmas and New Year's Day.

Email [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com)

Phone +31 (0)107549673 / 9674

### 5.1 Discharge preparation deep-sea and feeder vessels

Vessel Planning will collect all information mentioned in chapter 4.1 and 4.2 before starting the planning process. Requests, such as priority discharges, can only thereafter be handled and will be done on a best effort basis in liaison with Vessel Planning.

#### 5.1.1 Discharge information: vessel operator to APM Terminals MVII

The vessel operator is responsible for communicating the discharge plan, discharge instructions (when applicable), restows, special cargo, attention points, remain on board cargo and gear box positions.

### 5.2 Loading preparations deep-sea and feeder vessels

The vessel operator is responsible for communicating the load instructions including restows, special cargo, attention points and gear box positions.

#### 5.2.1 Load information: vessel operator to APM Terminals MVII

This information should cover the following items for safeguarding safe and smooth operation:

- Stowage instruction message (MOVINS) file via EDI;
- Load plan;
- Load instructions (including restows, gearbox positions etc.);
- Specified lists with planned stow positions for IMO cargo, reefer cargo, OOG cargo, restows (including restow account) and GEARBOXES. Preferably mentioned lists should be accompanied with recaps per titel;
- Detailed stowplan and instructions in case of handling special cargo such as break bulk, IMO 1, IMO 7.

Note: It would be mutual beneficial when an agreement can be made upfront on flexibility within loading empty containers and coastal containers.

#### 5.2.2 Load information: APM Terminals MVII to vessel operator

Below is summarized which specific activities will be handled by Vessel Planning towards vessel operator:

- Discrepancies between stowage layout and load file;
- Discrepancies between stowage instructions and terminal limitations;
- Pre-plan via BAPLIE file to central planning of vessel operator and vessel command;
- Final plan via BAPLIE file to central planning of vessel operator and vessel command;
- Terminal performance report and terminal departure report (if required).

### 5.3 Berth Prospects

Before any deep-sea vessel arrival, Vessel Planning will send berth prospects containing safety topics, mooring and starting operation instructions. All will be related to avoid unsafe working areas and operational delays during port stay.

**5.4 Special cargo**

Vessel Planning will liaise between stakeholders during Vessel Planning. First contact point in regards to preparation of break bulk (or any other direct vessel deliveries), is always the Supporting Services department within APM Terminals MVII.

**5.5 Ordering outgoing vessel**

Vessel Planning will inform vessel operator (or representative agent) timely on expecting end of operations. Same is applicable when changes are occurring compared to agreed ETD.

## 6 Gate Department

The Gate Department is responsible for the entire operational truck flow on our terminal. The Gate Department is available 24/7 except for Christmas and New Year's Day.

Email [MVII.gate@apmterminals.com](mailto:MVII.gate@apmterminals.com)

Phone +31 (0)107549679 / 9684

### 6.1 Security IN

Truck companies can only enter the terminal with a valid (= OK status) Truck Appointment Registration (TAR) number which is obtained via EDI after the pre-announcement to be initiated by the trucking company. Trucks arriving with a not valid (= NOK) status on their TAR, will be asked to first solve the root cause of the NOK status. In this case the truck driver will be asked to leave the facility for safety purposes.

Identification of truck drivers via Cargo Card and FingerVein is mandatory within our highly automated process. This personal information will be stored on the Cargo Card which can be used for all future terminal visits.

### 6.2 Gate IN and Gate OUT

To ensure a smooth handling at our terminal, the container operator has to provide correct pre-information as mentioned in chapter 4.5 & 4.6. Providing this information timely and correctly, enables hinterland operators to receive an OK status on their TAR which is needed for acceptance to our terminal and thus smooth handling at our terminal. To avoid idle time within the truck planning, the truck operator always has access to the actual container status via Portbase or [www.apmterminals.com/en/maasvlakte](http://www.apmterminals.com/en/maasvlakte).

#### 6.2.1 Container seals

Containers delivered by truck without proper seals, or with incorrect seals, cannot be accepted at our terminal. Correct seals are needed to prevent an International Ship and Port facility Security (ISPS) code conflict. Same applies to incorrectly sealed containers.

#### 6.2.2 IMO labelling

Containers without, or incorrect, IMO labelling, cannot be accepted at gate-in on APM Terminals MVII. It is however possible to acquire IMO labels at the Security Lodge on our truck parking which will be directly charged.

#### 6.2.3 Direct deliveries & receivables: truck to ship or vice versa (eg IMO 1, high value, diplomatic cargo etc.)

The Container Operator should provide all necessary information by email regarding truck visit for direct deliveries and receivables. As this information differs per case, it can be discussed with the Gate Coordinator. Exception is break bulk, wherefore our Supporting Services can be contacted (chapter 8).

