

# Container Manual



**CHITTAGONG PORT AUTHORITY**

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**CONTAINER MANUAL**  
**FOR**  
**CHITTAGONG PORT & DHAKA ICD**

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CHITTAGONG**

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**Definition/Abbreviations** : In this Manual, unless there is anything repugnant in the subject or context :

**Definitions :**

1. **“Authority”** means the Chittagong Port Authority established under section 4 of the Chittagong Port Authority Ordinance, 1976 as amended from time to time for the management, maintenance, improvement and development of the Chittagong Port and for the matters connected therewith or incidental thereto.
2. **“Anchorage”** means a place where a vessel can anchor or stay on her own anchor and or authorised for landing and shipment of goods.
3. **“Board”** means the Board of the authority constituted under section 6 of the Chittagong Port Authority Ordinance, 1976 and Chittagong Port Authority (Amendment) Act, 1995 as may be amended from time to time and consisting of Chairman and Members appointed by the Government to whom the general directives and management of the Port Authority and its affairs vest by which Board may exercise all powers and do all acts, functions and things that may be exercised/done by the Port Authority.
4. **“Berth”** means jetty, mooring, pier, ramp, anchorage or any other place authorised for landing, loading or shipment of goods or waiting/repairing of vessels etc.
5. **Box** : American term for a container.
6. **Bill of Entry** : Bill of Entry means an application in prescribed form for out passing imported goods by Customs and subsequent clearance thereof on compliance of necessary formalities. A bill of entry under sub-section (i) of 79 of Customs Act, 1969 may be presented at any time after the submission/delivery of the IGM to the Customs Authority by the shipowner/shipping agent/carrier.
7. **Berth Occupancy** : Berth occupancy means the time during which a vessel occupies a berth in a port. It includes the period between arrival of a vessel at berth until actual departure. According to the international standard, the economical berth occupancy rate is calculated with 65% in order to minimize waiting times for arriving vessels and to allow proper cargo handling without crowded traffic and guaranteeing a spare capacity for traffic peaks.
8. **“Chairman”** means the Chairman of the Board and the Chief Executive Officer of the Chittagong Port Authority.
9. **“Chief Finance & Accounts Officer”** means the officer appointed by the Port Authority as Head of Finance and Accounts Department and shall function and control the Finance & Accounts matter and includes Deputy Chief Finance & Accounts Officer or any other officials acting on his behalf.
10. **“Container berth”** means jetty, berth, pier, wharf, ramp, mooring or any other place authorised for landing, loading or shipment of containers or waiting for container vessels.

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11. **“Container Line”** means the shipping company or body operating a container liner service, employing and or owning a fleet of containers/container vessels under its control.
12. **“Chittagong Feeder Trade Committee”** means the body serving the interests of the Container Feeder Operators based in Singapore. The main object of the CFTC is to protect the economic interest of its members “Feeder Operators” serving between Singapore- Chittagong sea route. The Members of the Chittagong Feeder Trade Committee are Sea Consortium, APL, ACL & Q.C. Line.
13. **“Container Terminal”** means the wharf, dock or berth at which the container is loaded into or discharged from the carrying vessel along with its back-up facilities.
14. **“Container Handling Contractor”** means a shore handling contractor who may also be required to supply labour, gears and staff etc. to be appointed by the Port Authority on shore to facilitate loading, discharging, stuffing, unstuffing and handling of containers as per agreement with the Port Authority.
15. **Cellular vessel** : Ship specially designed for carrying containers. It holds have vertical guides into which the containers are lowered to form secure stacks restrained at all four corners.
16. **Container Pool** : Agreement between various transport carriers and / or container leasing companies concerning the exchange of containers.
17. **Container Freight Station** : “CFS” means an installation where facilities are provided for grouping together, packing / unpacking, stuffing or unstuffing of small consignments, LCL traffic is delivered by or on behalf of the carrier to the consignee after stripping from a container.
18. **Container Interchange Receipt** : CIR is a form used for despatching containers to and from Port/ICD. The enlisted containers in the CIR are received and escorted by RNB staff from security protected encompassing points of Port/ICD. The RNB staff of bangladesh Railway should be deployed for receiving containers with seal intact condition both from Port/ICD and they are obliged to handover containers to port security staff in the same original condition as they received.
19. **Container** : It is a standard box made of steel/aluminium/fibreglass with corrugated walls and ends strong enough to be suitable for repeated use fitted with devices permitting its handling. It is so to be easy to fill and empty and having an internal volume of 35.3(cft) or more.
20. **Container Line** : It denotes the body operating a Container Liner Service employing and/or owning a fleet of containers/container vessels under its control.
21. **Consignee** : Name of agent, company, person receiving consignment. For example, the person whose name appears on the Bill of Lading/Manifest as party to whom the goods are to be delivered after clearance of the declared goods.
22. **Consignment** : One or more packages of goods accepted by the carrier from one shipper at one time at one address received for in one lot and moving on one Bill of

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Lading to one consignee at one destination address. A similar criterion obtains for other transport modes such as rail, sea and combined transport.

23. **Congestion** : Accumulation of ships in a port awaiting berths, often causing delay to their timely despatch and sailing. In consequence thereof, sometimes surcharges are imposed by the Conferences or Shipowners/Operators Association.
24. **Clearing & Forwarding Agent** : “C&F Agent” means any person or body of persons holding valid licence issued by the Customs Authority and enlisted with the Port Authority for functioning as agent of owner/shipper/consignee for obtaining delivery and shipment of cargo. They should be responsible for overall supervision of the physical movements of the consignments between the port and the premises of exporter and importer.
25. **Container Operator** : A company involved in the provision and operation control of ISO containers. In doing so the container operator would market container service encouraging shippers to use it as a FCL or LCL in liaison with shipowner for a trade. The container operator may own the containers or have them on lease.
26. **Container Moves** : The number of actions performed by one container crane during a certain period.
27. **Container Depot** : The depot for packing and unpacking LCL (less than container load) consignments. Such a depot is called in UK a container base, storage and handling of all types of containers and their cargo, a container depot in Australia and Inland Clearance Depot (ICD) in UK, Bangladesh and India.
28. **Container Dwell Time** : The time which a container spends on average in the terminal is dwell time, which in the long run will influence the terminal space requirements and in the short run affect the level of congestion in the port. The dwell time is indicated as ton or per square metre divided into the commodities, respective essential commodity groups.
29. **Container Yard** : “CY” is an installation at which FCL traffic is received from or delivered to the merchant by or on behalf of the carrier. A container yard is designed to receive, handle, store, process and despatch the containers in the most efficient and economic way possible.
30. **“Director (Traffic)**” means the officer appointed by the Port Authority as Head of the Traffic Department for operational and functional control of the berths, sheds, CFSs, warehouses, yards, moorings, anchorages, ramps and any place assigned for landing and shipment of goods, containers embarkation or disembarkation of persons etc., and also includes Terminal Manager, Deputy Traffic Managers and or any other official acting on his behalf.
31. **“Deputy Conservator”** means the officer appointed by the Port Authority as Head of the Harbour and the Conservancy Department for operational and functional control of Navigation, pilotage, berthing/unberthing of vessels, etc. and includes Harbour Master, Dock Master, Astt. Harbour Masters and or any other official acting on his behalf.

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32. **“Director (Security)”** means the officer appointed by the Port Authority as Head of the Security Department for operational and functional control over security measures of the port protected area and or any other places within the port limits and includes Deputy Directors (Security) and or any other official acting on his behalf.

33. **Draught** : the depth of vessel in water i.e. the distance from water surface to the keel of a ship.

34. **Dunnage** : Materials of various kind (wood, mats,.. straw) as laid under, between or on top of cargo to ensure safe stowage, protection and separation of cargoes during the voyage for transportation to destination.

35. **Devanning**: Term sometimes used to describe unpacking a container.

36. **Demurrage** : Compensation due to the shipowner, in case charterer delays a vessel beyond the time allowed by charter party for loading and discharging.

37. **Derricks** : Part of loading and discharging installation of cargo vessel. Derricks are made of steel and fastened to the mast of a ship and are able to lift normally 2-10 tons in special cases even upto 250 tons of weight.

39. **Dhaka ICD** : Dhaka ICD is located near Kamalapur Railway Station south of Divisional Railway Manager, Dhaka's office and 320 kilometre distance from Chittagong port the very strategic location of Bangladesh Capital city. It is well linked by railway and road networks. Container service has been introduced in Dhaka ICD since 1987. It is a joint venture service organisation of Bangladesh Railway and Chittagong Port Authority.

40. **Dhaka ICD Protected Areas** : Dhaka ICD includes all rail tracks, storage sheds, open yards, building and other places authorised for landing, loading, unloading, handling of cargo/container as declared protected by the Bangladesh Railway, Chittagong Port Authority and National Board or Revenue from time to time. The protected area is earmarked with fencing wall of sufficient height. Nobody shall be allowed to enter ICD protected area without prior permission of the authorised security officer of Chittagong Port Authority. Photography inside ICD protected area is strictly prohibited. Chairman/CPA may allow photography inside ICD at his discretion.

41. **“Delivery Order”** is a document issued by the MLO/Shipping Agent of the vessel either separately or by endorsement on the original Bill of Lading and thereby authorised the delivery of the import cargoes to the consignee or his authorised agent.

42. **Dock Receipt** : It is sometimes issued by the Stevedore to confirm receipt of cargo on the quay/CFS/warehouse pending shipment. This receipt may also be called terminal receipt if cargo is kept in the yard/terminal in container by stuffing.

43. **Dumping** : It is deliberate economic policy adopted by one nation which sets out to exporting goods to another country, at prices far below their actual cost. It is often a strategy designed to earn foreign exchange at any price. Overall dumping occurs when goods are exported at a price less than their normal value. According to the meaning of dumping, the goods are exported for less than these are sold in the domestic

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market of any third country's markets or at less than the production cost. It is a WTO definition.,

44. **"EIR"** means equipment Interchange Receipt. It is an approved form used to handover container in loaded/empty condition particularly in road haulage. The carriers transfer the cargo loaded to containers from Container Freight Station or equivalent to loading port or terminal.

45. **"Freight Forwarder"** means originally a commission agent performing on behalf of the exporter/importer for loading and storage of goods, arranging local transport and payment for his customer. Freight Forwarder is a person or a body of persons holding licence from Customs Authority by which they can sell their services only.

46. **"FEU"** means forty feet equivalent unit of containers.

47. **Full Container Load** : FCL is defined as. a shipment sufficient to utilize economically by weight or volume of a container by itself. Goods are moved from country of origin to final destination through several modes of transport using the same container without unpacking at a CFS. The whole container space is under the disposal of one shipper/ consignee who is to stuff / strip the container and arrange haulage of the container to and from the container terminal.

48. **FCL/FCL** : Denotes a container load of goods for which the responsibility for packing and unpacking at points outside the carrier's control rests with the Merchant.

49. **FCL/LCL** : Denotes a shipment of goods for which the responsibility for packing at a point outside the carrier's control rests with the Merchant, the carrier being responsible for unpacking at point outside the merchant control.

50. **"Goods"** includes wares, merchandise and containers of every description.

51. **Hinterland** : The port of the industrial area behind or in the environment of a seaport, the area up to which a seaport can cover its services to be treated its hinterland.

52. **"Holding Area"** means the protected/restricted area/yard where LCL and FCL container are received/stacked as per plan and transfer those containers as and when required. Entry of vehicles and pedestrians is strictly prohibited in the holding area for operational and safety reasons.

53. **ICD Yard** : It means an installation where FCL & LCL traffic is received/stacked for subsequent delivery to the consignee by or on behalf of carrier.

54. **"IGM"** means import general manifest of a vessel carrying import cargo. Summary of all details of the cargo loaded by a vessel, the details are taken from the Bills of Lading. A manifest containing all these cargoes and financial details if known as the freight manifest.

55. **"ISO"** means International Standard organisation.

56. **"ICD Labour"** means a body or person registered with CPA at Dhaka ICD authorised for handling of cargo to and from the container/road transport etc. to be engaged by ICD stevedore. C&F agent and shipping agent within the Dhaka ICD premises.

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57. **Indemnity** : Protection from loss or damage or against legal responsibility. Security against damage, loss or punishment.

58. **‘Jetty/Port premises’** means any wharf, plinth, shed, warehouse, open yard, building, structure, platform, gate, road or any other place within the port protected area.

59. **“Licence”** means approval accorded or licence granted and/or agreement entered into by the Licencing Authority under the procedures relating to shipping agent, stevedore, shore handling contractor, container handling contractor, C&F agent, jetty handling contractor, lighterage contractor, ship chandler, chipping and painting contractor, vendors etc.

60. **“Licencing Authority”** means the Board/Chairman/Member or any officer of the concerned department to be designated and authorised by the Authority to accord approval to or grant licence and or enter into agreement with any service organisation.

61. **LCL/FCL** : Denotes a shipment of goods for which the responsibility for packing goods rests with the carrier, the merchant being responsible for unpacking at a point outside the carrier’s control. Several consignments can be packed/stuffed at a Port of loading as LCL and delivered at an inland destination as FCL. This also may be stated as CFS/CY container as well.

62. **LCL/LCL** : Denotes a shipment of goods for which the responsibility for packing and unpacking of goods rest entirely with the carrier/shipping line at both loading and unloading points.

63. **Less than Container Load** : LCL is defined as small consignments grouped together into a consolidated unit (container), transported to the port of destination and then unpacked from the container, stored at CFS and delivered to the consignees.

64. **Lashing** : Fastening and tying of certain goods in order to secure their stowage in the vessel’s holds or on deck.

65. **“Member”** means a member of the Board, and shall perform functions and discharge such duties as are assigned to him by or under the Chittagong Port Authority Ordinance, 1976 and the Chittagong Port Authority (Amendment) Act, 1995 as may be amended from time to time.

66. **“Master”** in relation to any vessel, means any person (not being a pilot or Harbour Master) having for the time being in the command or charge of such vessel.

67. **“Mooring”** means a place where anchors, chains and buoys have been laid down for a vessel to be moored to and authorised for landing, loading or shipment of goods.

68. **“Main Line Operator”** means the principal shipping company involved in the provision and operational control of containers. In so doing, the MLO would market the container service by encouraging the shippers to use containers as FCL or LCL status in close liaison with the shipowners for the interest of the traders. The MLOs have their own containers or may have them on lease. APL, NOL, Maersk Line, Ever Green Line, Hanjin Line etc., are the qualified MLOs.

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69. **Metric ton** : Measures of weight : 1 metric ton 1000 kgs or 2204.6223 lbs.

70. **Out Turn Report** : OTR is a Nedloyed term. It is a report detailing the conditions of cargoes / containers discharged from a vessel. This is a summary of cargo loaded and surplus to manifest or where cargo out-turn is less than manifest quantity. Joint checking is held between shed/CFS and Shipping Agent/MLO concerned for finalising the liability of both parties for the container/cargo carried and unstuffed from LCL containers.

71. **“Port”** means the Chittagong port as per declaration of limits of port under section 3 of the Chittagong Port Authority Ordinance 1976 & Chittagong Port Authority (Amendment) Act, 1995. It includes also any part of a river or channel in which the said Act is for the time being in force or as may be amended from time to time.

72. **“Protected Area”** means any area declared to be protected under the protection of ports (special measures) Act, 1948 (XVii of 1948).

73. **Productivity** : The productivity is the most important aspect in port operations. It can be described as the number of ton/units handled per hour per ship. Productivity of a ship can be calculated as a gross figure i.e. including all awaiting times or as a net figure excluding the waiting times.

