

BARGE ARRIVAL

Must Have These Documents Presented At Time Of Arrival

- 1) Barge Particulars (Certificate of Technical Safety)
- 2) Permit to Arrival/Departure Terminal from Vina Marine

Step- By- Step Procedures

- 1) SSIT Operations personnel(s) receive email(s) / phone call(s) from Customers or Barge Captain
- 2) Berth Barge
 - a. First Line – start timing and record it
- 3) Barge particulars (Certificate of Technical Safety)
- 4) Permit to Load / Unload from customer
- 5) Discharge and/ or Load Permit from Vina Marine
- 6) Gate Activity Report(SSIT's security fill this form)
 - a. Keeps track trucks in/out
- 7) Delivery Order and/ or Weigh Slip
- 8) Finish Operations
- 9) Record Last Line

COASTAL FEEDER ARRIVAL

Must Have These Documents Presented At Time Of Arrival

- 1) Coastal Feeder Particulars (Certificate Technical of Safety)
- 2) Dictionary Book of Crew Members
- 3) Permit to Load / Unload from Vina Marine

Step- By- Step Procedures

- 1) SSIT Operations personnel(s) receive email / phone calls from Vessel Agent or Vessel
- 2) Berth Vessel
 - a. First Line – start timing and record it
- 3) Coastal Feeder Particulars (Certificate Technical of Safety)
- 4) Dictionary Book of Crew Members
- 5) Permit to Load / Unload from Vina Marine
- 6) Discharge / Unload from Vina Marine
- 7) Gate Activity Report (SSIT's security fills this form)
 - a. Keeps track trucks in/out
- 8) Delivery Order and/ or Weigh Slip
- 9) Finish Operations
- 10) Rep of vessel must pay marine fee prior to vessel departure
- 11) Record Last Line

VESSELS ARRIVAL**Must Have These Documents Presented At Time Of Arrival**

- 1) Vessel Particulars (Certificate of Technical Safety)
- 2) Hold Harmless Document Signed
- 3) Permission to Load/Unload from Vina Marine
- 4) Permission to Discharge/ Load from Vina Marine

Documents Produced After Discharged

- 1) Gate Activity Report
- 2) Weigh Bridge Receipts

PRE-VESSEL PLANNING

Step #1

CUSTOMER Start and End Process and Responsibilities

- A) CUSTOMER will receive the Vessel Arrival Notice
- B) CUSTOMER will receive the Vessel Agent Contact Information
- C) CUSTOMER will contact Vina Marine for Vessel arrival
- D) CUSTOMER will send Permission to Board for CUSTOMER Staff to Vessel Agent

Vessel Agent Responsibilities

- A) Contacting SSIT, updating ETA of Vessel as vessel approach/s and any changes to ETA
- B) Contacting SSIT, providing Vessel Particulars, Bill of Lading and Stowage Plan
- C) Arraigning Pilots/Tugs
- D) Contacting Customs/Immigration
- E) Permission to Board Vessel Approval to Vina Marine for both Customer, SSIT Employees and Surveyor
- F) Advance payment following draft bill of OPS prior to vessel departure

SSIT Responsibilities (OPS)

- A) Receive Vessel Agent Contact Information from Customer
- B) Contact Vessel Agent/Receive Vessel Particulars
- C) Send Hold Harmless to Vessel Agent/Received Signed Hold Harmless from Vessel Agent
- D) Send and Receive Permission to Board for SSIT Employees to Vessel Agent
- E) Contact Pilot as vessel approaches for mooring instructions
- F) Moor Vessel

VESSEL HAS BERTHED

Step #2

Customer Responsibilities

- A) Receipt of Confirmation of GWT of Bulk Commodity from Vessel Surveyor
- B) Mobilize Labor/Trucks/Scale
- C) Receive Permit to Load and Discharge from Vina Marine
- D) Board Vessel
- E) Copy of all Weigh Bridge Receipts to SSIT

SSIT Responsibilities (OPS)

- A) Mobilize Labor For Discharge
- B) Receipt of Confirmation of GWT of Bulk Commodities from Vessel Surveyor
- C) Receive Permit to Load and Discharge from Vina Marine
- D) Discharge Vessel
 - Start Shift Report
 - Monitor Vessel Progress
- E) Monitor/Tracking of Weigh Scale, Truck in and Out
 - In partnership with Security Gate/Weigh Scale
 - Collect Weigh Scale Data from CUSTOMER/SSIT Gate Form (Collect Data Every Hour)
 - Monitor Weigh Scale Progress

VESSEL DEPARTS

Step #3

Customer Responsibilities

- A) Contact Vina Marine about Vessel Departure

Vessel Agent Responsibilities

- A) Contact Port Pilot/Tugs for Vessel Departure
- B) Receive Incident Reporting, for Berth/Crane Damage
- C) Advance payment following draft bill of OPS before vessel depart

SSIT Responsibilities (OPS-Administration)

- A) Un-Moor Vessel
- B) End Shift Reporting
 - Cover Sheet, Vessel Name/Voyage
 - Job #0000001 CUSTOMER
 - Vessel Particulars
 - Hold Harmless Document Signed
 - Survey Document
 - Permission to Board
 - Permission to Discharge/Load Receipts
 - Shift Reports
 - Gate Transactions SSIT
 - Weigh Bridge Receipts Customer
 - Incident Reporting (Copy to CUSTOMER-Immediate Reporting Contact of Relevant Parties)
- B) Relevant E-mails

- Complete Document for Filing (**Administration**)
- C) Calculate Total Revenue
 - Gross Tonnage Commodity
 - Mooring Fees
 - Wharfage
 - Weigh Scale Charges
 - Lift On/Off Fees
- D) Ops Department to send Operation Bill to Finance

SSIT Finance Responsibilities

- A) Finance to verify Total Revenue clarify Revenue with OPS
- B) Issue and send VAT invoice to CUSTOMER/Vessel Agent
 - Incident Reporting, if Billable for CY/Equipment Damage (CUSTOMER)
 - Incident Reporting, if Billable for Berth/Crane Damage (Vessel Owner/Agent)
 - Insurance Claims
 - 3rd Party Surveyors

SSIT General Director/Finance Responsibilities

- A) Agreement on Settlement if Minor Damage if any

CUSTOMER Responsibilities

- A) Pay Invoice for Contractual Billable Items
 - Gross Tonnage Commodity
 - Wharfage Fees
 - Mooring Fees
 - Weigh Scale Charges
 - Lift On/Off Fees
 - Damage Claims
- B) Incident Billable for CY Damage if any

Vessel Owner/Agent Responsibilities

- A) Incident Billing for Berth/Crane Damage
- B) Completed payment the final-bill within 2 business days from VAT invoice DATE