#### 6.2.4 NDP alarm at visual gate in and out (OCR)

When nuclear radiation is detected at the entrance via our Nuclear Detection Portal (NDP), the truck driver has to obey instructions via matrix signs initiated by customs. The involved container will immediately be blocked by customs. The block status can always be requested by the truck operator via Portbase or our Gate Department.

#### 6.2.5 Electronic Interchange Receipt

All truck drivers have the option to request an Electronic Interchange Receipt (EIR) during the terminal visit. After completion of this container visit, the EIR can only be requested by the Container Operator.

### 6.3 Handling IMO 7

Handling IMO 7 needs specific attention and is therefore further specified below divided in import and export:



### 6.3.1 Procedure IMO 7 import

The preannouncement of IMO 7 shipment has to be done by Vessel Operator three weeks before vessels ETA. The Container Operator has to send a copy of the relevant permit to the HSSE department of APM Terminals MVII. This copy is only required once for the term of validity of the permit. The container operator also has to provide a copy of the packaging approval to the HSSE department of APM Terminals MVII for each specific shipment.

Three weeks prior to vessels ETA , APM Terminals MVII requires the following information:

- Number of containers;
- Radiation readings;
- Container numbers (preferably).

This information has to be sent to:

- [MVII.HSE@apmterminals.com](mailto:MVII.HSE@apmterminals.com);
- [MVII.HCT@apmterminals.com](mailto:MVII.HCT@apmterminals.com) and
- [MVII.berthplanning@apmterminals.com](mailto:MVII.berthplanning@apmterminals.com).

One week prior vessel ETA , APM Terminals MVII requires:

- Container numbers;
- Actual radiation readings at loading and stow positions on board<sup>8</sup>.

This information has to be sent to the departments mentioned below:

- [MVII.HSE@apmterminals.com](mailto:MVII.HSE@apmterminals.com);
- [MVII.HCT@apmterminals.com](mailto:MVII.HCT@apmterminals.com);
- [MVII.berthplanning@apmterminals.com](mailto:MVII.berthplanning@apmterminals.com);
- [MVII.datacenter@apmterminals.com](mailto:MVII.datacenter@apmterminals.com);
- [MVII.gate@apmterminals.com](mailto:MVII.gate@apmterminals.com);
- [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com) and [douane.drh.detectie.maasvlakte@belastingdienst.nl](mailto:douane.drh.detectie.maasvlakte@belastingdienst.nl).

All containers will be checked and measured by APM Terminals MVII qualified Hazardous Cargo Team (HCT) prior vessel operation, or truck entrance, to assure that radiation level intensities are not exceeding the safe levels as mentioned on the container packing certificate. Only after approval of HCT, operation will commence. This might cause for a short delay in port stay of the vessel. There are no additional security measures necessary.

Direct pick up of the cargo will be done via the normal trucking procedures. Truckers need to pre-announce their visit via Portbase and will receive a "TAR OK" message if cargo is ready in case of a truck pick up. The Operational Manual for truck operators can be found on [www.apmterminals.com/en/maasvlakte](http://www.apmterminals.com/en/maasvlakte).

Emergency phone numbers have to be exchanged and need to be mentioned on the Dangerous Good Declaration. These contact numbers need to be reachable 24/7.

### 6.3.2 Procedure IMO 7 Transit (Remain On Board cargo)

The same procedure as mentioned under 6.3.1 is applicable for Transit (Remain On Board cargo). The part of direct pick-up by truck is of course not applicable. Also is a "relevant permit" in respect of further transportation not needed.

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<sup>8</sup> stowage positions need to facilitate easy access for APM Terminals MVII in order to execute radiation reading.

### 6.3.3 Procedure IMO 7 export

The pre-announcement of IMO 7 shipment needs to be done by Vessel Operator three weeks before vessels ETA. The container operator has to send a copy of the relevant permit to the HSSE department of APM Terminals MVII. This copy is only required once for the term of validity of the permit. The container operator also has to provide a copy of the packaging approval to the HSSE department of APM Terminals MVII for each specific shipment.

Four days prior truck arrival, APM Terminals MVII requires:

- Container numbers;
- Actual radiation readings at loading facility;
- Planned stow positions on board.