- \* The hourly productivity per gang.
- \* The gang allocation.
- \* The fraction of each commodity represents.
- \* The labour input.

74. **Rebate** : Reduction, discount or commission on freight or rate of freight. Kinds of rebate, contract rebate, immediate rebate, deferred rebate, fidelity rebate etc.

75. **Railway Receipt** : “R.R” means the acceptance of consignments/containers booked to and from Port/ICD at railway risk. In the R.R. name of consignee/shipping agent, container number, weight, nature of cargo, seal number, booking date etc are clearly mentioned. In the back page of R.R. container transportation responsibility of Bangladesh Railway is also mentioned there. Responsibility of B.R. is limited upto the handover time at Chittagong Port and Dhaka ICD protected area.

76. **“Stevedore”** means a person or body of persons holding a valid licence issued by the Port Authority for supplying labour, gear, staff etc. for loading and discharging of cargo on board the ship and also in stuffing, unstuffing and handling of cargo at Port, ICD or any place on behalf of owner/port authority/agent etc. after being duly appointed by the Shipowner/Agent and Port Authority by an agreement or any other manner.

77. **“Shipping Agent/Steamer Agent”** means a person or body or persons or a company to be licensed by the Customs Authority for functioning as shipping company/agent and must be enlisted with the Port Authority having the requisite qualifications as decided by the Authority from time to time.

78. **Ship turn around time** : The duration of a particular vessel stay at a sea-port or berth based on the time the vessel is entering at the berth to commence cargo/container

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discharge until the ship duly loaded the cargo and leaves the berth to proceed on her voyage or other specified assignment. The vessel may arrive at berth in loaded or empty condition and like wise depart on a similar basis.

79. **“TEU”** means twenty feet equivalent unit of containers.
80. **Ship Operator** : The body responsible for providing and manning the vessels, maintaining them in an operational conditions and properly stored and bunkered. In most cases, the shipowner performs these functions in respect of his own vessels.
81. **Slot** : The designated twenty feet equivalent unit (TEU) position of a container vessel or at the container terminal/yards. On a container vessel the slot is defined by the co-ordinates: bay, row and tier. At the container yard the slot is defined by the co-ordinated area, number in row and tier.
82. **“Terminal Manager”** means the officer appointed by the Port Authority as Deputy Incharge of the Traffic Department for operational and functional control over the container vessels, container movements through berths, yards, CFS etc and any place assigned for loading, discharging and movement of containers and includes Asstt. Terminal Managers, Terminal Officers and or any official acting on his behalf.
83. **“Terminal Receipt”** means acknowledgement for receiving of cargo and also includes cargo stuffed into nominated container of shipping line/shipper provided the stuffing is done within the CPA premises/ICD premises. It is generally issued by the stevedore working at ICD and countersigned by the Traffic Inspector of CPA. The particulars of cargo and container will be mentioned in the TR. The original copy of the TR will be handed over to the shipper/agent and duplicate copy must be kept for record at ICD.
84. **“Vessel”** means anything made for the conveyance by water of human beings or properties to be registered under the convenience of country's flag.

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## Chapter - 1

### 1. Container Types and Dimensions :

#### 1.1 Container Types :

Container is a standard box made of steel/aluminium/fibreglass with corrugated walls and ends. It is an article or transport equipment of permanent character and accordingly strong enough to be suitable for repeated use. ISO containers suitable for carrying cargo by types, size and nature are shown below :-

##### a. General purpose container :

Totally all sides covered and weather-proof container having rigid roof and a tight floor. A general purpose container must have an opening door and intended to be suitable for the transport of cargo of the greatest possible variety.

##### b. Bulk container : Bulk container is generally classified as dry bulk container (non-pressurized) box type, hopper type etc. All types of bulk container shall be weather proof, general carrying bulk grain, fertilizer, chemicals of dry bulk solids etc.

##### c. Platform based container : It is general type general cargo carrying container, which has rigid side walls with a base structure. Platform based container, having a permanently fixed longitudinal load carrying structure between ends at the top. This type of container is primarily intended for the carriage of particular categories of cargo viz. machinery, iron and steel materials, vehicles etc.

##### d. Open top container : It is an ISO freight container, similar in all respects to a general purpose container except that it has no rigid roof but may have a flexible and removable cover. This type of container is suitable for carrying overheight, oversized and awkward nature of machinery cargo.

##### e. Thermal container : ISO container built with insulating walls, doors, floor and roof which retard the rate of heat transmission between the inside and outside of the container. Perishable nature of cargo can be carried by this type of container.

##### f. Insulated container : This is also thermal type of container without the use of devices for cooling or heating the cargo. This type of container is suitable for carrying canned goods without the necessity of freezing.

##### g. Refrigerated container : It is also thermal type of container but must be served by refrigerating appliance of mechanical compression unit. Frozen fish, meat, agricultural products etc, can be transported by this type of container. Refrigerated containers with cargo must be kept cool through electricity supply while on board the ship and in the port.

##### h. Tank container : It is an ISO freight container which includes two basic elements, the tank and the framework. This container type is suitable for carrying liquid feed, liquors, chemicals etc.

##### i. Ventilated container : It is a closed type of container similar to a general purpose container, but specially designed for carriage of cargo where natural ventilation is required.

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- j. **Special container** : This is a general type of container but generally used for the specific purpose i.e. carrying bank notes, coin, passport, security printing paper, stamp paper, arms and ammunition including hazardous and dangerous cargo.
- k. **Cargo types container** : Various types of containers such as automobile(car) container, livestock container and others are filled in general in accordance with ISO container requirements either solely or primarily for the carriage of a named cargo.

1.2 **Classification of Containers by Material :**

- a) **Steel Container** : Container is made of steel both frame and panels. Complete construction by welding, panels are corrugated for enhancing rigidity.
- b) **Aluminium Container** : It is classified into two types, namely : one having a steel frame with aluminium panels and another all of aluminium except for a steel frame at both ends.
- c) **FRP Container** : Such container is made from steel frame and panels of plywood. Both sides of container are coated with FRP (Fiberglass Reinforced Plastics), Frame is built by welding and panels are fixed with the frame by special rivets or bolts.

1.3 **CSC Safety Approval** : All mentioned container types shall have to comply with the Convention of Safe Containers (CSC) laid down and controlled by the Maritime Safety Committee (MSC) of IMO and governmental institutions of the CSC signatory states. Technically the CSC requirements should comply with ISO 1496, specification and testing of freight containers.

**Certification and testing of freight containers:**

Certification, re-inspection, re-certification and the control of in service condition is the part of governmental institutions who can grant and withdraw the CSC approval. From 1st January, 1985 every container traded in ratifying countries shall have to be plated with the CSC plate to show that it has been approved by authority in the owning country. This obligation falls on the container owner, leasee or bailee.

CSC Safety Approval
Manufacturing date
Identification No.
Maximum Gross Weight :
Racking Test Load Value :

This is as per CSC, Convention for Safe Containers of 1972 of IMO (International Maritime Organisation).

1.4 **Different types of container handling and stacking system :**

**Length** : Container length originally reflects the requirements of Container Terminal and highway regulations. Containers standard lengths were adopted internationally by ISO. The Shipping Industry throughout the world has universally adopted 20 ' and 40' container sizes.

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**Height :** Traditionally, container height evolved as a result of maximum legal highway clearance. Various national standards groups adopted 8 feet container height for 10', 20', 30' and 40' containers. About 80% percent of 20 footers are 8 feet 6 inches. Previously less than one percent of 40' dry containers were 8' in height, whereas over 91 percent were 8' - 6" height boxes. Recently more than 10 percent of all 40 feet containers have 9' or 9' - 6" height (high cube units). Some 87% of the world's container fleet conforms to the 8' - 6" height standard.

**Width :** A number of developed countries would have highway which permit vehicles up to 2.6 meters (8.53 feet) in width. ISO has recommended that all types of containers width is 8 feet.

**Weight :** ISO standard gross weight of different types of containers are shown at item no. 1.5.20' x 8' x 8' and 20' x 8' x 8'.6" size and types of containers which should be segregated both in yards and ships because of under deck stow are kept separated and non-uniformity of stacking in the yards.

- \* 20' and 40' overweight and standard containers must be segregated because of non-uniform sizes.
- \* 40' x 8' x 8' - 6" sizes containers should be segregated with 40' x 8' x 9" or 9' - 6" high cube boxes. Otherwise these boxes stacking would be non-uniformed and may also occur accident with heavy load. Mixed length and height containers introduce stacking variables to the problems. A further complication arises for intermodal transport in various trade nature and rail haul to ICD. It behaves the terminal designer to build some spare capacity and flexibility into the facilities.
- \* Boxes of uneven height shall not be kept over to another boxes.
- \* 20' over weight containers (gross weight above 24.5 tons) to be stacked in separate rows and bays of the container yard. Appropriate equipment with sufficient lifting capacity shall be used in handling and transportation of such containers.
- \* 40' overweight containers (normally above 30 tons gross weight) must be carefully handled with the appropriate equipment.
- \* Overweight boxes always should be stacked in the ground slots.

#### **NON-ISO-Containers :**

<u>Length</u>	<u>Width</u>	<u>Height</u>	<u>Gross weight</u>
45'	8'	8' - 6"	30480Kgs.
45'	8'	9'-6"	30480Kgs.

ASA Containers    = 35' x 8' x 8' - 6"  
                          = 35' x 8' x 9' - 6"  
                          = 40' x 8' x 8' - 6"  
                          = 40' x 8' x 9' - 6"

Note : Non-ISO standard containers shall not be accepted by CPA.

## **1.5 Container Dimensions & Capacity :**

I.S.O. standard container dimensions are shown in the table below :

ISO CODE	LENGTH	WIDTH	HEIGHT	MAXIMUM (GROSS) WEIGHT
ID	10'	8'	8'	10 m. tons
IC	20'	8'	8'	24 m. tons
ICC	20'	8'	8' - 6"	24 m.tons
IB	30'	8'	8'	25 m.tons
IBB	30'	8'	8' - 6"	25 m.tons
IA	40'	8'	8'	30.480 m.tons
IAA	40'	8'	8' - 6"	30.480 m.tons

## **1.6 Procedure for handling and stacking of overweight, overlength, overheight, open top, flat-rack and oversized cargo carrying containers.**

The concerned shipping line/agent/MLO must declare all overweight, overlength, overheight, open top, flat-rack, oversized cargo carrying containers before arrival of the vessel to the TM/CPA.

### **a. Overweight Container :**

Non ISO standard containers which carry cargo beyond ISO standard weight as mentioned in the ISO standard container dimension (item no. 1.5) shall be treated as overweight container. 20' ISO standard containers maximum permitted gross weight is 24 tons. Any 20' container carries more than 24 tons gross weight shall be treated as overweight and shall be dealt with accordingly. ISO 40' standard containers which may carry more than 30.480 m.tons gross weight that also to be treated as overweight.

### **b. Overlength container :**

Non ISO standard length and ASA (American standard Association) containers to be considered as overlength containers, such as 35', 45' & 48'. The carrying capacity of such containers including tare weight may be more than ISO standard weight. These containers can carry more cargo but these may require special type of equipment for handling, transportation, stacking and restacking.

### **c. High cube container :**

Any ISO or non-ISO standard containers above 8' - 6" height to be considered as high cube i.e. 9' & 9'-6" containers in height.

### **d. Open top/overheight container :**

Container without top roof at whatever height shall be considered as open top overheight. Such container can carry oversize, overheight cargo and mostly require single stacking. No container can be kept/stacked over top. Such containers handling shall require special attachment but costly also, so tariff charges may be higher.

### **e. Flat-rack container :**

Such container may be used to carry overlength, overheight, halfheight cargo, van, machinery etc. Flat-rack containers shall not be over-stacked due to the cargo nature, uneven height, length, width etc. Due to awkward shape and oversize nature of cargo, the flat-rack and platform based containers require extra care, attachment, chain etc. for handling and transportation. They are also not permitted overstacking, only single unit should be stacked in the separate bay of the yard.

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## **Chapter - 2**

### **2. Declaration of Container Vessels :**

The enlisted shipping lines/ship operators/shipping agents should declare their container vessels with ETA and ETD furnishing required particulars addressed to DTM (op)/CPA with a copy to Harbour Master/CPA at least 72-hours before arrival of the vessel at outer anchorage/port limit.

#### **2.1 Submission of IGM :**

The shipping Lines/MLOs/Ship Operators/Agents should submit their container vessels' IGM to the concerned Berthing Shed and Manifest Section of TM/CPA's office at least 24 hours before berthing of the vessels.

#### **2.2 Appointment of Stevedore :**

As per usual practice of the Chittagong Port, the shipping lines/MLOs/ship operators/agents should appoint their stevedores informing to TM/CPA before 24 hours time of arrival of the vessel for the operation of vessels and similarly for performing stuffing and unstuffing activities.

#### **2.3 Allotment of Container Berth :**

CPA vessels' Berth Allotment Committee shall arrange berthing of the vessels according to berthing procedure and "first come first berth" basis. Shipping agents should also attend in the meeting of the Berth Allotment Committee with the required information and particulars of their vessels and containers.

#### **2.4 Duties and responsibilities of Shipping Lines/Ship Operators/Agents/MLOs :**

For quick and efficient loading and discharging of the container vessels, the Shipping Lines/ship Operators/Agents/MLOs should co-operate with the Port Authority and they should also be ready to furnish any data or information in connection with the vessels loading and discharging operations. They should abide by the rules, acts, circulars, manuals of Chittagong Port. The Shipping lines/ship operators/agents/MLOs should also declare and submit special containers list to TM/CPA obtaining necessary permission from Naval, Customs and relevant agencies as the case may be. They should be held responsible for their vessels' captains, officers and crew's unlawful, illegal and wrong activities while their vessels shall remain in the port. The provisions of the Jetty Working Rules and Schedules and Traffic Manual inforce shall be binding on them as and when applicable. They should keep sufficient fund in their revolving accounts for timely encashment of their container handling bills.

#### **2.5 Stevedores' Functions relating to Container Movements :**

Stevedores are the contractors licensed by the Chittagong Port Authority and normally appointed by the shipping lines/ship operators/agents/MLOs to provide labour and gears for handling sometimes their cargoes and containers. For handling container vessels the shipping lines/ship operators/agents should appoint information to the TM/CPA. Stevedore concerned should provide necessary labour gangs and gears in vessels loading and discharging operations in due time. They should also furnish

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working agreements with Chittagong Port Authority along with necessary undertakings to function as stevedoring company. Such firms should fulfil certain laid down conditions such as offices, telephones and necessary staff. They should perform responsibility of container/cargo documentation and accountal upto submission of vessels final out turn report. The stevedore/Container Handling Contractor should assist container ship operator and vessels's Chief Officer in preparing stowage plan for loading of containers. Stevedores/Container Handling Contractors shall be appointed by the Shipping Agent and Port Authority for stuffing and unstuffing operations. They should follow the principle and procedures of stuffing and unstuffing as mentioned at chapter-3. They should abide by the port rules, acts, regulations, circulars, manuals and instructions of CPA as may be informed from time to time.

#### **2.6 Procedure for C & F Agents working in Chittagong Port and Dhaka ICD:**

The C & F Agent is a body or a firm licensed by Customs and enlisted with Port Authority acting on behalf of shippers and consignees to process the documents required to forward and clear container and its contents for export and import. They should have a good knowledge of Customs and Port rules, acts, regulations, tariff and required Port formalities. Each and every Customs C & F agent must enlist themselves with the Port Authority for conducting their business within the port. Re-newal of Customs licences after every two years, concerned C & F agents should up-date their enlistment with Port.