This information needs to be sent to following departments:

- [MVII.HSE@apmterminals.com](mailto:MVII.HSE@apmterminals.com);
- [MVII.HCT@apmterminals.com](mailto:MVII.HCT@apmterminals.com);
- [MVII.berthplanning@apmterminals.com](mailto:MVII.berthplanning@apmterminals.com);
- [MVII.datacenter@apmterminals.com](mailto:MVII.datacenter@apmterminals.com);
- [MVII.gate@apmterminals.com](mailto:MVII.gate@apmterminals.com);
- [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com);
- [douane.drh.detectie.maasvlakte@belastingdienst.nl](mailto:douane.drh.detectie.maasvlakte@belastingdienst.nl).

Delivering the cargo will be done via normal trucking procedures. Time of delivery is  $\pm$  2 hours before ETA of vessel. Truckers need to pre-announce their visit via Portbase. Possible ETA of trucks has to be liaised via the Vessel Planning department. The Operational Manual for truck operators can be found on [www.apmterminals.com/en/maasvlakte](http://www.apmterminals.com/en/maasvlakte).

Truck driver(s) first need to report at the Security Lodge of APM Terminals MVII. Trucks may not enter the terminal without measures being performed. The gate opening times will be 24/7. All containers will be checked and measured by APM Terminals MVII qualified Hazardous Cargo Team (HCT) at the Security Lodge to assure that radiation level intensities are not exceeding the safe levels as mentioned on the container packing certificate. Only after approval of HCT, truck(s) may enter terminal via regular procedure. This might cause for a short delay. Trucks will be guided by APM Terminals MVII staff as from entrance on the terminal till departure. Handling of the shipment through the terminal will be done basis normal procedures for IMO (7) cargo.

Emergency phone numbers have to be exchanged and need to be mentioned on the Dangerous Good Declaration. Same contact numbers need to be reachable 24/7.

## 7 Health Safety Security & Environment

The Health Safety Security & Environment department (HSSE) is responsible for:

- Controlling access to terminal and quay site as per ISPS code;
- Handling Pre-arrival Notification on Security (PANS);
- Handling ISPS notifications for vessel visitors/deliveries;
- Ensuring a safe and healthy workspace for all;
- Advice on hazardous cargo issues;
- Assist in case of emergencies.

The HSSE department is available on weekdays from 08h30 till 17h00. Outside mentioned hours, our 24/7 Security and Hazardous Cargo Team specialist are available in case of emergencies.

Email [MVII.security@apmterminals.com](mailto:MVII.security@apmterminals.com) (Security Lodge 24/7 available)  
Phone +31 (0)10 7549773 (Security Lodge 24/7 available)  
Phone +31 (0)6 41851780 (Security Lodge 24/7 available)

Email [MVII.HCT@apmterminals.com](mailto:MVII.HCT@apmterminals.com) (Hazardous Cargo Team 24/7 available)  
Phone +31 (0)6 13863402 (Hazardous Cargo Team 24/7 available)

Email [MVII.HSE@apmterminals.com](mailto:MVII.HSE@apmterminals.com) (HSSE department, office hours)  
Phone +31 (0)10 754 9563/9568/9569 (HSSE department, office hours)

### 7.1 Security and Safety requirements

APM Terminals MVII is an ISPS certified Port Facility (IMO Port Facility Number NLMSV-0034, PSO reference number 36-2, Port ID number 19740).

#### 7.1.1 Security vessel

The following information needs to be pre-advised upon arrival by Vessel Operator (or a representative):

- Security level ship;
- Name Ship Security Officer (SSO) including phone number, fax and email address;
- Name agency;
- Crew list;
- Names of expected visitors;
- Names of expected ship suppliers;
- Need to bunker, if yes: name bunkering company.

Ship visitors and suppliers need to be pre-announced at the Security Lodge of APM Terminals MVII at all times.

### 7.1.2 On site safety regulations

Every individual on site of APM Terminals MVII, including visitors and suppliers, need to comply with the terminal's safety and security rules. In brief they are:

- Access to the facility is at own risk;
- You need to be able to identify yourself at all times (valid Identification card or passport required);
- Security on site performs random searches and visitations;
- A video surveillance system is watching over our facility;
- Dutch traffic rules are applicable on site unless stated otherwise. The maximum speed on main roads is 30km/hour or slower dependent on the situation. At the terminal there is a overtaking prohibition;
- No overtaking;
- No parking alongside vessels at any time;
- No smoking or open fire on site;
- No photo or video recordings without permission;
- Use, possession or dealing of alcohol and drugs are forbidden. Random checks are performed and participation is mandatory (or access to the terminal will be denied);
- Mandatory use of Personal Protection Equipment (PPE); safety shoes, yellow safety (signal) vest and safety helmet;
- PPE are primarily an individual responsibility. For visitors a limited amount of PPE is available at the Security Lodge for temporary use and need to be returned after visit;
- Operational areas are strictly prohibited because of running, automated equipment;
- Be aware of traffic and dangerous equipment on site;
- Keep fire-fighting equipment, emergency exits, entrances and exits free;
- All incidents (damages and personal injuries) need to be reported at phone number: **+31 (0)6 83076494**.

More detailed instructions are available upon request at the HSE department.

### 7.1.3 Pre notification of visitors to vessels and ship stores deliveries

All visitors, suppliers and ship handlers need to be announced to our Security Lodge through the announcement module (or via [MVII.security@apmterminals.com](mailto:MVII.security@apmterminals.com)). For vessels these announcements need to be done by the agency or the vessel itself. Those announcements cannot be done by the visitor. When visitors to vessels or ship stores deliveries are not announced to APM Terminals MVII, time permitting, Security will try to check whether access can be given or not.

## 7.2 Declaration of Security

In case of a difference in security level or on SSOs request, a Declaration of Security (DoS) will be drafted. The DoS will be stored at the Port Facility for at least 6 months under responsibility of the Port Facility Security Officer (PFSO). Actual security status of the Port Facility is available upon request.

## 7.3 Vessel Safety

The management of APM Terminals MVII has set out a strategy for improving safety performance in all areas of our business and is committed to creating a safer workplace for our workforce and other people who visit our terminal. Vessels visiting our terminal are defined as a temporary work area and due to variations in design, age, condition and presentation can present significant potential risk of accidents to dockworkers and ship's crew alike.

**7.3.1 Vessel Inspection**

APM Terminals MVII undertakes formal assessments of the workplace to identify potential hazards that can impact on the health and safety of the workforce and other personnel. The survey will cover all places of work and has to be conducted with a senior crew representative to ensure all parties are fully aware of any issues that may arise and safety concerns are addressed in a timely manner. Following the completion of the onboard survey, APM Terminals MVII will briefly discuss the findings and table any key areas of concern with the Master or Chief Officer. A report will be prepared and forwarded to the line and where possible each report will be supported by photographs depicting the problem. The report provides a mechanism for the vessel owners to manage any rectification work required.

**7.3.2 Safe entrance confined spaces**

APM Terminals MVII will perform gas measurements in vessel holds in which operation needs to be performed of every operational vessel alongside. This to safeguard a safe work environment at all times.

**7.4 Handling Explosives and Radiation cargo**

IMO 1 cargo (with acceptance of 1.4S) and IMO 7 will only be admitted for direct shipping or deportation and not for storage. IMO 7 needs to be announced 3 weeks in advance. After discharge the related authorities (VROM) will be leading the handling of this type of cargo.

Further detailed information on handling IMO 1 and IMO 7 can be found in chapter 6 (Gate Department) or the HSSE department can be contacted.

## 8 Supporting Services

Supporting Services is responsible for all supporting services integrated in our daily operation, such as; reefer handling, operational in-hire personnel, break-bulk, rail pin-setting and other special cargo handling. Management of Supporting Services is available on weekdays during office hours. The availability of the several departments will be mentioned further on.

### 8.1 Reefer handling

The Reefer Department is available 24/7 except for Christmas and New Year's Day.

Email [MVII.reefers@apmterminals.com](mailto:MVII.reefers@apmterminals.com)

Phone +31 (0)10 7549647

The reefer services provided by APM Terminals MVII are:

- Plugging and unplugging of reefer containers in the terminal reefer racks;
- Checking and monitoring reefer settings and functioning;
- Reporting of reefer malfunctioning and damages;
- Resetting of settings in order of the container operator. Settings will however never be changed by APM Terminals MVII unless a written consent from the container operator is received.

Below mentioned reefer services can also be provided. For those services more detailed agreements can be made with the Manager Supporting Services.

- Genset repairs;
- Genset mounting/de-mounting.

To ensure that reefer containers can be handled correctly at APM Terminals MVII, the Container Operator has to provide reefer information per EDI booking information or discharge lists before a reefer container arrives at the terminal. When no reefer settings are received upon arrival of a specific reefer container, this specific reefer container can only be plugged in at our facility but not be monitored.

The information on reefer settings should cover the following items:

- Live reefer indication;
- Temperature settings (including variance);
- Ventilation settings;
- Humidity control settings;
- When applicable, any other set-point settings.

Any other information on special attention cargo (such as bloodplasma, frozen shellfish etc), needs to be confirmed by email on forehand.