The C & F agents should abide by the port rules, regulations, office orders, circulars, manuals etc. for functioning at Chittagong Port and Dhaka ICD. They shall be responsible for observing necessary port and customs formalities for clearance/shipment of cargo. Moreover, they should also be responsible for overall supervision of the physical movements of the consignments between the port and the premises of the importer and exporter. They should have proper offices with telephone, any change of official address and telephone they must inform the Terminal Manager/CPA immediately. For any violation of valid orders, Director (Traffic)/CPA shall reserve the right to restrict, suspend, cancel jetty entrance permits for the firm or staff concerned.

#### **2.7 Discharging of containers :**

Discharging means picking up containers from ship's hold/hatch, placing onto trailer as and when necessary, otherwise placing on the terminal by ship's derrick or quay gantry crane. It includes subsequent transportation of the container and stacking there.

Ship planning shall be required for discharging of containers from the vessel's stowage location. A programme of cranes, trailers, straddle carriers etc. must be drawn up for discharging the containers as quickly as possible for having the quickest possible turn around time of the vessel. The stowage plan or list of the availability of containers with their details specification as may be required by the port must be supplied by the Chief Officer of the vessel. Therefore, based on the same, the ship operator in co-operation with their stevedore concerned shall arrange discharging of containers including their R/L movements are compulsory if these are moved from CCT to other yards observing the container landing tally procedure and required formalities. In the

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discharging permission category and types of containers must be mentioned alongwith location/yards where these should be stacked/received.

Container discharging permission list is a sort of work plan to be prepared by the Shipping Section of TM's office, based on the information given by the concerned Shipping Line/Agent/MLO for each and every container enlisted in the IGM/ discharging list. The Shipping Section must examine the list of containers to be obtained from the Shipping Lines /Agents / MLOs having the actual information and necessary permission from the concerned agencies specially for special and IMDG containers. According to the instructions given in the container discharging list, various types of containers should be carried and stacked in the concerned yard by the equipment operator and the concerned Container Handling Contractor (stevedore). The equipment operation and planning section of TM/CPA's office should be responsible for allocation of equipment vessel wise for discharging, carrying and stacking of containers in the specified yard. The Plant Manager's office/CPA must follow the vessel wise equipment allocation programme and ensure proper supply of equipment for quick operations of container vessels calling at Chittagong Port.

2.8

#### **Loading of Containers :**

Container loading means picking up the container from the yard, transportation of the same to the hook point lifting the container into the ship by the ship's derricks or quay gantry crane and placing it into the vessel as per stowage plan. In performing this operation ship planning shall be required. Ship planning to be prepared by the Ship Operator and concerned stevedore in consultation with vessel's Chief Officer. For quick loading of containers, buffer stock or stuffed containers should be created near the container berth where the vessel is likely to be taken berth. According to ship planning loaded and overweight containers must be taken first to the terminal for onward loading into the vessel. For transporting the stuffed containers from the export yard, R.L. movement is compulsory if container is brought to CCT yard/hook point from outside yards. Container Movement List (R.L.) should be prepared and handed over to the equipment operator by the yard staff. Before giving shipment order necessary export formalities should be observed by the concerned C & F and shipping agents. When the container will be loaded into the vessel, loading tally procedure should be followed. A programme for use of crane/straddle carrier and tractor trailers should be drawn up vessel wise by the Equipment Operation Section of TM/CPA's office. According to this programme loaded containers to be transported to the terminal/jetty head as per ship's loading plan. Equipment allocation section and concerned traffic equipment monitoring and instructing staff should remain vigilant always for quick loading of containers, so that vessel's loading operation could be made faster and vessel sailing schedule should also be ensured. The Plant Manager/CPA's office must ensure supply of equipment as per equipment allocation prior for loading operation of container vessels calling at Chittagong Port. Discharging and loading of containers from/to vessel & subsequent/prior to back-up operations are shown graphically in the following page.

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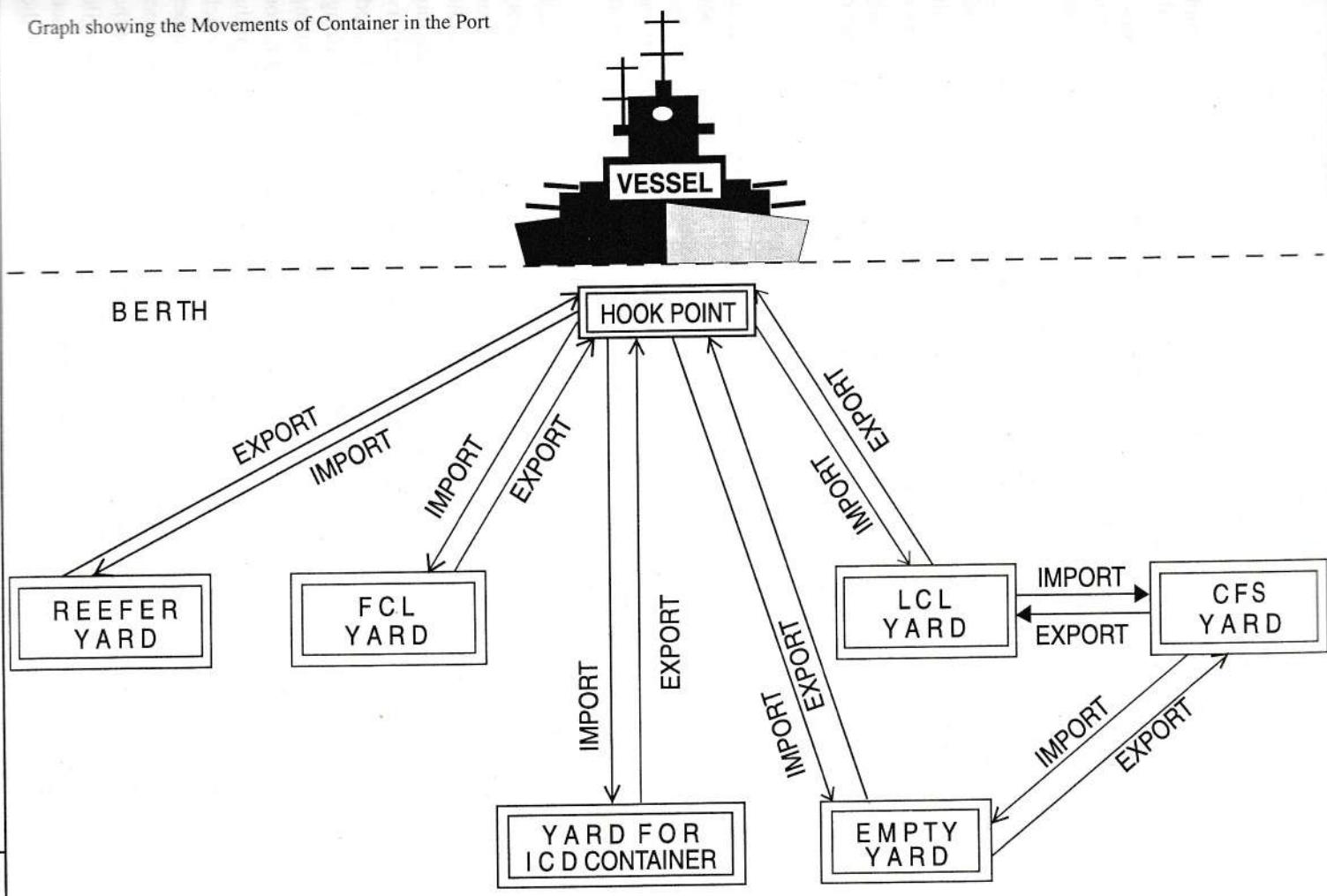
## 2.9 **Container Tally :**

Container tally means record or accountal of container which shall be done for each and every container discharging from vessel or shipped into vessel. Container tally should be done mentioning the name of vessel, rotation number, container prefix number, size, type, height of the container, CSC plate if available and seal number etc. It should be done according to CPA approved tally sheet form number C2R1 (landing) C2R2 (shipment).

The condition of container other than general wear and tear should be checked at the time of container tally at the hook point.

The tally of containers at the vessel's hook point is vital for determining liability of carrier/shipowner and Port Authority in the capacity as bailee.

Graph showing the Movements of Container in the Port



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## Chapter - 3

### 3. Container Stuffing/Packing :

Container stuffing or packing means loading of cargo into container. The empty containers are required to be brought in the stuffing yard by CPA depending on the programme of cargo and vessel's arrival. Exportable consignments must be grouped/received at port for subsequent stuffing into the container. Even direct stuffing from transport without storage of exportable cargo at CFS is allowed at CPA container stuffing yards including Dhaka ICD yard.

CPA should provide CFS facilities for consolidation/precarting of exportable goods of small consignments. CPA must provide enough security for exportable cargo inside port. During stuffing, joint tally procedure should also be carried out involving the concerned shipping agent/line. CPA must arrange positioning of empty containers in the stuffing yard as per container vessel's arrival sequences. CPA should also engage Container Handling Contractor for supplying labour gangs for proper stuffing of container.

#### 3.1 Responsibility of shipper and shipping agent for stuffing of container :

At the time of receiving export consignments in the CFS, the shipping line/agent should issue Shipping Order mentioning the name of vessel, voyage number, export rotation No. ETA and ETD of vessel to/from Chittagong Port, port of discharge, description of cargo including weight and measurement marks and number, name and address of the shipper, name and address of consignee, special instruction of dangerous cargo, the time and date when cargo would be packed.

The shipping agent should co-operate with the Forwarding Agent for quick arrangement of stuffing. They should also arrange physical survey of the empty containers to identify and remove hole, crack, dent, joint of containers etc. The floor, roof and walls of the container must be in good condition and watertight. They should also ensure that the containers to be used for stuffing shall not have any protruding nails which might have damaged the cargo. The container should be clean and dry, old label/unrelated labels/symbols of the cargo previously carried must be removed. The shipping line/agent should deploy tally staff at the time of container stuffing/packing. The shipping line concerned should inform in advance about the stuffing time, date and number of containers alongwith load plan to be prepared in co-ordination with the shipper indicating the type and strength of packing, shape and weight of the packages, security and lashing requirements, compatibility of cargo, the order in which packages must be loaded, stuffing time, date and number of containers. The shipper concerned should follow the container load plan and they should assist shipping line/agent in preparing the container load plan providing the necessary information of the nature of cargo, dimension of the packages etc. They should not sent any fragile packages un-noticed which might damaged the other cargo. The shipper concerned should supply lashing and dunnage materials if required for proper securing of the

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cargo. The shipper must follow the IMO rules for shipment of hazardous and dangerous cargo.

The stevedore/container handling contractor concerned should follow container load plan and stow the cargo by marks and numbers. They should arrange container sealing mentioning the seal number in the tally sheet and in all shipping documents. On completion of container stuffing they should prepare list of cargo, net and gross weight of containers and port of discharge. They would be responsible for preparation of proper stuffing documents and issuance of Terminal Receipt in favour of the shipper concerned.

### 3.2 **Container Unstuffing :**

Unstuffing means removal of contents from LCL container. After discharging of LCL import containers at CCT or GCB area, the concerned shipping lines/agents should provide the following information through their appointed stevedores to LCL unstuffing section at TM/CPA's office.

- a) Name of vessel, voyage & Rotation No.
- b) Check-list and position of LCL container seal.
- c) Packing list of each LCL container.
- d) Information of special cargo (high value cargo).
- e) Information of hazardous/dangerous cargo with IMDG class.
- f) Additional information if any.

Stevedore/Container Handling Contractor shall be given unstuffing programme by the LCL Unstuffing Section according to the arrival of the container vessels calling at Chittagong port. Unstuffing programme should be drawn up in order of vessels' arrival. When LCL container to be unstuffed, the stevedore concerned should act on behalf of CPA as Container Handling Contractor as per working agreement with them. The shipping lines/agents/MLOs should also deploy tally clerk for joint tally of unstuffed contents. LCL containers should be placed at unstuffing points as per daily assignment of unstuffing programme by the CPA equipment. The equipment operator should attend first to place the LCL import containers at CFS unstuffing point on priority basis according to daily assignment. After placement, seals of containers should be checked jointly by Traffic, security and stevedore concerned. If the LCL container seal is found intact then unstuffing should continue. If container seal is found defective then unstuffing of LCL container should discontinue and should be given protection seal jointly by traffic, Security and Shipping Agent's representative. Such seal defective LCL containers to be unstuffed constituting a joint enquiry committee by the TM/CPA and unstuffing should be done in presence of Customs, Shipping Agent and Joint enquiry Committee.

Accordingly import LCL containers should be unpacked/unstuffed and cargoes to be stored at the earmarked CFS, ready for customs examination/appraisement and delivery after observing customs and port formalities. Unstuffed cargo should be received by the CFS staff duly signed on the body of the tally sheet on being found intact as per

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joint tally. High value cargo should be kept in the lock fast. If any cargo is found damaged that should be surveyed by the shipping agent. No damaged cargo be received without survey.

Partial or part cargo unstuffing should be avoided. However, if it is considered unavoidable for any reason Competent Authority (not below the rank of ATM) may pass order for partial unstuffing in presence of concerned parties.

The Part unstuffed containers should be resealed with a new seal by the shipping agent concerned. CFS concerned shall arrange necessary safety of such containers giving responsibility to the security staff and by proper stacking in the yard blocking the container doors.

Various types of cargo against B/L or line numbers, CPA shall not accept LCL containers carrying the following similar nature or identical cargo, such as raw cotton, CKD cargo, perishable cargo, dangerous cargo class-1 & VII, individual pkgs. of weighing more than 3 tons each (depending on the availability of appropriate type of equipment and this may be reviewed by CPA from time to time) CI sheets, G.P. sheets, B.P. sheets, Tin and all similar type of iron materials, tyre cord and other outside storagable cargo. Containers carrying such nature of cargo under one line number or one bill of lading or more than one line number but declared as LCL container shall not be unstuffed by CPA and such cargo carrying containers should be treated as FCL.

### **3.3 Procedure for handling and storage of hazardous, dangerous and special cargo.**

**Dangerous cargo :** Dangerous cargo means the cargo which is exposed to danger itself and by contamination with other cargo and elements. The risk and hazard involved in such cargo can endanger life and property due to unsafe handling, transportation and storage.

**Shippers' Duty :** For the shipper who is familiar with the situation and wishes to have adequate advice on a consignment, it is wise to consult a Freight Forwarder or Shipping Agent or Shipowner. The shipper must fully describe about the nature and character of dangerous/hazardous cargo and ensure that it is correctly packed and labelled. Failure to comply with such regulations, particularly in documentation, declaration and stowage can lead to severe penalties.

**Classification of Dangerous Goods :** As per International Maritime Organisation code, dangerous goods are divided into the following classes according to the nature of hazard.

Class-1 : Explosive (class-1) is allowed to stop journey in the port. The shipping line/carrier should arrange direct delivery of such cargo carrying container from ship's side. The transportation of dangerous goods in containers through the port is monitored, examined and supervised by the dangerous cargo specialist appointed by the Port Authority.

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Class-2-Gases, compressed, liquefied or dissolved under pressure.
Class-2.1 Flammable gases :
Class- 2.2 Non-flammable gases.
Class - 2.3 Poisonous gases.
Class - 3 Flammable liquids:
Class - 3.1 Low flash point group.,.
Class - 3.2 Intermediate flash point group.
Class - 3.3 High flash point group.
Class - 4 Flammable solids or substances :
Class - 4.1 Flammable solids.
Class - 4.2 Substances prone to spontaneous combustion.
Class - 4.3 Substances which in contact with water emit flammable gases.
Class - 5 Oxidizing substances (agents) and organic peroxides :
Class - 5.1 Oxidizing substances.
Class - 5.2 Organic peroxides.
Class - 6 Poisonous (toxic) and infectious substances :
Class - 6.1 Poisionous (toxic) substances.
Class - 6.2 Infectious substances.
Class - 7 Redioactive materials.
Class - 8 Corrosives.
Class - 9 Miscellaneous substances which present a danger not covered by other classes.

### **3.4 Special Precautions and Information :**

- (1) The Master/Shipping Agent of the vessel shall give special notice/declaration to the Director (Traffic) or Terminal Manager/CPA at least 24 hours before discharging/ shipment of the dangerous/hazardous cargo carrying containers. Otherwise, such containers shall not be allowed to discharge or enter into port premises. The descriptions of such containers as per IMDG code. UN No. marks, technical name, class notice/declaration should be furnished.
- (2) The vessels must comply with the international regulations which apply to IMDG containers. Special signals must be shown by day and night and all necessary precautions must be taken.
- (3) Smoking is strictly prohibited in holds as well as other places where IMDG containers are stacked and handled.
- (4) Defective IMDG containers must not be brought into port premises or landed on any wharf/terminal containers being dangerous to life and property.
- (5) IMDG, Class- 1 (Explosives) carrying containers shall to be allowed discharging/ loading without prior permission of the Competent Authority of Bangladesh as per Govt. standing orders for the working of the vessels calling at Chittagong Port. Such cargo carrying containers shall be allowed discharging/shipment at day time only with the prior permission of Competent Authority for direct delivery/shipment only. IMDG Class-1 containers normally shall not be allowed storage in port yard/terminal. But defence cargo falling under this class (IMDG-Class-1) may be allowed to discharge

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round the clock under the direct supervision of the defence staff with prior permission from the Competent Defence Authority and subject to compliance of other requirements.

- (6) IMDG Class 4.1 (red phosphorus) UN NO. 1338, class-5.2 and Class 7 cargo carrying containers should only be accepted for immediate removal from the port. The shipping line/agent should arrange direct delivery of such cargo carrying containers without fail. Otherwise, they shall be held responsible for any subsequent consequences.
- (7) IMDG Classes- 3.1, 3.2, 3.3, 4.2, 4.3, 5.1, cargo carrying containers shall preferable be discharged/handled with necessary precautions during day time and must be stacked in a dry place of the yard. Unstuffing and handling of such containers shall be done at day time only and cargo must be stored as per general guidelines and segregation table. Such IMDG classes containers and cargo may be allowed at port earmarked yard/CFS for 7 (seven) days only. Such cargo carrying containers to be landed at port with prior permission of the Competent Authority of GOB.
- (8) IMDG Classes 2, 6, 8 and 9 cargo carrying containers may be allowed discharging/ shipment during day and night with special precautionary measures. Such containers may be landed at port with prior permission from the Competent Authority of Bangladesh. Such classes cargo carrying containers should be unstuffed at day time only with precaution.
- (9) IMDG classified cargo/containers/stored/lying in the port premises shall remain at the entire risk, responsibility and expenses of the importer/exporter. CPA shall not accept any liability for storage, damage to other cargo, property or injury to person.
- (10) Shipper/consignee shall ensure that packages containing dangerous cargo carrying containers are properly packed, loaded, labelled, marked showing the technical name, symbol, class and sub-class as per IMDG Code.
- (11) Stevedore/Container Handling Contractor shall provide labour with adequate safety measures and supervision for unstuffing/handling of dangerous cargo, removal of leaky packages to the safe place.
- (12) Prior to arrival of the vessel all discharging/loading papers should be examined and all documents kept ready.
- (13) Prepare and distribute special list mentioning necessary instruction/codes by TM/ CPA, so that special precautionary measures may be taken by the concerned official/ party concerned/port chemist/specialist.
- (14) Keep the container clean, dry and apparently fit after unstuffing for further use.

### 3.5 **IMDG CODE :**

Labels and placards are assigned to each class of dangerous goods in the IMDG Code, and denote the hazards involved by means of colours and symbols. Colours and symbols should be as illustrated except the symbols, texts and numbers on green, red and blue labels and placards may be white.

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The class number should appear in the bottom corner of the label or placard. The use of the texts shown on the illustrations and of further descriptive texts is optional. However, for class 7 the text should always appear on the labels and the special placard. If texts are used for the other classes, the texts shown on the illustrations are recommended for the purpose of uniformity.

Dangerous goods which possess subsidiary dangerous properties must also bear subsidiary risk labels or placards denoting these hazards. Subsidiary risk labels and placards should not bear the class number in the bottom corner.

Labels for packages should not be less than 100mm x 100mm except in the case of packages which, because of their size, can only bear smaller labels. Placards for cargo transport units should be less than 250mm x 250mm, should correspond with respect to colour and symbols to the labels, and should display the class number in digits not less than 25 mm high.

Some consignments of dangerous goods should have the UN number of the goods displayed in black digits not less than 65mm high either against a white background in the lower half of the placard or on a rectangular orange panel not less than 120mm high and 300mm wide, with a 10mm black border, to be placed immediately adjacent to the placard.

All labels, placards, orange panels and mariner pollutant marks should be removed from cargo transport units or masked as soon as the dangerous goods have been unpacked and any residue removed. Detailed requirements regarding marking, labelling and placarding are contained in the IMDG codes.

### **3.6 General requirements for segregation between various classes of dangerous goods :**

since the properties of substances or articles within each class may vary greatly, the individual schedules should always be consulted for particular requirements for segregation as these take precedence over the general requirements.

Segregation should also take account of a single subsidiary risk label.

Numbers and symbols relate to the following terms as defined in section 15 of the general instruction to the IMDG Code.

- 1 - "Away from"
- 2 - "Separated from"
- 3 - "Separated by a complete compartment or hold from"
- 4 - "Separated longitudinally by an intervening complete compartment or hold from"
- x - The segregation, if any, is shown in the individual schedule
- \* - See subsection 6.2 of the introduction to class- 1 for segregation within class 1

Courtesy - IMO

### 3.7 Segregation Table :

Class	1.1	1.2	1.3	1.4	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	6.2	7	8	9
	1.5																	
Explosives 1.1, 1.2, 1.5	*	*	*	*	4	2	2	4	4	4	4	4	4	4	2	4	2	4
Explosives 1.3	*	*	*	*	4	2	2	4	3	3	4	4	4	4	2	4	2	2
Explosives 1.4	*	*	*	*	2	1	1	2	2	2	2	2	2	x	4	2	2	x
Flammable gases 2.1	4	4	2	x	x	x	2	1	2	x	2	2	x	4	2	1	x	
Non-toxic, non flammable gases 2.2	2	2	1	x	x	x	1	x	1	x	x	1	x	2	1	x	x	
Poisonous gases 2.3	2	2	1	x	x	x	2	x	2	x	x	2	x	2	1	x	x	
Flammable liquids 3	4	4	2	2	1	2	x	x	2	1	2	2	x	3	2	x	x	
Flammable solids 4.1	4	3	2	1	x	x	x	x	1	x	1	2	x	3	2	1	x	
Spontaneously combustible substances 4.2	4	3	2	2	1	2	2	1	x	1	2	2	1	3	2	1	x	
Substances which are dangerous when wet 4.3	4	4	2	x	x	x	1	x	1	x	2	2	1	3	2	1	x	
Oxidizing substances 5.1	4	4	2	2	x	x	2	1	2	2	x	2	1	3	-1	2	x	
Organic peroxides 5.2	4	4	2	2	1	2	2	2	2	2	2	x	1	3	2	2	x	
Poisons 6.1	2	2	x	x	x	x	x	x	1	x	1	1	x	1	x	x	x	
Infectious substances 6.2	4	4	4	4	2	2	3	3	3	2	3	3	1	x	3	3	x	
Radioactive materials 7	2	2	2	2	1	1	2	2	2	2	2	1	2	x	3	x	2	
Corrosives 8	4	2	2	1	x	x	x	1	1	1	2	2	x	3	2	x	x	
Miscellaneous dangerous substances and articles 9	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

### 3.8 Special cargo carrying container :

Some valuable items such as currency note, coin, passport, printing paper, stamp paper, arms, ammunition etc, are said to be special type of cargo. These valuable cargoes are generally used by specialised agencies. Recently these valuable types of cargoes are being carried by containers. Hence these types of cargo carrying containers require extra precaution and prior information from the concerned agencies. For landing of such types of container, the shipping agent/operator of the vessel shall give special notice/declaration to the Director (Traffic) or Terminal Manager/CPA at least 24 hours before discharging or shipment of such special container. These special type of cargo should be carried in FCL container. Under any circumstances these type of high value cargoes shall not be carried in LCL container. The shipping agent/ship operator/MLO must observe the following formalities for handling special cargo carrying containers.

- 1) The Shipping Agent/Shipper shall ensure that packages containing such high valuable cargoes carried through containers are properly packed/loaded, labelled, marked with special arrangement.
- 2) The shipping agent & consignee of such cargo shall be bound to take delivery of such high value cargo carrying container from vessels hook point. The consignee/shipping agent must arrange special guarding by engaging police escort at the time of landing and upto delivery from port custody.

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3) Without arrangement of police escort discharging and delivery of such container shall not be allowed.

3.9 **Discharging of transit container :**

Transit container means which requires to be carried to other neighbouring countries crossing the international border or vice-versa. Container in transit shall not be intended for home delivery in the transit country. Special customs transit procedure shall apply for such containers. The shipping line/shipping agent/MLO must declare the transit container submitting the IGM and also by special letter addressed to TM/CPA giving copy to D(T)/CPA.

The National Customs Authority's orders & circulars in this respect must be followed. After discharging of transit container. Terminal Operator should arrange separate stacking yard including special safe keeping till despatch of such containers, after observing necessary formalities laid by the NBR for transit trades. The concerned shipping line/agent/MLO must observe the customs formalities relating to transit and they shall also be liable to observe the port formalities for such container and for payment of port charges.

3.10 **Transhipment container :**

The expression transhipment means transfer of containers from a pre-carrier to on carrier. The transhipment container should be declared in the IGM and by special letter so that such container can be stacked in the separate bay of the yard for onward quick loading into on-carrier. The concerned shipping line/agent/MLO must observe the customs formalities relating to transhipment and they shall also be liable to observe the port formalities for such container and for payment of port charges.

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## Chapter - 4

### **Procedure for Receiving of Container and Container Cargo :**

#### **4.1 Receiving of Container :**

Joint tally shall be maintained for landing of container just after discharge from the vessel. Tally to be done mentioning the size, type container seal number, status including the outward condition of the container. Once a container is tallied responsibility lies with the CPA for subsequent transportation, stacking, restacking etc. So when a container will be jointly tallied that shall imply a container is received by the CPA on the basis of the joint tally procedure. At the same time when a container will be brought into the port from inland destination that would be received through a CIR or EIR as the case may be.

#### **4.2 Receiving of Contaioner Cargo :**

When cargo from LCL import container is unstuffed through joint tally that means cargo is received by the CPA. For subsequent stacking and safe storage of the cargo is the responsibility of the CPA as bailee. However, to fix up the responsibility of the CFS staff, unstuffed cargo must be received physically by the CFS staff giving the signature on the tally sheet. Accordingly CFS and lockfast staff should maintain registers mentioning the tally sheet number, location, quantity and also body mark of the cargoes/packages etc. Once a cargo is received, CPA should have obligatory duty under bailment. If any cargo is tallied without remark but subsequently not found as per tally, a joint enquiry committee should be constituted to find out the shortage/damage if any and on the basis of the same, necessary action shall be taken by the all concerned.

#### **4.3 Reefer Containers :**

Reefer containers carry refrigerated cargo. Sophisticated handling with utmost care is required. Timely supply of power to the imported container on receiving at Reefer Yard and on completion of stuffing of the export container must be ensured. Any delay in doing so may cause damage to the contents of both types of containers. The tasks and responsibilities of various concerned parties in dealing with such containers are enumerated below :

- (a) **Shipping Line/Agent/MLO :** They should clearly mention the numbers, sizes, contents, plugging system etc., shipwise of the reefer containers in the prescribed proforma in use with CPA. They should also keep traffic and electric staff of the concerned Reefer Yard informed about the probable time and placement of imported containers in the yard as well as stuffing programme of export reefer containers. They shall make available their telephone numbers to yard officials for quick communication with them if their attentions at any time are required to be drawn.
- (b) **Traffic Personnel :** On receiving the particulars of the import reefer containers, they shall finalise the planning of receiving them in the container yard. Probable

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time of placement of those containers shall be made available to the electric personnel of the yard concerned for inspection, plugging, monitoring etc., vice versa they shall also inform the stuffing programmes of the export containers. The terminal staff shall maintain proper records of receiving, despatch, stuffing/unstuffing of the containers handled in each Reefer Yard. These records shall also be signed by the electric personnel of the concerned yard so that billing of such containers can also be done accurately.

(c) **Electric Department :**

The concerned traffic staff should inform the electrical staff of yard about the programmes of receiving import containers or stuffing of export containers well in advance. On receipt of information, the official-in-charge of electric department of the concerned yard shall deploy his staff for-pre-trip inspection as well as arrangement of plugging to the loaded containers in both cases of import and export. He will also deploy skilled personnel round the clock to monitor the power supply situation of the loaded containers. During monitoring, if any problem arises in the proper supply of power due to any defect of the containers or its function, they shall bring it to the notice of the terminal staff of traffic department, so as to inform the shipping line/agent for immediate action to remove such defects. They shall maintain proper records in the prescribed registers, actual time of arrival/despatch, plugging/unplugging, actual time of completion of stuffing and unstuffing etc and got signed the records by the traffic personnel of the yard.

(d) **Stuffing/Unstuffing of Reefer Containers :**

General stuffing/unstuffing procedures as mentioned in chapter-3, shall also be applicable in reefer containers. But as there is no cold storage facilities in the port, refrigerated contents shall have to be directly stuffed from the carrier to the container in the case of export cargo. In case of import containers, direct loading of cargo to the carrier from container shall be effected for despatch to the destination.

**4.4 Handling of Empty Containers :**

Empty containers are directly received from container vessel as import. These are also generated in the yard after delivery of contents from FCL box and also by unstuffing of LCL import containers. Empty containers can also be received from private container depots., EPZ and Dhaka ICD. CPA should keep empty containers in the empty pool of 20' and 40' separate yards.

(a) **Use of Empty Containers :**

Empty containers received in the CPA yards may be stuffed by the shipping lines according to their export programmes. Empty containers may be exported to overseas ports by the shipping lines. Empty containers which shall not be

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utilized within the specified time, Port and Customs Authorities may sell these through auction.

(b) **Empty Container Stock :**

Statistics of CPA show that about 45% are empties. It has been observed that CPA can stuff about 300/400 TEUs daily. In this phenomenon, CPA should keep stock of 10 days on hand so that stuffing operation shall not be hampered. If more than required number of empty containers are stock-piled in the CPA yards that should be removed to private container depots. To reduce the number of empty containers lying in the yards, CPA can in addition impose penalty on such empty containers.