Monitoring of live reefers will be carried out by our Reefer department and contains the following activities:

- Connect and disconnect to allow for normal reefer unit operations and (remote) monitoring. On disconnecting, cables will be stored in designated box and a final check of settings will be done;
- Validating actual temperature, humidity, and ventilation settings of reefer unit against customer delivered details (on so called 'gate-in' or 'discharge list');
- Visual inspection of the reefer unit to identify possible damages to body or cool unit. This inspection includes leakages, alarms, cables, etc. All issues are reported back to container operator. Any identified repair issues will be communicated to the container operator;
- Any identified data issue will be registered in the Reefer Department administration using the Unique Reefer Unit ID data (date, container number, reference number or department identification and work-order) allowing for detailed analyses and reporting. Same data issue will always be reported to the container operator.

The Supervisor Supporting Services can always be contacted when more detailed customized services are wanted.

## 8.2 Break-bulk

The Special Cargo department, responsible for handling and planning break-bulk requests, is available during weekdays from 07h15 till 23h15. Break-bulk operations can be performed 24/7, when timely pre-announced as per deadline.

Email [MVII.specialcargo@apmterminals.com](mailto:MVII.specialcargo@apmterminals.com)  
Phone +31 (0)10 7549647

All cargo that cannot be handled containerized due to container or equipment limitations has to be nominated as break-bulk cargo.

After the rates have been agreed with the commercial department the special cargo section of APM Terminals MVII is responsible for handling mentioned cargo. The container operator is responsible for providing below summarized information enabling APM Terminals MVII to plan and handle same special cargo in a safest and fastest way possible.

- Booking;
- Amount;
- Modality of delivery;
- Direct (water-water) or indirect (via quay) delivery;
- ETA of delivery;
- Vessel / voyage;
- Port of Discharge;
- Weight;
- Dimensions;
- Lifting plan;
- Pictures / drawings (when available).

Mentioned information has to be sent on agreed deadlines (preferable earlier) to following email address of APM Terminals MVII: [MVII.specialcargo@apmterminals.com](mailto:MVII.specialcargo@apmterminals.com)

The customer is responsible for the customs document, which needs to be available before the break-bulk arrives.

As break-bulk cargo needs to be nominated as special attention cargo, all above mentioned information can be forwarded to following email addresses to avoid any miss communication.

This has to include the unique break-bulk number and/or booking number which is used in EDI pre-announcement.

- [MVII.berthplanning@apmterminals.com](mailto:MVII.berthplanning@apmterminals.com);
- [MVII.specialcargo@apmterminals.com](mailto:MVII.specialcargo@apmterminals.com);
- [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com).
- 

Note: Information of the assigned surveyor needs to be shared upfront to the Special Cargo team and the Security Department of APM Terminals MVII.

### **8.3 Any other Special Cargo Handling**

#### **8.3.1 Stuffing and stripping containers**

Stuffing and stripping of dry containers will be done by the break bulk team of APM Terminals MVII in the dry shelter on the specials area. This can only be done in case of calamities and with permission of the customs. The Container Operator has to ensure that a replace container of the same type is available for stuffing and stripping. Repacking of IMO/IMDS containers can be done by an external party, to be contracted by the Container Operator.

X-stuffing of cargo into a new container is only undertaken in cases where the cargo is at higher risk or will incur greater cost by not being re-handled. These instances are mainly:

- A reefer unit malfunction that cannot be repaired;
- The container is physically damaged and cannot be lifted safely;
- The container is overweight and cargo has to be removed.

#### **8.3.2 Fumigation containers**

The design of the terminal and organization is not laid out to facilitate the fumigation process of containers. This decision is based upon the demand known and discussed with the known customer. Whenever the demand for this specific service is changed within the market, it can be discussed how to facilitate this process internal.

Till then, fumigation of containers has to take place at an external facility. Fumigation containers therefore need to be handled via the regular gate process which than requires customs documentation and a (release) order from the container operator.



## 9 Appendix I: Adress and Contact information

### 9.1 General information

#### 9.1.1 Address

APM Terminals Maasvlakte II B.V.  
Europaweg 910  
3199 LC Maasvlakte-Rotterdam  
The Netherlands  
Port number: 8410  
Phone: +31 (0)10 7549500

#### 9.1.2 Internet general

Website: [www.apmterminals.com/en/maasvlakte/](http://www.apmterminals.com/en/maasvlakte/)

#### 9.1.3 TermView

The TermView application can be accessed through <http://termview.apmterminals.com>. To access TermView a Log-In and password can be obtained through the TermView website.