4.5 **Container Appraisement Procedure (FCL Import) :**

As per existing practice FCL import container cargo shall be allowed appraisement at CCT and GCB yards. Before appraisement of containers, landing to be certified on the Release Order by the Container Billing Section on the basis of relevant B/L, other documents, tally sheets, etc. Release Order is prepared according to B/L, Bill of Entry particulars for each and every consignment. The C & F Agent's jetty sircar should submit indent letter for appraisement in advance with photocopies of Customs Noting/ Container Opening Order record and certified Release Order for garments bond consignments and Customs Lodgement Slip for other consignments to the FCL Section. FCL Section concerned staff should examine the documents mentioned above including the jetty sircar licence/identification applied for FCL container appraisement keeping the said lodgement slip for general consignments and bill of Entry Noting / Opening Order record for garment consignments. After verification of the documents and jetty sircar licence, FCL Section must prepare Daily Assignment List of the containers along with the name of C & F agents for appraisement serially and also yard wise. For receiving of special Indent letter, office of the TM/CPA should decide considering the volume of the containers enlisted in the Daily Assignment. The FCL Delivery Section should prepare Daily Assignment list for appraisement alongwith the location of the containers from the computer of Terminal Bhaban. On receiving the Daily Assignment of appraisement, Yard concerned should plan and instruct the equipment operators to arrange keep down of the FCL containers serially as per assignment list preferably in the previous night so that the Customs Officer can complete appraisement in the early hours of the following day.

The Concerned C & F Agent/jetty sircar must check container seal number as mentioned in the delivery documents. If the container seal is found ok, he will then arrange for container seal breaking and door opening in presence of Customs Officer, Appraisement Clerk and Security staff. The Appraisement Clerk of the Yard must record the particulars of appraised FCL containers as per documents to be submitted by the C&F Agent and also the result of physical checking and finding of the Customs Officer in the Appraisement Register briefly. Then the Appraisement Clerk shall endorse the container movement and record the number of packages examined by the Customs Officer along with weight in the respective Release Order. If the FCL

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container seal is not found oK, the jetty sircar concerned must not break the seal. He should immediately informed about the condition of the container seal to the Yard Incharge and Security ASI. The yard concerned should not allow the appraisement of the seal defective/broken container under any circumstances but immediately they (Yard Incharge and jetty sircar) should report to the TM/CPA. Then the TM/CPA must arrange necessary enquiry as quickly as possible to find out the actual cause as reported.

After completion of FCL container appraisement under normal condition the concerned jetty sircar must arrange vanning/packing of the appraised cargo into the same container in presence of traffic and security staff and also arrange proper closing of the container doors. The jetty sircar must fix a lock in the appropriate door place of the appraised container. He will then retain key of the lock in favour of the C & F Agent concerned under safe custody. The jetty sircar shall also arrange immediately to fix up appraisement seal under the signatures of concerned Customs Officer, Appraisement Clerk, jetty sircar and ASI security. The yard concerned should also arrange repositioning of the appraised container in the earmarked "Bay" of the yard with container doors blocking with other containers having necessary safety gap.

(b) **Appraisement of LCL cargo :**

After unstuffing of LCL import containers, the cargo should be stored in the CFS observing the stacking schedule. The C & F Agent concerned generally report to the Traffic Inspector of the CFS to complete the appraisement of their LCL consignments. The Traffic Inspector will ask the CFS appraisement clerk to do the appraisement formalities in presence of Customs Officer. The C & F Agents will engage their labour to bring the cargo in the appraisement "Bay" submitting the necessary B/F, R/O etc. to the appraisement clerk of the CFS. After completion of the Customs physical checking and examination, the jetty sircar must arrange repacking of the appraised cargo in presence of appraisement clerk and security staff. The packages so appraised must be endorsed on the backside of the Release Order in the appropriate column, wherein the Customs Officer concerned and appraisement clerk must put their signatures with date mentioning the number of package appraised. The CFS concerned will then arrange sealing of the packages appraised with card label keeping the signatures of Jetty Sircar, Appraisement Clerk and ASI security. The C & F Agents must arrange to keep the appraised cargo in the lockfast.

4.6 **Container Delivery Procedure : (FCL container and contents) :**

Before effecting delivery of FCL container or its contents from Port custody, Customs outpassed B/E should be submitted to the FCL Section of TM/CPA's office for checking. For taking delivery of FCL import box/cargo, the C&F Agent concerned must submit indent letter alongwith a photocopy of the said outpassed B/E to the FCL Section for preparing Daily Assignment List for container keep down. The staff concerned must check the jetty sircar licence submitting the indent letter and delivery

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documents. On verification of the particulars of the applied container / consignment, jetty sircar licence and original B/E are to be returned to the C&F Agent. The FCL section must send container/contents Daily Delivery Assignment List to the yard concerned. The yard in-charge shall arrange keep down of the container serially as per Daily Assignment List. No delivery of container/contents would be effected without daily Assignment List to be sent from the FCL section. Before effecting delivery of the FCL box/contents, the C&F Agent concerned must submit all delivery documents including D.O. to the manifest section of the CFS. The Manifest Clerk must check the particulars of the manifest and the submitted delivery documents. On completion of manifest verification the Head Shed Clerk must finally check the documents and send the same to the Bill Clerk for billing. The C & F Agent must arrange payment of Port charges to the nominated bank counter. After payment of the Port charges the delivery documents alongwith the jetty sircar licence must be produced to the CFS counter staff. He will then check and verify the delivery documents and endorse the required particulars on the backside of the Release Order keeping the required documents under his custody. Finally the Traffic Inspector of the CFS shall approve delivery papers on being satisfied about the authenticity etc. including the jetty sircar licence. The jetty sircar will then move to the yard wherein FCL box/contents to be taken delivery and he must report to the Yard in-charge for allowing delivery. The particulars of the consignment must be recorded in the Yard Delivery Register by the yard staff. In the Yard Delivery Register the authorised licence holder of the concerned C&F Agent must also sign as token of his readiness to receive the container/cargo. The jetty sircar will then move to the delivery yard for loading of container on the chassis or the contents into the suitable truck/cargo van. On getting found the container seal intact the jetty sircar will break the seal in presence of Traffic and Security staff with the assistance of reveter/carpenter. The loading certify clerk must present at the time of loading of cargo into the truck/cargo van for proper counting of the number of packages. He will sign the cart ticket & delivery challan prepared for each and every truck/cargo van. The checker and ASI/Security should also check the loaded box/ contents counting the number of packages knowing the authentication of the delivery documents and payment of Port charges. After completion of checking and signing of the cart ticket & delivery challan, the truck/cargo van must then move towards the nominated exit gate for final outpass. The on duty Gate Sergeant must check the documents and cargo/box and finally order for outpass of the container/contents through a Cart Ticket and Delivery Challan keeping the required delivery documents for return to the CFS concerned. The Customs Authority shall deploy Customs Officer in the exit gate who will also check the authentication of the outpassed B/E including container/contents. Customs Officer may retain the Customs B/E and in that case a copy of such B/E should remain with CPA documents. Flow Chart follows.

#### 4.7 **Delivery of LCL cargo :**

The C&F Agent must process B/E observing the formalities of R.O. certification and appraisement, the LCL cargo to be delivered from CFS treating as conventional cargo.

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The required formalities which have been mentioned in the Container Delivery Procedure must be followed. Flow chart follows.

#### 4.8 **Extra-movements of Containers :**

Any other movement of containers in the yards after discharging as mentioned at Chapter-2 (loading and discharging) shall be treated as extra-movements of containers. These may arise in the following cases :

(a) **Change of status :** The Shipping Line/Agent/MLO must declare the status of the container alongwith other required particulars of the imported containers before discharging from vessel. But subsequently if they declare modification/alteration of the status of container, Terminal Office may accept the status change and the container shall be shifted to the designated yard. Change of status fee as well as extra-movement charge as per provision of schedule of charges in force shall be payable by the concerned party.

(b) **On request :** If the party concerned request for shifting container from one yard to the other yard or in the same yard, one slot to other, restacking and for any other purpose, Terminal Office may allow such requested container movement provided such action shall not cause indiscipline in the yard operations. The requesting party shall pay the charges for container movement as per provision of schedule of charges in force.

(c) **Shifting for Port convenience :** If for operational convenience of the Port, extra movement is required, Yard-Incharge before allowing such movement, written permission of the concerned ATM should be obtained showing the cause of requirement of the movements. The Shipping Line/MLO shall not be charged any fee for such movements.

#### 4.9 **Procedure for Auction of Containers or Contents :**

CPA is empowered to issue 30 days notice as per section 25 of CPA Ordinance of 1976 to the Consignee or Steamer Agent concerned to clear the container/contents which would be lying at CPA premises uncleared/unclaimed. Copies of such notices should be given to Asstt. Commissioner of Customs, Customs House, Chittagong and LPO 'B' Shed/CPA for information.

If any container or contents shall not be cleared from Port Yard within 45 days from the date or vessel's common landing. Port Authority shall be empowered to sell by auction or these shall be handed over to Customs Gola Officer, Auction Unit by R/L. The Gola Officer Incharge at Customs Auction Unit must acknowledge receipt of the contents or containers on behalf of Customs Authority. R/L Notes should be prepared in line with Customs prescribed Proforma mentioning the following : (1) Name of vessel (2) Rot. No. (3) Line No. (4) Common Landing Date (5) Description of container/contents (6) Weight as per Manifest (7) Consignee's name (8) Name of local Shipping Agent (9) Particulars of CPA dues, charges and remarks. Proper care of the paper transferred container/containerized cargo should be taken by the CFS/

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Yard staff and R/L copies must be given to concerned ASI/Security to keep constant watch. Customs Authority must sell by auction such unclaimed/uncleared container/contents on receipt of the R/L Note at the earliest possible time for vacating the occupied valuable space of CPA.

**Terms and Conditions of Sale by Auction :**

Container / contents handed over to Customs by paper and sold through public auction shall be given 10 days free time (including government holidays) from the date of auction sale to be approved by the Commissioner of Customs and published in the notice board of Customs for public information.

Sales by auction may also be conducted by CPA periodically in the Port premises or at any place notified by the Director (Traffic)/CPA, all types of cargo/containers lying for over 45 days or a lesser period in case of perishable commodities.

Auction shall be conducted by a recognised auctioneer or by the Port Officer on specific orders to be received from the Director (Traffic)/CPA.

Auction notices for sale should be published in the local newspapers of Chittagong and that would be arranged by the auctioneer to be appointed by the CPA. The auctioneer must undertake to draw up a catalogue describing the sale lots of the container / contents enclosing a copy of the terms and conditions of the auction sale.

The auctioneer must also advertise the same at least 15 days in advance in the daily newspaper approved by the Director (Traffic)/CPA fixing the date and time of auction.

The interested persons will be allowed access to the place of auction and the auctioneer must invite open and wide participation in order to secure the highest bid price. Always a reserve price for the container/contents must be fixed. The highest bidder must deposit not less than 25% of the bid value at the fall of the hammer. In default of this payment the container/contents will be reauctionable before the close of that day's sale.

The Port Authority or auctioneer will not be responsible for the container / contents or the sale of container / contents auctioned. The bidders must satisfy themselves about the lots auctioned and the container / contents therefore, before offering their bids and the samples drawn must be at random.

Ordinarily the successful bidder on the fall of hammer or any other customary manner shall be considered as the purchaser. The officer conducting the auction sale can however withdraw the container / contents at his discretion from the sale if the highest bid is less than the fixed reserved price. The Director (Traffic) / CPA shall have full authority to cancel full or part of the sale without assigning any reason and refund the amount recovered from the bidder in regard to the sale cancelled.

The successful bidder or his representative shall be required to take delivery order from the auctioneer after tendering the full bid value. Any endorsement authorising delivery to another person if to be made must bear an endorsement on the delivery orders.

## Chapter - 5

### **5. Container status :**

The primary function of a container terminal is the transfer of containers between ships and land transports. Secondary function is the reception of less than container load (LCL), export cargo consolidation and packing into containers, unstuffing/unpacking of LCL import containers and the despatch of the unstuffed cargoes by land transport. There are important differences between FCL, LCL (Import/Export) and empty containers, which influence the activity and when each status passes through the terminal. The disposition of import containers on the terminal is further influenced by their modes of onward delivery.

Export containers will arrive at port over a period of 5/6 days before the cargo stuffing closing date / cut-off time and will be stacked in an area adjacent to the loading berth but not within the reach of quay gantry crane. From this stack they will be extracted in a pre-planned sequence and transported to the area under the quay gantry crane, to be lifted and placed in an allotted space of the container vessel. Any container passing through the terminal will first be classified as import, export or transhipment but within these broad categories are a variety of others. For example there is the distinction between FCL and LCL. In general FCL (Full Container Load) indicates a container with just one consignment under one bill of lading, on its way either to a single consignee up-country or from a single shipper to the departing vessel, LCL (less than container load) describes a container loaded with consignments belonging to more than one consignee. These are strictly speaking, more applicable to shipowners and shippers than to Terminal Operators, but they are in common use.

Such terms as "CFS containers" and Non-CFS containers or CY (container yard), containers might be appropriate to distinguish the two classes, but it is convenient to take the status FCL to mean "Non-CFS container" and that of LCL" to signify CFS container that is destined to pass through a CFS for unstuffing/unpacking. Recent development in developed countries ports have seen the removal of CFS facilities from the terminals and in some cases, its location outside the ports. This decision has greatly affected the volume and nature of inland transport entering and leaving the port and container terminal. Chittagong Port may consider such decision providing CFS facilities outside port. CPA should have proper planning for the establishment of Inland Container Depots outside port and also to encourage private sector to come forward in establishing ICD near by the port in potential commercial and industrial centres of the country. Another category is the "Transhipment container" which is one that has been unloaded from the vessel only to be transferred to another vessel via the quay side or the CY (container yard) on its way to other port. There are "Transit containers" unloaded at the terminal for movement by road, rail or river to another country. There are also special containers, refrigerated containers, IMDG containers etc. which need their own facilities within the terminal. Certainly, a complex pattern or movement results in the terminal from these different status of containers.

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In addition to the above status of containers, in the bill of lading the following terms and indications are mentioned sometimes.

5.1 **Declaration and change of container status :**

A) **FCL containers (import) :** According to international shipping terminology that the FCL container shall contain cargo of only one line number i.e. a single Bill of Lading. Importation of more than one consignment in FCL container shall not be acceptable to the Port Authority due to the general obligation of trading terms and conditions as well as delivery. However, considering the country's trade convenience some Port Authorities may sometimes accept FCL containers which would carry more than one consignment against more than one Bill of Lading/more than one line number. In such cases, either of the following procedure as stated at item A & B must be followed :

A. (i) That FCL containers carrying cargo of more than one Bill of Lading or more than one line number shall have to be taken delivery in intact condition without breaking cargo in the port premises.

(ii) That the bills of lading against different line numbers of the manifest must be processed and outpassed under one Bill of Entry and all cargoes to be appraised and delivered at a time on unstuffing.

B. If the above situations do not exist necessary port charges shall be realized from the consignees concerned for the cargo against individual line number/ Bill of Lading treating each line number as one container.

5.2 **LCL containers (import) :** According to shipping term LCL container shall contain cargo of more than one Bill of Lading under several line numbers. Generally in LCL container, contents are mixed types but not identical. Port Authority is not bound to accept LCL containers carrying similar nature or identical cargo such as raw cotton, CKD goods, perishable cargo, dangerous cargo of class-1, class - 4.1 (red phosphorus), class 5.2 & class-7, individual package of cargo weighing more than three tons each, C.I. sheets, G.P. sheets, B.P. sheets, tin plates or similar type of iron materials, tyre cord and other outside storagable cargo. Containers carrying such cargo against one line number or more than one line number but declared as LCL shall not be unstuffed by CPA and such cargo carrying containers should be treated as FCL. The status of container which shall not be acceptable to port authority for change of status if needed according to the requirements of the consignees and involvement of any extra cost for such amendments, the same is payable to the port authority by the shipping agents and they may cover the same from the consignees provided the carrier is not responsible to cause such amendments.

It should be remembered that it will be the primary responsibility of the Main Line Operators (MLOs) to ensure proper declaration of container status. Otherwise, they will involve in the process of amending the status of containers from Customs and Port Authority.

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**5.3 LCL Export containers :** According to the convention or usual practice of the Chittagong Port, containers which will be stuffed inside port premises by CPA or their contractors shall be treated as LCL for the purpose of realization of port charges. But these containers may be FCL as per shipper and consignee's contract. Accordingly the MLOs or Shipping Agents shall arrange issuance of Bill of Lading.

As per existing practice of CPA, exportable cargoes are taken to port protected area by the shippers through their appointed Forwarding Agents. The concerned Shipping Agent and Port Authority should jointly arrange stuffing of exportable cargo through their stevedore and container handling contractor. For stuffed containers joint stuffing tally & sealing must be done by the port staff and stevedore's staff in presence of Customs Appraiser. In this respect MLO/Stevedore concerned shall issue Terminal Receipt (T.R.) for stuffing of LCL export containers inside port protected area.

The shipper has no active role and involvement for LCL containers stuffing at port and ICD premises. LCL containers stuffing and loading charges to be realised as per CPA tariff which relate to above operations and this tariff for the movement of containers and their contents between the berth and the storage areas and to/from the point of stuffing. Extra movements, such as stacking or restacking carried out for CPA convenience should be included. All containers stuffed within the ICD premises shall be treated as LCL containers also.

**5.4 FCL Export Containers :**

According to existing practice, containers which will be stuffed outside CPA premises shall be treated as FCL for the purpose of realisation of port charges. But this operation relates to loading of FCL export containers to vessel using CPA premises and equipment. CPA also reserve the right to refuse to receive FCL export containers if they are presented less than 24 hours before the expected time of berthing of the exporting vessel. Such FCL export boxes may be stuffed at EPZ, ICD or at the premises of shippers or elsewhere in the country permitted by Customs Authority.

So, it should be concluded that L/C terms or buyer and seller contract shall not be the only aspect but other factors should be there for treating status of containers including realization of port charges.

**5.5 Rules of Cut-Off Time :**

To prepare stowage plan of container vessel in advance and to facilitate continues operation, shipping lines/MLOs should complete stuffing of export cargo within the time limit to be specified by the Port Authority from time to time. The objective of Port Authority shall be to maximize the throughput of container handling through the port. A container vessel should spend less time in port, thereby making the best use of the berth and associated equipment and permitting the maximum throughput at the berth. To minimize the ship turn around time at port and to reduce the costs of container handling, the imposition of cut off time for stuffing of cargo should facilitate vessel's loading operation to a great extent which will help maintaining proper vessel's sailing schedule also.

### **Rules relating to Cut Off-Time:**

1. Cut-off time for receiving of FCL containers or closing LCL stuffing at the port shall be decided by the Port Authority from time to time. But under normal circumstances, it shall not exceed more than 24 hours after arrival of the container vessel at berth.
2. The documentation works should be completed before arrival of the vessel at berth, so that container loading operation remains continuous and faster.
3. No container be allowed shipment of such crossing the bar of cut-off-time of that particular vessel without extending the cut-off-time by the Competent Authority (not below the rank of Director (Traffic)).
4. If a container will be stuffed under certain Vessel and Rot. number that container may be shipped to another particular vessel with the permission of Director (Traffic) and amending the shipping bill from Customs and Shipping list from CPA. (because of the cut-off-time restriction).
5. There shall be no cut-off-time for reefer cargo stuffing.
6. Containers stuffed outside port protected area i.e. EPZ, ICDs etc. should be brought to the port yard before the cut-off-time embargo.
7. As per existing rule followed for container vessels arriving at berth under day navigation, cut-off-time shall start at 07.30 hours of the same day. For vessels arriving at berth under night navigation, Cut-off-time will start at 20.00 hours of the same night. Export FCL containers stuffed outside port protected area including reefer and ICD containers generally shall not fall under the preview of cut-off-time unless decided otherwise by the Competent Authority.

### **5.6 Procedure for disposal of damaged containers :**

Containers may be damaged for the following reasons :

- (a) Damages on board the vessels due to rough weather at sea or Act of God.
- (b) Damages due to wrong handling by equipment or on board the ships or on shore.
- (c) Damages due to the age of the container such as corroded roof, side and front panels, corroded plymetal doors, corroded crossmembers, corroded door seal fastening etc.
- (d) Damages to the roof, door and front due to rough container lashing operation on board the vessel.
- (e) Damages at the time of discharging and loading operations due to the derricks / cranes fault.

For damages due to rough weather and Act of God, the carriers must settle the matter as per Bill of Lading clauses.

Terminal Operator shall not allow discharging of damaged containers for subsequent cause of action and disposal problem.

However, on the basis of carrier's commitment and proper undertaking in respect of disposal and destruction of damaged container and its contents within 7 (seven) days time after discharge, the Terminal Office may allow discharging of such damaged containers after proper survey. Such containers to be stacked separately in safe place under entire risk and responsibility of the carrier or his agent.

For damages to containers on board the vessel for any reason whatsoever or such damaged caused at the time of discharging and loading operations by ship's derrick, the liability shall be entirely on the part of the carrier or his agent. However, proper survey shall be undertaken at vessel's hook point. Terminal Operator (CPA) shall not be a party to such damages including the contents of the container.

Proper enquiry may also be held for fixing the responsibility with a representative of the carrier. Claim if any for contents if lodged by the owner has to be compensated by the carrier or his agent.

Terminal Operator shall not accept any liability for such damage, deterioration or complete loss including destruction of the container and its contents. For damage, if any, caused due to the fault of the Terminal Operator duly established through a process of investigation, necessary compensation shall be payable by CPA as per existing rules and procedures. Containers if damaged during handling at Yards/ Terminals without no fault of the carrier or his agent shall be surveyed jointly with the Shipping Agent concerned. The incharge of the respective working point shall inform the competent authority regarding such damaged/accident maintaining proper diary. Destruction of the contents if required shall be carried out by the carrier or their agents positively on observation of necessary port and customs formalities.

## **5.7 Procedure for discharging and delivery or destruction of containerised perishable cargo :**

### **a) Highly perishable cargo :**

Onion, garlic, dates, zinger etc. are highly perishable cargo by nature. Such perishable cargo may be imported through containers having proper ventilation or temperature control. The status of such cargo carrying container must be FCL. The concerned Shipping line / Agent / MLO should declare perishable cargo carrying containers furnishing the necessary information and particulars at least 24 hours before arrival of the vessel at berth. The shipping line / consignee must arrange direct delivery of such perishable nature of cargo carrying in containers. CPA normally should not allow stacking of perishable cargo carrying containers in the yard / terminal. For temporary discharging of highly perishable cargo carrying containers at CPA yard/ terminal, the Shipping line/Agent/MLO must apply to the D(T)/CPA in enclosing an undertaking in the prescribed manner absolving the port from any liability. Further they have to undertake that in case of the consignee's failure to take delivery of such

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perishable cargo in time and if the cargo is damaged or becomes unfit for consumption/use, they shall at their total cost, risk and responsibility must arrange destruction of such goods on observation of normal destruction procedure and on payment of necessary port charges.

(b) **Normal perishable cargo :**

Containerised milk powder, rice, chickpeas, dalda, ghee, wheat, foodstuff, fruits and other cargoes which are perishable by nature also require special precaution/arrangement at the time of discharging at port.

(1) The master /shipping line / agent of the vessel shall declare such containerised cargo at least 24 hours prior to arrival of the container vessel at berth.

Before discharging containerised perishable cargo, the shipping line / agent / consignee shall furnish an undertaking addressed to Terminal Manager / CPA stating that they must arrange delivery within 7 (Seven) days and also absolve the port from all liabilities arising out of such cargo. Customs permission and radiation test formalities shall also be submitted as per the existing procedure. As per request letter of the shipping line/ agent, Terminal Manager / CPA may allow discharging of such perishable containerised cargo passing order that the discharging permission is allowed as per their undertaking and at their entire risk and responsibility. If the concerned shipping line/agent/consignee fails to furnish such undertaking, the Terminal Manager/CPA may refuse discharging of such perishable containerised cargo.

(2) Inspite of all efforts if the shipping line/agent fails to effect delivery of such perishable nature of containerised cargo, the Terminal Office shall issue notice to the shipping line / agent / consignee giving more 7 (seven) days time to clear their perishable containerised cargo from the port premises.

(3) On receiving of 7 (seven) days notice, if the consignee / shipping line / MLO does not come forward to effect delivery of perishable containerised cargo, the Director (Traffic) / CPA shall arrange sale by public auction of such perishable cargo as per provision laid down in port rules, manuals etc.

(4) For any legal / logical reason or if in the opinion of the port health officer / medical officer of the government or any other medical officer duly appointed by the CPA to exercise health / sanitary control over the port premises, any containerised cargo is likely to be or has become unfit for human consumption or injurious to health, a notice to that effect shall be served on behalf of Director (Traffic) / CPA upon the owner / consignee or shipping line / agent / MLO of such containerised cargo to remove from the port premises and clear the place within 24 hours time and if this is not done, the Director (Traffic) / CPA may pass order to the Carrier or Agent for destruction of such perishable cargo at the identified place of municipality or deep sea or as decided by the Competent Authority.

(5) Destruction work must be supervised by the representatives of Police, Customs, CPA Traffic and Security departments, Shipping Agent / MLO and Directorate of Environment, Chittagong.

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- (6) The concerned MLO/Shipping Agent shall prepare report of such destruction giving necessary particulars of destroyed cargo including date, time and place of destruction etc. and shall submit the same to the Port Authority and other concerned agencies, the same being duly signed by all representatives present.
- (7) The port charges / dues of destructed cargo as accrued should be realisable from the consignees / shipping lines as per their undertaking submitted at the time of discharging or as decided by the Chittagong Port Authority or Government of Bangladesh from time to time.

#### 5.8 **Procedure for seal defective containers :**

There are various reasons for which import and export containers become seal defective or seal missing. These reasons/causes may be the following :

- \* Import containers may be seal defective on board the vessel.
- \* Containers may be carried / imported without seals.
- \* Seals of import containers may be missing / broken at the time of stowage / loading on board the vessel.
- \* The shipping line / MLO may not be informed about the seals of import containers by the loading port / principal / master of the vessel.

Seal is a kind of protection for containerised cargo in all modes of transports and handling. Without having a seal it can not be ascertained that the contents of the container is safe and sound. During voyage and before loading into vessel there might have occurrence of theft / missing of cargo / contents of the containers. So, to avoid all apprehension and mishappening, original seal is the pre-condition for receiving of containers at discharging port. The shipping line / MLO should furnish original seal numbers of import containers.

Without seal number the Terminal Operator (CPA) shall have every right to refuse discharging of containers. In the manifest, the shipping line / MLO must furnish the original seal numbers of the import containers.

1. Seal may be broken, destructed or lost in the yard, concerned ASI (Security) or on duty security staff shall immediately report to the Traffic Inspector / Asstt. Traffic Inspector of the yard. The on duty traffic staff shall immediately arrange joint protection seal of the container in question with proper card label having the signatures of on duty ASI/security and senior Traffic staff. They will also arrange to keep such containers unsafe stack blocking the doors.
2. On duty traffic staff shall also maintain diary with findings of the seal broken/ missing / defective occurrence mentioning time, place, container number etc. The incharge of the yard shall inform the Terminal Officer (Ship & Yard) of the matter in writing immediately.
3. TM/CPA on being reported shall arrange proper enquiry considering the nature of occurrence. He will also keep the matter to Director (Traffic) and Director (Security) informed about the incident.

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4. If any appraised container is found without seal label and not in proper condition i.e. appraisement joint seal label missing / broken / defective or without having lock, the C & F agent staff shall not open the container.

They will immediately report to the yard incharge in writing for necessary action. The yard incharge must communicate the matter without delay to the concerned Terminal Officer for early action.

5. On receiving the report the TM/CPA shall arrange necessary precaution for safety of the container and to initiate enquiry as early as possible. The C & F agent must arrange immediately insurance survey and delivery in presence of the enquiry committee.

The following guidelines should be followed for receiving the seal defective containers :-

- (a) Seal defective / seal broken / seal missing import containers may be allowed discharging at Chittagong Port provided the concerned shipping line / MLO furnishes undertaking to the terminal Manager / CPA stating that they will take all risk and responsibility for such containers and their contents. The Terminal Operator shall not be responsible for such seal defective / seal broken / seal missing import containers or their contents.
- (b) All seal defective / seal missing / seal broken containers should be resealed at the time of discharging by the concerned Shipping Line / MLO with new seal. The condition of such containers to be written down / reflected in the tally sheet and damage register. The representative of shipping line / MLO, Traffic staff, Customs officer and Chief Officer on board the vessel shall endorse and put their signatures in the Damage Register to be maintained by the concerned Traffic Inspector of the vessel's berthing shed / point.
- (c) Export containers while staying in the yard if found seal defective or broken or missing, similar procedure for resealing, enquiry, safe storage etc. as applicable shall also be followed.

## Chapter - 6

### **6.1 Procedure for dealing with shortage of contents :**

#### **(a) Shortage of contents in FCL containers :**

In case of any shortage of contents is found at the time of delivery of the cargo from FCL container, the actual quantity found short as such must be properly established before the cargo is delivered or before completion of the delivery.

Such shortage once established shall be recorded in the respective delivery documents duly witnessed by the on duty In-charge of the concerned delivery points. No claim or compensation from the Port Authority can be asked for by the importers/their C&F Agents if such shortage has no link with any incident of theft/ pilferage or loss/ damaged caused within the port. Port Authority will however issue "short delivery certificate" in order to help the importers, to sort out the issue with the supplier or the carrier as the case may be.

#### **(b) Shortage of contents in LCL (import) or FCL/LCL export container :**

In case of any shortage of the cargo from LCL containers, CPA shall issue "short landing certificate" at the time of issuance of OTR provided such shortage is clearly established at the time of unstuffing of the containers at the CFS through joint tally. No claim or compensation shall be entertained for any shortage of contents from any LCL or FCL export container if such shortage is detected at the destination.

### **6.2 Procedure for disposal of excess cargo carried in FCL / LCL container :**

In a consignment of FCL container, if excess cargo is found beyond declaration and not supported by delivery documents i.e. Customs outpassed B/E, respective invoice, packing list to be approved by customs authority at the time of unpacking / delivery from port premises the following procedure must be followed for disposal of the same.

- (1) The excess cargo when found at the time of delivery of the contents from FCL containers, the C & F agent concerned after obtaining necessary permission from the concerned Assistant Terminal Manager must arrange safe keeping of the cargo in the custody of the nearest CFS.
- (2) The CFS Inspector / Supervisor must receive the excess cargo under proper R.L. to be issued by the concerned yard staff.
- (3) In the R.L. the particulars of excess cargo should be mentioned including container number, marks package number, contents etc.
- (4) The C & F agent concerned i.e. representative of importer shall have to bear all expenses for handing over of excess cargo to the CFS.
- (5) If excess cargo is found at night time delivery in FCL container and the concerned CFS is closed down in such a situation the A. T. M. concerned shall exercise his discretion considering the situation for safe keeping of excess cargo. Alternatively

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excess cargo may be kept into the same container over night only after proper sealing and drawing special attention of the security staff.