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).
- Creating, updating and viewing booking numbers;
- Creating, updating and viewing import releases with pin number (pin number cannot be viewed);
- Creating and viewing Equipment Delivery Orders (EDO);
- Creating and 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.

**9.1.4 Terminal Operations Management team****Chief Operations Officer**

Mr. Joost Mes

Phone: +31 (0)10 7549651

Phone: +31 (0)6 12092353

E-mail: [joost.mes@apmterminals.com](mailto:joost.mes@apmterminals.com)**Sr Manager Operations**

Mr. Ray van Oort

Phone: +31 (0)10 7549647

Phone: +31 (0)6 20363615

Email: [ray.van.oort@apmterminals.com](mailto:ray.van.oort@apmterminals.com)**Daily operations management****Manager Execution 24/7**

• Phone: +31 (0)10 7549670

• Phone: +31 (0)6 12622555

**Shift Coordinator 24/7**

• Phone: +31 (0)10 7549610

• Phone: +31 (0)6 12622812

• Email: [mvii.shiftcoordinator@apmterminals.com](mailto:mvii.shiftcoordinator@apmterminals.com)**Gate Coordinator 24/7**

• Phone: +31 (0)107549500

• Phone: +31 (0)6 20746824

**Manager Planning**

Mr. Ad van Strien

Phone: +31 (0)10 7549686

Phone: +31 (0)6 12891161

Email: [ad.van.strien@apmterminals.com](mailto:ad.van.strien@apmterminals.com)**Manager Planning**

Mr. Sylvester van Kranenburg

Phone: +31 (0)10 7549500

Phone: +31 613034124

Email: [sylvester.van.kranenburg@apmterminals.com](mailto:sylvester.van.kranenburg@apmterminals.com)**9.1.5 Terminal Operations Departments****Berth- and Rail planning (long, mid and short term window planning)**

Phone: +31 (0)10 7549671

E-mail: [MVII.berthplanning@apmterminals.com](mailto:MVII.berthplanning@apmterminals.com)**Data EDI Center (handling all information and operator request)**

Phone: +31 (0)10 7549525 / 9526

E-mail: [MVII.datacenter@apmterminals.com](mailto:MVII.datacenter@apmterminals.com)**Gate Department (truck process)**

Phone: +31 (0)10 7549679 / 9684

E-mail: [MVII.gate@apmterminals.com](mailto:MVII.gate@apmterminals.com)

**Vessel Planning (deepsea and feeder stowage planning)**

Phone: +31 (0)10 7549673 / 9674

E-mail: [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com)**Vessel Planning (deepsea and feeder operations)**

Phone: +31 (0) 7549674

Phone: +31 (0)6 10883644

E-mail: [MVII.vesselplanning@apmterminals.com](mailto:MVII.vesselplanning@apmterminals.com)**Short Term Planning (barge operations & planning)**

Phone: +31 (0) 7549676

Phone: +31 (0)6 10883644

E-mail: [MVII.bargeplanning@apmterminals.com](mailto:MVII.bargeplanning@apmterminals.com)**Supporting Services (reefers and break-bulk)**

Phone: +31 (0)10 7549647

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**10 Appendix II: Deadlines**

APM Terminals MVII is a highly automated facility. Within this environment, it is therefore **essential** that all information is delivered **timely** and **correctly**, enabling safe and smooth operations.