- (6) In the next date the C & F agent concerned shall hand over the excess cargo to the CFS concerned without fail. Any port charges to be accrued for excess cargo shall be payable by the C & F agent concerned.
- (7) The CFS authority shall maintain a register for receiving of excess cargo with full particulars.
- (8) The CFS Traffic Inspector / Supervisor must write to the concerned shipping line/agent for giving connection of the excess cargo within 7 (Seven) days of such detection mentioning the container No. ----- vessel name ----- Rot ----- Name of C & F agent ----- etc.
- (9) On receiving the information, the concerned Shipping line/MLO must communicate the matter immediately to the Shipper/Principal for having detail information and reason for supplying excess cargo.
- (10) The shipping Line / MLO obtaining the actual information shall write to the Terminal Manager giving copy to CFS Traffic Inspector with a request to effect delivery of excess cargo against shortage of cargo to the particular consignment if any explaining the reasons of supplying excess cargo.
- (11) The concerned C & F agent / consignee after having connection of excess cargo against shortage as per document must obtain no objection of Customs for delivery of the said excess cargo.
- (12) CPA shall realise necessary charges treating the excess cargo as LCL cargo.
- (13) If concerned Shipping Line / MLO fails to provide any information about the excess cargo within 7 (Seven) days time or the concerned C & F Agent also fails to arrange delivery of the same within the same period, the excess cargo should be handed over to Customs Auction Gola physically by the CFS° staff through R. L. giving copy to LPO supervisor 'B' shed. The CFS Inspector shall also inform the Terminal Officer (CFS) of the matter.
- (14) If cargo is found excess in LCL container during unstuffing, the stevedore concerned must report to the concerned shipping agent / MLO for necessary connection or disposal. If the Shipping Agent / MLO fails to give connection of the LCL excess cargo, that excess quantity should be shown excess in the OTR and the Shipping Agent / MLO must remove the excess cargo to Customs Auction Gola at their risk and on payment of necessary up-to-date port charges.
- (15) If excess cargo is identified after delivery of the consignments, the TI of the CFS shall write to the S/A concerned for immediate disposal or connection of the said excess cargo. If Shipping Agent / MLO° fails to give connection or dispose of the excess cargo and he same shall be treated as unmanifested and responsibility for removal of such cargo to Customs Gola shall remain with the Shipping Agent / MLO.

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### **6.3 - Procedure for survey of container and containerised cargo :**

- (a) If loaded / empty container is found seal missing / seal broken including wrong seal or otherwise damaged it should be surveyed at vessel's hook point recording the result of survey in the damage register to be maintained by vessel's berthing shed / point. The signatures of all parties i.e. Chief Officer on board, Customs Officer, representatives of Steamer Agent and CPA should be obtained in the damage register.
- (b) After unstuffing of import LCL container if any package is found damaged, water stained or contents seemed to be missing it must be surveyed. Without survey such cargo shall not be tallied or received. The MLO / Shipping Agent concerned must arrange survey of such packages. The result of survey should be recorded in the damage register obtaining the signatures of all concerned.
- (c) FCL containers or cargo of LCL containers may be allowed joint survey within 72 hours of landing / unstuffing if the consignee wants to do so. Concerned Shipping Agents should give their consent to complete such survey. CPA shall be absolved from all liabilities and responsibility.
- (d) FCL container cargo or LCL unstuffed cargo shall be allowed insurance survey on submission of proper undertaking absolving the port from any liability by the consignee or his representative. Generally no insurance survey shall be allowed without undertaking. But where cargo damaged or theft is suspected in that case undertaking from the consignee may not be compulsory. However responsibility and reason for missing and damage of cargo should be fixed up by constituting an enquiry committee in the appropriate level. The above mentioned survey procedure shall also be applicable for Dhaka ICD also.

### **6.4 Procedure to deal with theft and pilferage cases :**

CPA acts as bailee for all types of cargo and containers lying in Chittagong Port. As bailee Port Authority is to take all possible measures to ensure proper safety of such cargo / containers. FCL containers if found in seal intact condition. CPA is not responsible for any loss or shortage of contents etc. within the container. But if after landing such container is found any shortage while lying within the port premises in seal missing / seal defective condition, CPA shall immediately arrange proper joint sealing by the concerned Traffic and Security staff and special care has to be taken for such container till such time the consignee turns up for delivery. Finally at the time of appraisement or delivery loss of shortage of contents if any shall be ascertained. CPA shall also constitute appropriate enquiry committee to identify the lapses if any on behalf of CPA or other parties concerned and the issue will be dealt with accordingly. In case of LCL cargo stored in different CFSs similar procedure as stated above shall be followed if there is any suspicion of any theft and pilferage etc.

### **6.5 Lodging of FIR :**

In case of theft and pilferage for all types of connected cargo / container, Incharge of the concerned shed / yard shall lodge FIR. But in case of unconnected cargo / containers, FIR shall be lodged by the Security Department under intimation to the Traffic Department. Such unconnected cargo recovered by the Security staff shall

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be deposited at the shed / point to be determined by the Traffic Department from time to time for subsequent connection, delivery etc. Small quantity shall however be submitted to the Police alongwith FIR as sample.

#### **6.6 Procedure for Container billing and realisation / payment of port charges :**

The Main Line operators / Shipping Agents who have been enlisted by the Finance and Accounts Department / CPA for handling containers at Chittagong Port on fulfilment of necessary conditions, they are allowed to work and pay container handling bills in cash or through revolving accounts after obtaining necessary permission from Director (Traffic) / CPA. MLOs / Shipping Agents shall maintain revolving accounts with Janata Bank, Port Branch or any other designated Bank for paying / adjusting container bills through their revolving accounts. MLOs operating such revolving accounts shall have to deposit necessary security money with CPA as fixed by the Authority from time to time.

##### **(a) Container loading & discharging billing procedure :**

The respective MLO shall submit container discharging / shipment documents to the concerned Feeder ship Operator for obtaining discharging and loading permissions from Terminal Manager's office.

The Feeder ship operator must supply one copy of such permissions to the computer centre located at TM's office. The computer staff should record all the discharging / loading data of containers into the computer. The concerned berths / sheds must send / provide vessel wise container discharging / loading data to the computer centre and from CCT berths through straddle carriers / equipments by the walki-talki transmission system. The computer staff should reconcile the actual discharging / loading data with the projected discharging / shipment permission lists for having accuracy of container landing / shipment information and MLO / Shipping Agent wise auto system container billing. In this connection, the draft copies of discharging / loading bills of containers prepared under auto system for each vessel and rotation should be sent to container Billing Section of TM office for necessary scrutiny / checking with container vessel's discharging / shipment tally sheet particulars, MLO / Agent, container status, length, height etc. and daily selling rate of dollar as circulated by the Sonali Bank. After completion of scrutiny or checking, 8 (eight) copies of container bills should be finally typed in computer and signed by Terminal Officer (A & G). One copy of unpaid bill should be sent to concerned Shipping Agent / MLO giving 7 (seven) days time for necessary verification. Other six copies of bills should be sent to concerned Bank at Terminal Office after expiry of the said 7 (seven) days time for realisation / adjustment of port charges from the revolving accounts of the concerned Shipping Agent / MLO. One copy of unpaid bill shall be retained with container billing section. This auto system computer typed container bills should be prepared / checked and sent to the MLO / Shipping Agent concerned within 48 (forty eight) hours time of the vessel's sailing.

Concerned Bank retains one copy of paid container bill, the rest 5 (five) copies of

container bills should be sent back to Cash and Accounts section of TM's office giving CP No. date with paid seal and signature. The Cash and Accounts section should arrange distribution of the paid container bills, one copy should be sent to concerned MLO / Shipping Agent, one copy to be sent to container billing section, one copy shall be retained with Cash and Accounts section and one copy of paid bill must be kept with Bangladesh Bank earning statement. Another copy of paid bill shall be retained with C & A section as spare for any future requirement.

As per requirement of Bangladesh Bank monthly total earning statement A/C MLOs/ Shipping Agents should be prepared in 4 (four) copies through computer. One copy of monthly earning statement should be sent to Bangladesh Bank, Chittagong, one copy to Director (Traffic) and one copy to CF & AO for their information.

**(b) Procedure for other billing :**

According to existing system the storage and other container handling billing data are manually prepared and typed in computer.

All nature of container bills should be prepared and realised within 21 (twenty one) days of actual performance from MLOs/Shipping Agents. Accordingly billing information should be kept / recorded MLO/ Shipping Agent wise.

Container discharging, loading, FCL delivery, ICD operations, EPZ and depot performance of every MLO / Shipping Agents should be recorded separately and necessary MLO / Shipping Agent wise information must be provided to Container Billing Section for preparing data and bills manually. MLO/Shipping Agent wise information regarding stuffing and unstuffing to be manually prepared and should be sent to Container Billing section from the CFS and Yard concerned directly.

These container bills should then be computer typed and sent to Cash and Accounts Section for realisation / adjustment of billing amount from the revolving account of concerned MLO / Shipping Agent. The C & A section must send one copy of unpaid bill for scrutiny / checking of MLO / Shipping Agent giving 7 (seven) days time. If any objection shall not be raised within the given time, then the container bill to be considered all right and the other copies of bills should then be sent to concerned Bank for realisation / adjustment of billed amount from the Revolving Accounts of concerned MLO / Shipping Agent. The Bank Booth at TM/CPA's office shall record / maintain fund position of every MLO / Shipping Agent in the particular register for the use of Cash and Accounts section daily. If any MLO/ Shipping Agent's revolving account falls short of requisite fund, the billed amount against the MLO / Shipping Agent shall be shown as outstanding. Unless the amount is paid the concerned MLOs/ Shipping Agents shall not be allowed to continue their port activities.

**GENERAL NOTE**

This Manual, being new introduction, shall remain under observation during its implementation and Authority may depending on the situation, from time to time, change, amend, alter, add, delete or review any of the above mentioned provision of this Manual in part or in full as the case may be.

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## Chapter - 7

### Dhaka ICD Part

#### **7.1 Receiving of ICD containers :**

After submission of Import Manifest for Dhaka ICD containers to the ICD Section and Shipping Section of TM/CPA's office, necessary discharging permission of containers for vessels calling at Chittagong port shall be accorded. As per discharging plan ICD containers should be brought to the ICD Rail Siding yard from vessel's hook point at Chittagong Container Terminal by the straddle carrier/equipment. Proper joint tally of ICD containers should be maintained including all other formalities for receiving the ICD container. For container vessels calling at GCB berth, the CPA Traffic staff must issue R/L for each and every container transportation from vessel's hook point to ICD Rail Siding. The tractor trailer operator must carry R/L for transportation of ICD containers. No container shall be moved from vessel's hook point without R/L and proper joint tally. The Traffic Staff of CPA posted at CCT or GCB yard must receive the ICD containers on getting the R/L to be issued from vessel's berthing point/shed. The equipment operator must keep down the container at ICD Rail Siding for onward loading onto wagon. While receiving the ICD container, the yard staff must check the seal and outward condition of the container.

#### **7.2 Wagon loading of ICD containers :**

The concerned Shipping Line / Agent / MLO must submit Dhaka ICD cargo manifest to the ICD section of TM / CPA's Office for sending of containers to Dhaka ICD. The Shipping Line / Agent / MLO concerned must open revolving deposit account with the nominated Bank for payment of railway freight of ICD containers. After obtaining discharging permission of ICD containers a/e the particular vessel, the concerned Stevedore/CHC must arrange to bring the container near the ICD wagon loading siding at CCT yard.

For bringing the ICD container to the wagon loading Siding the Stevedore / CHC must follow the allotment programme of equipment. ICD yard staff at CCT must prepare container wagon loading list according to the arrival of vessel at Chittagong port. Bangladesh Railway shall arrange placement of wagons to the CCT yard Rail Siding as per their train schedules. The ICD yard staff at CCT must arrange loading of containers onto wagons as per list generally on "first come first served" basis considering the container weight load distribution and limitation of wagons as declared by the Bangladesh Railway.

Bangladesh Railway shall arrange to take the ICD containers by deploying RNB staff to escort the containers upto Dhaka ICD. While receiving the ICD containers from CCT Rail siding the RNB staff must check the container seal to be mentioned in the Container Interchange Receipt (CIR).

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### **7.3 Booking of ICD containers :**

Import manifest for Dhaka ICD container to be received by the ICD section with Bank Draft, Pay Order or by checking the Revolving Deposit Account position as the case may be. The manifest of concerned shipping agent should be sent to Goods Booking point at Tower Bhaban by the ICD section of TM/CPA's office. Goods Booking staff on receiving the manifest and pay order or checking the revolving deposit daily position of the concerned shipping agent must arrange booking of the container after loading onto the wagon at CCT Rail Siding. In this connection goods booking staff should also follow the Bangladesh Railways' rules and orders for booking of ICD containers. After booking of containers, Goods Booking Staff must issue CIR (container interchange receipt) for handling over of ICD containers by the port security staff to RNB staff for onward transportation of containers to Dhaka ICD. Similarly Dhaka ICD goods booking point shall also arrange booking of Chittagong bound ICD containers on checking the daily position of revolving deposit account of concerned Shipping Agent / MLO at Dhaka ICD to be maintained at Sonali Bank, ICD branch. Accordingly Goods booking staff must issue CIR of Chittagong Port bound ICD container. The security staff posted at Dhaka ICD must allow despatch of CIR enlisted containers only to Chittagong Port.

### **7.4 Unloading of ICD containers from wagons at CCT :**

Chittagong Port bound ICD containers to be carried by Bangladesh Railway must be placed at CCT yard ICD Rail Siding as per train schedule with required Container Interchange Receipt to be handed over to the security staff of CPA at CCT yard. On receiving the CIR, the security staff at CCT yard shall immediately check the container seal and outward condition. The Equipment Operation Section of TM / CPA's office must allot equipment for unloading of containers from wagon as quickly as possible. The ICD containers must be stacked at CCT yard in the earmarked area, so that there shall be no possibility of mixing with other containers at the yard. In this regard, 20' - 40' and empty container should also be stacked separately as per yard plan. The Plant Manager / CPA's office Private Equipment Operator must follow the Equipment Allotment Programme for handling of ICD containers.

### **7.5 Unloading of ICD container at Dhaka ICD :**

On receiving the CIR, the ASI security posted at Dhaka ICD shall immediately check outward condition of the container and seal. He must also handover the CIR to the Traffic Inspector / Asstt. Traffic Inspector of Dhaka ICD. If any discrepancy is found that must be informed to the Traffic Inspector in writing. On receiving the CIR of inward container the Traffic Inspector of ICD Dhaka must arrange unloading of containers by the equipment as quickly as possible. The particulars of inward containers including seal number must be recorded in the register mentioning the date and time of receiving. Containers of different types and status such as FCL, LCL, 20' , 40' overweight, overweight etc, should be stacked separately and as per stacking plan.

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#### **7.6 Wagon loading of ICD containers at Dhaka ICD :**

Outbound containers (Chittagong Port bound) should be loaded onto wagons as per daily wagon loading assignment to be prepared by the Traffic Inspector, Dhaka ICD. Before loading onto wagon, the TI concerned must ensure that the charges of ICD containers are realised from the R/D account at per standing order including rail freight. Without booking and issuance of CIR no container shall be handed over to Bangladesh Railway for transportation.