	Topic	Deadline	FROM	TO	
Deepsea	Request deepsea call	Proforma	Vessel Operator	APMT MVII	2 *
	Long term schedule(s)	30 day's before ETA	Vessel Operator	APMT MVII	
	Request inducement deepsea call	10 day's before ETA	Vessel Operator	APMT MVII	1 *
	Confirmation proforma deepsea call	10 day's before ETA	Vessel Operator	APMT MVII	1 *
	Confirmation call (including movecount specification)	72 hrs before ETA	Vessel Operator	APMT MVII	1 *
	Discharge COPRAR Deepsea	30 hrs before ETA	Container Operator	APMT MVII	
	Load COPRAR Deepsea	30 hrs before ETA	Container Operator	APMT MVII	
	Inbound BAPLIE file Deepsea	30 hrs before ETA	Vessel Operator	APMT MVII	3 *
	Cargo Cut Off Deepsea	24 hrs before ETA	APMT MVII	Container Operator	
	MOVINS file Deepsea	24 hrs before ETA	Vessel Operator	APMT MVII	
	Pré BAPLIE file	12 hrs before ETA	APMT MVII	Vessel Operator (stow coordination)	
	Pré BAPLIE file	12 hrs before ETA	APMT MVII	Vessel Operator (vessel)	
	Approval Pré BAPLIE file	6 hrs before ETA	Vessel Operator (stow coordination)	APMT MVII	
	Approval Pré BAPLIE file	6 hrs before ETA	Vessel Operator (vessel)	APMT MVII	
Final BAPLIE file	Max @ ATD of vessel	APMT MVII	Vessel Operator (stow coordination)		
Feeders	Request feeder call	Proforma	Feeder Operator	APMT MVII	2 *
	Request regular feeder call	72 hrs before ETA	Feeder Operator	APMT MVII	
	Confirmation call (including movecount specification)	72 hrs before ETA	Feeder Operator	APMT MVII	
	Discharge COPRAR Feeder	12 hrs before ETA	Container Operator	APMT MVII	
	Load COPRAR Feeder	12 hrs before ETA	Container Operator	APMT MVII	
	Inbound BAPLIE file Feeder	12 hrs before ETA	Feeder Operator	APMT MVII	3 *
	Cargo Cut Off Feeders	12 hrs before ETA	APMT MVII	Container Operator	
	MOVINS file / Stowplan Feeder	12 hrs before ETA	Feeder Operator	APMT MVII	
	Pré BAPLIE file	6 hrs before ETA	APMT MVII	Feeder Operator (stow coordination)	
	Approval Pré BAPLIE file	4 hrs before ETA	Feeder Operator (stow coordination)	APMT MVII	
Final BAPLIE file	Max @ ATD of vessel	APMT MVII	Vessel Operator (stow coordination)		
Barges	Request barge call Fw	Proforma	Barge Operator	APMT MVII	2 *
	Confirmation Fw barge call	48 hrs before ETA	Barge Operator	APMT MVII	1 *
	Request barge call Regular	24 hrs before ETA	Barge Operator	APMT MVII	1 *
	Status Request COPINO 13	prior arrival deepsea	Barge Operator	APMT MVII	
	Discharge COPINO Barge	6 hrs before ETA	Barge Operator	APMT MVII	
	Load COPINO Barge	6 hrs before ETA	Barge Operator	APMT MVII	
	Cargo Cut Off Barges	6 hrs before ETA	APMT MVII	Barge Operator	
	Inbound BAPLIE file Barge / Stowplan	4 hrs before ETA	Barge Operator (barge captain)	APMT MVII	
	MOVINS file / Stowplan	4 hrs before ETA	Barge Operator (barge captain)	APMT MVII	
Rail	Request rail call	Proforma	Rail Operator	APMT MVII	2 *
	Request inducement Rail call	30 hrs before ETA	Rail Operator	APMT MVII	1 *
	Status Request COPINO 13	prior arrival deepsea	Rail Operator	APMT MVII	
	Discharge Rail COPINO	6 hrs before ETA	Rail Operator	APMT MVII	
	Load Rail COPINO	6 hrs before ETA	Rail Operator	APMT MVII	
	Inbound Train Consist Rail TCM	6 hrs before ETA	Rail Operator	APMT MVII	
	Cargo Cut Off Rail	6 hrs before ETA	APMT MVII	Rail Operator	
ETT					
Special C <sup>2</sup>	Request special handling (break-bulk)	4 working day's before delive	Container Operator	APMT MVII	1 *
	Confirmation special handling (break-bulk)	3 working day's before delive	APMT MVII	Container Operator	1 *
	Confirmation special handling (break-bulk) and ETA	2 working day's before delive	Container Operator	APMT MVII	1 *
1*	Deadlines are based upon week day's. If weekends involved, add 24 respectively 48 hrs				
2*	Proforma requests can be discussed with Manager Planning APM Terminals MVII				
3*	When sailing time is shorter then mentioned deadline, FINAL information must send be send NO later then actual departure previous port !! Pré baplie still needed 24 hours before ETA to guarantee planning process can be started				

**11 Appendix III      Opening times – Hours and Holidays****11.1 Operating hours**

**11.1.1** Gate opening hours: 24 hours a day, 7 days per week

**11.1.2** Sea side operations: 24 hours a day, 7 days per week

**11.1.3** Office hours: Monday - Friday 08:30 - 17:00.

**11.2 Opening hours during holidays****11.2.1 Opening hours gate & sea side operations**

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

**11.2.2 Gate opening hours** Christmas & New Year

Closed from December 24 – 14.00 hours till December 26 -23.00 hours.

Closed from December 31 – 14.00 hours till January 1 – 23.00 hours.

**11.2.3 Sea side operations** Christmas & New Year

Closed from December 24 – 15.30 hours till December 26 – 07.00 hours.

Closed from December 31 – 15.30 hours till January 1 – 15.00 hours.

**12 Appendix IV Berthing information**

<b>Deep sea and Feeder quay</b>	<b>Prinses Amalia haven</b>
Depth NAP alongside	19 meters
Port number	8410
Nautical length	1000 meters
Bollard distance	16.7 meters
Mooring	Port side
Quay height above NAP	5 meters
<b>Barge quay</b>	<b>Prinses Margriet haven</b>
Depth NAP alongside	10 meters
Port number	8410
Nautical length	500 meters
Bollard distance	16.2 - 16.7 meters
Mooring	Starboard side
Quay height above NAP	5 meters

**13 Appendix V EDI (Electronic Data Interchange) abbreviations**

APERAK	Application Error and Acknowledgement message
BAPLIE	Bayplan/stowage plan occupied and empty locations message
BERMAN	Berth management message
CALINF	Vessel call information message
COARRI	Container discharge/loading report message
CODECO	Container gate-in/gate-out report message
COEDOR	Transport equipment stock and profile report message
COPARN	Container announcement message
COPINO	Container pre-notification message
COPRAR	Container discharge/loading order message
COREOR	Container release order message
MIG	Message Implementation Guide
MOVINS	Stowage instruction message
NSD	Navis Ships Data
TAR	Truck Appointment Registration (status <b>OK</b> =okay or <b>NOK</b> =not okay)

Note: APM Terminals MVII works according the UN/EDI fact standard. Deviations from this standard can only be implemented when examples are timely provided (30 days before ETA deep-sea) by container or vessel operator.

**14 Appendix VI Other abbreviations**

24/7	24 hours 7 days coverage by personal manning
AEO	Authorised Economic Operator (customs certificate for international companies)
APP	Aft Perpendicular Point
ATA	Actual Time of Arrival
ATD	Actual Time of Departure
CCO	Cargo Cut Off
CRN	Call Reference Number
DoS	Declaration of Security
EIR	Electronic Interchange Receipt
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FPP	Forward Perpendicular Point
HCT	Hazardous Cargo Team
HSSE	Health Safety Security & Environment
IMO	International Maritime Organisation
IMDG code	International Maritime Dangerous Goods code
ISO	International Organisation for Standardisation
ISPS	International Ship and Port facility Security
LOA	Length Over All
MVII	Maasvlakte 2
NDP	Nuclear Detection Portal
LCG	Longitudinal Centre of Gravity
OCR	Optical Characterical Recognition
OOG	Out Of Gauge
OPSMNG	Operational Management
PANS	Pre-Arrival Notification on Security
PFSO	Port Facility Safety Officer
PHYCO	Physical Control
POD	Port of Discharge
PPE	Personal Protection Equipment
RTO	Ruimte voor Tijdelijke Opslag (license to temporarily store goods on facility)
SSO	Ship Security Officer
TCG	Transverse Centre of Gravity
TOS	Terminal Operating System
UNno	United Nations number (dangerous goods identification number)
VCG	Vertical Centre of Gravity
VGM	Verified Gross Mass (also see appendix VIII)
VROM	Volkshuisvesting, Ruimtelijke Ordening en Milieubeheer (ministry of public housing, physical planning and environmental control)



## 15 Appendix VII VGM

As of July 1st, 2016, the enforcement of the Safety of Life at Sea Convention (SOLAS) regulations regarding the verification of packed containers' weight will be applicable. Terminal Operator is legally obliged not to load containers for which the Verified Gross Mass (VGM) has not been provided. To comply with regulations Terminal Operator has adapted systems and procedures. To cover these investments a generic VGM charge for all export containers will be introduced.

### Data Management of VGM

The carrier shall provide APM Terminals with the VGM for all export and transshipment (load) containers. The carrier should use only EDI to send the VGM to APM Terminals and should use one of the following messages:

- COPARN;
- COPRAR;

Terminal Operator will accept containers without VGM at gate. The VGM of a container has to be known to the terminal at least before Cargo Cut Off of the deep sea vessel. Excluded are Late Arrivals which are required to have a VGM ultimately 12 hours before ETA. In case the VGM weight is not provided or changes after gate-in this will result in administrative handlings for which a fee will be charged (the "Wait on Weight" charge). If VGM data needs to be updated a manual update a fee will be charged.

As the deadline for sending the load list is 30 hours before ETA it is allowed to include containers without VGM in the load list. The update for VGM for those containers should exclusively be send by COPARN update messages. For late arrivals the COPARN update should be send before arrival of container.

The Terminal will include VGM in the following EDI messages to the Carrier if requested:

- COARRI;
- BAPLIE (out);
- CODECO (update).