#### **7.7 Procedure for transportation open top, side open, flat - rack, high cube, overweight, hazardous & dangerous cargo carrying container by rail.**

- (a) For transportation of overweight 20' container (above 20 tons gross weight) by rail, sufficient BFCT wagon must be supplied by Bangladesh Railway. Above 30 (tons) gross weight 40' container to be considered as overweight container. Bangladesh Railway shall arrange transportation of such container under special arrangement.
- (b) High cube container i.e. 9' and 9' - 6" high container shall be carried on realisation of extra charges. But in other wagons like BXFT and BFR upto maximum 10' - 4" high container with projection can be transported under special arrangement with Bangladesh Railway.
- (c) In case of side open container upto  $200\text{ mm} + 200\text{ mm} = 400\text{ mm}$  in both sides projection may be transported by Bangladesh Railway under special arrangement.
- (d) Open top / side open container must be booked and transported to Dhaka ICD under special arrangement as per existing rules of Bangladesh Railway.
- (e) Flat rack containers may not be transported to ICD due to shortage of handling equipment and chain attachment till such time handling devices are available.
- (f) IMDG Class - 1, Class - 4.1, Class 5.2 and Class 7 cargo carrying containers shall not be carried to Dhaka ICD. Other classes of containers may be transported by rail wagon under proper declaration and intimation to the Railway Authority and only in FCL status for ICD.

#### **7.8 Procedure of labour employment at Dhaka ICD**

##### **ICD labour employment system :**

According to definition, ICD labour means a body or person registered with CPA at Dhaka ICD authorised for handling of cargo to and from the container and road transport etc. to be engaged by the ICD stevedores, C & F Agents and Shipping Agents within the Dhaka ICD premises. ICD labourers are purely causal and CPA is not their employer but regulate the activities of ICD labourers. According to tradition and working environment the activities of ICD labour are different from any other labour organisations and also from Chittagong Port dock labour and merchant labour. Without permission and registration with CPA no body is legally entitled to work at Dhaka ICD protected area. This system of labour employment has been introduced at Dhaka ICD with a view to keeping discipline in various activities of ICD. The handling

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of containers and cargoes has increasingly been mechanized at port and ICD, keeping this trend in mind the employment and registration of ICD labour to be cautiously regulated and they shall be recruited only under government approved principles.

**7.9 Procedure of ICD labour booking :**

The Stevedore concerned shall place indent for labour in advance to the TI / ICD mentioning the number of containers to be unstuffed / stuffed in a particular shift and date.

On receiving the daily stuffing and unstuffing indents TI / ICD shall advise the stevedore concerned to arrange necessary labour gangs in performing such operations. The responsible staff of stevedore must submit indent for labour gangs in a particular shift to the CPA labour gang booking staff. The staff concerned shall book necessary labour gangs on attendance and rotation basis as per existing labour gang booking system. Stevedore concerned shall make payment of labour wages as per agreed rate schedule drawn on the basis of the agreement with the labourers circulated from time to time. The valid licensed C & F agents must submit in advance indent letters to TI / ICD for appraisement and delivery of containerised goods. On receiving the assignment for manual handling and assistance in mechanized handling of cargo, the C & F agents shall also submit indent letter to TI, Dhaka ICD for booking of necessary labour gangs. The ICD staff shall book labour gang as per gang-formation for appraisement and delivery of containerised cargo. Labour wages must be paid on completion of work in a particular shift as per existing system.

**7.10 Duties & responsibilities of ICD labour :**

The labour gang to be booked against the indent of respective ICD user shall work under direct control and supervision of Mate and Stevedore Supervisor. CPA staff shall also supervise the activities of labour gang.

Shipping Agent and C & F Agent representative must keep constant watch on the work of labour gangs booked against their works. Any unauthorised activities if noticed must be reported to TI/ICD. Labour gang must carefully work for transferring of cargoes from truck to container, CFS to container or from container to truck as the case may be.

Labour gang shall put / keep cargo in a container according to container loading / packing plan or as per instructions of shipper / shipping agents representatives. Labour gang and mate shall directly be responsible for any wrong or mis-deed which may lead to damage of cargo or container.

**7.11 Labour Gang-formation and Wages Payment Procedure at Dhaka ICD :**

No	Nature of work	Minimum number of labour in a gang	Wage payment time	To be employed and payment made by
a.	Unstuffing of import LCL container and cargo warehousing at CFS	1 mate <u>9 labourers</u> 10 (ten)	weekly payment on every Thursday	ICD stevedore / contractor
b.	Carrying of export cargo from CFS stack and stuffing into container	1 mate <u>9 labourers</u> 10 (ten)	- do -	- do -
c.	Director stuffing of export cargo into container from the transport of exporter / C & F Agent.	1 mate <u>9 labourers</u> 10 (ten)	- do -	- do -
d.	Unloading of export cargo from exporter's transport and storage at ICD CFS.	1 mate <u>7 labourers</u> 8 (eight)	- do -	- do -
e.	Delivery of LCL import cargo from CFS stack and loading into importer's transport.	1 mate 7 labourers 8 (eight)	- do -	- do -
f.	Removal of auctionable cargo to customs godown.	1 mate <u>7 labourers</u> 8 (eight)	- do -	- do -

**Note :**

Presently Dhaka ICD is working on two shift basis with timing as follows :

(a) 1st shift : starting from 0800 hours to 1600 hours.

(b) 2nd shift : starting from 1600 hours to 2330 hours.

1. The shift time to be counted from the start of working time or 1200 hours of the day whichever is earlier.
2. Labour gang to be booked serially on the basis of daily attendance and also C & F Agent wise.
3. For labour gang booking, the C & F Agent concerned must inform TI / ICD in writing using their letter pads.
4. If any labour gang is booked it means that the booking is made for full eight hours shift.

**7.12 Appraisement and delivery of FCL container contents with the arrangement of labour gang booking by C & F Agent.**

**Formation of labour gang and wages payment procedure**

No	Nature of work	Minimum number of labour in a gang	Wage payment time	To be employed and payment made by
1.	Appraisement of FCL container	1 mate <u>6 labourers</u> 7 (seven)	After completion of shift work	Importer / C & F Agents.
2.	FCL container contents unstuffing and loading into truck for delivery	1 mate <u>6 labourers</u> 7 (seven)	- do -	- do -
3.	Appraisement of LCL export container	1 mate <u>3 labourers</u> 4 (four)	- do -	- do -

**Note :**

- a. At least one labour gang to be booked by the C & F Agent for 1 x 40' or 2 x 20' containers of a single consignee for the aforesaid work mentioned at item number 1 & 2 above. For 2 x 40' containers or 4 x 20' containers one mate and nine labourers to be booked.
- b. If any container cargo is unstuffed in full for appraisement and the cargo is not delivered in such case labour gang to be booked as per existing rule.
- c. If appraisement to be done several times, in this case labour gang will be required to book further.
- d. If appraisement and delivery will be effected at a time in such case separate labour gang shall not be required.
- e. Beyond the above procedure if any thing to be done, such work must be managed as per order of ICD officer-Incharge i.e. Deputy Traffic Manager/CPA.
- f. On completion of work daily payment of labour wages must be made through Mate under proper receipt by the C & F Agents concerned or as per rule inforce.
- g. After booking of labour gang if any C & F Agent fails to engage any labour gang, payment of wages to be made for general shift.

**7.13 Responsibility of Bangladesh Railway in transportation of containers:**

In the system of intermodal transportation of containers, Bangladesh Railway acts as an agent / contractor for the Shipping Lines in the case of Transportation of containers between Dhaka ICD and Chittagong Port. In doing so, they are responsible to carry such containers in good order and condition. For any lapses in course of such

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transportation, Bangladesh Railway shall be responsible for all consequence. They must settle claims for any loss or damage to the containers, and their contents upto the value of damage / loss sustained in course of carriage of the containers. Provided such loss or damage is caused for reasons other than acts force majeure the value claimed for such damage / loss under no circumstances, shall exceed the amount of liability as mentioned in the Combined Transport Bill of Lading.

Container transportation in ICD is based on the customer relations between the Shipping Lines on the one side and the Railway Authority on the other side. This manner of customer relations include all aspects of container transportation (Administration, carrying and legal aspects).

The relations between the Shipping Lines and Railway Authority shall be based either on a transportation agreement (individual contact) or they can be an integrated part of the published "Railway container transportation service guide" with the respective rules and regulations.

In general the responsibility of Railway Authority shall be to supply sufficient number of wagons for loading of ICD bound containers just after discharging at Chittagong Port and also at Dhaka ICD for quick despatch of export containers to Chittagong port for shipment in the expected vessel, so that shippers and shipping lines may be encouraged to use ICD. According to International Convention for Carriage of Goods by Rail (CIM), the carrier is liable for delay if the goods are not delivered within the agreed time limit.

#### **7.14 Container carrying capacity and composition of rakes :**

- 1) FCT - 20' - 100 Nos = Maximum 20 tons (each).
- 2) BFCT - 20' - 20 Nos. = Maximum 25 tons (each).
- 3) BFCT - 40' - 17 Nos = Maximum 30 tons (each).
- 4) BFCT - 40' - 80 Nos. = Either two 20' containers each having 20 tons weight or one 40' container having maximum 30 tons weight.

Composition of rakes :

Rake No.	1	= 25/50 units of new 40' BFCT + 1 Brake Van = 51 units.
Rake No.	2	= 25 / 50 units of new 40' BFCT + 1 Brake Van = 51 units.
Rake No.	3	= 25/50 units of new 40' BFCT + 1 Brake Van = 51 units.
Rake No.	4	= 10/20 units of 20' BFCT to carry heavy weight container and 30 FCT to carry 20' container upto 20 tons + 1 Brake Van = 51 units.

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The following loading rules should be observed for new 40' BFCT  
(series 92001 ----- 92080)

- (i) In each wagon one 40' loaded container each having maximum weight upto 30 tons can be loaded.
- (ii) In each wagon two 20' loaded container each having maximum weight upto 20 tons can be loaded.
- (iii) In each wagon two 20' empty containers can be loaded.
- (iv) In each wagon one 20' empty container and one 20' loaded container shall not be loaded.
- (v) In each wagon single 20' loaded or empty container shall not be loaded.
- (vi) Heavy weight container can not be loaded.

Source : Bangladesh Railway's COPS Circular No. TG / container / operation / PT - 11 dated 27. 12. 1993 & recent comments on the issue.

#### **General Note**

- 1. Gang-formation, wages, terms and conditions of employment of workers, timings of shift etc., shall depend on the agreement signed between the employers (i.e. the Stevedore and the C & F Agent) and the employees (ICD labourers) from time to time.
- 2. All procedures as applicable at Chittagong Port for various activities such as receiving, survey, appraisement, delivery, stuffing / unstuffing etc., for cargo / containers, & duties and responsibilities of Officers and Staff shall also be applicable at Dhaka ICD.

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## Chapter - 8

### **Part - 1 (Chittagong Port)**

#### **8. Documentation Flow Charts**

##### **8.1 Appraisement and Delivery of FCL Box / contents**

###### Part - A

Sl. No.	Activety	Location	Manning
1.	Container tracking / landing certification on R. O. as per tally and B/L.	CTB	Container Billing Section
2.	Indent for keep-down of container for appriasmement	CTB	FCL Section
3.	Keep-down on container as per assignment list	Yard office	Yard staff
4.	Seal breaking	Yard office for appraisement	Carpenter/Reveter, C & F Agent, Customs, Security, Appraisement Clerk
5.	Entry in appraisement register mentioning packages examined	yard office for appraisement	Appraisement Clerk, Customs & C & F Agent
6.	Resealing of the container (Customs appraised)	Yard office for appraisement	Carpenter ./ Reveter, ASI (Security), C & F Agent Appraisement Clerk.

N. B. After completion of appraisement, Bill of Entry must be submitted to Customs House for fixing and payment of customs duty, taxes and outpassing.

**Part - B**

**Movements of documents for FCL container / contents delivery**

Sl. No.	Activity	Location	Manning
7.	Manifest verification	CFS	Manifest Clerk
8.	Preparation of data sheet for payment of port charges (R/D, welfare fund included)	CFS	Bill Clerk
9.	Computerised billing	CFS	Computer staff
10.	Payment of port charges / dues and bank entry with CP No. & date	CFS	Bank personnel
11.	Verification of the documents, licence of jetty sircar, Port charges, and certification of the nil wrong mark application	CFS	Head Shed Clerk
12.	C & F Agent deposits the documents not needed for the delivery of the container / contents	CFS	Jetty sircar, Counter clerk
13.	Approval of delivery in R/O	CFS	Traffic Inspector
14.	Indent for keep-down of container for delivery	CTB	FCL Delivery Section jetty sircar
15.	keep-down of container as per assignment list	Yard Office	Yard supervisor

\* Instruction to be given by the walki-taki operator for keep-down of the container by the straddle carrier / equipment operator

Sl. No.	Activity	Location	Manning
16.	Entry permission for empty truck	Yard	Yard TI / ATI
17.	Issuance of gate pass (for entry of empty truck)	Gate	A.S.I. (Security)
18.	Submission of documents to yard delivery - in - charge	Delivery Yard Office	Yard-in-charge jetty sircar
19.	Unloading from the container and loading into truck by the labour of C & F agent and signing of CT & DC	Delivery Yard	Loading certify clerk jetty sircar
20.	Checking of loaded contents and truck & signing of CT & DC	Delivery Yard	Checker/jetty sircar ASI/Security
21.	Customs checking and entry of delivered consignment	Exit gate	Customs preventive officer
22.	Document entry at delivery gate and entry of quantity delivered	Exit gate	Gate Sergeant (regisgration)
23.	Checking by Gate sergeant	Exit gate	Gate Sergeant (Checking)

**Note**

(a) Shipping Agent shall provide on the backside of the delivery order the date upto which the detention charge has been realised. Hence, their certification on the cart ticket is not required. CPA will not process the documents for delivery if the Shipping Agent's dues are not paid upto date.

CPA shall arrange sealing of the empty containers at a reasonable cost, for which the Shipping Agent must pay to CPA.

Gate Sergeant at the exit gate shall return the documents to CFS Counter Clerk and the Manifest Clerk must post the delivery documents in the classified manifest.

(b) Item No. 10 concerned to bank and item No. 21 concerned to Customs.

## 8.2 FLOW CHART OF LCL CONTAINER-CARGO DELIVERY FROM CFS

Sl. No.	Activity	Location	Manning
1.	Customs Noting with Receiving No. on the B/E	Customs House	Noting Section
2.	Customs Appraiser Posting	Jetty Customs	AC / DC
3.	Container Certification with location of CFS	CTB	Cont. Billing Section
4.	Entry in appraisement register & on the back of the R. O. mentioning packages	CFS	Appraising Clerk
5.	Resealing of appraised cargo	CFS	Carpenter / Reveter / App. Clerk, jetty sircar
6.	Certification of nil/wrong mark cargo on the jetty challan (For cargo having shapping mark such formalities are not required)	CTB	TO (A & G) Cash & Accounts section
7.	Out passing of B / E	Customs House	Appraising group
8.	Issuance of ADO	Agent office	Shipping Agent
9.	Preparation of data for payment of U / C & R / D	CTB (Groud) Floor)	Sr. Clerk
10.	Computerised billing	- do -	Computer staff
11.	Payment of U / C & R / D	- do -	Bank staff
12.	Manifest verification and entry of particulars	CFS	Manifest Clerk
13.	Preparation of billing data	CFS	Bill clerk
14.	Computerised billing	CFS computer	Computer staff

15.	Payment of shed bill	CFS Bank counter	Bank staff
16.	Entry of charges (C. P. No.) on the back of R. O. and receiving of necessary documents	CFS counter	Counter clerk
17.	Verification of delivery documents jetty sircar licence, shed bill and certifying the nil / wrong mark (if any)	CFS	Head shed clerk
18.	Approval of delivery documents	CFS	T. I.
19.	Submission of delivery documents at warehouse	CFS	Warehouse Incharge
20.	Entry of delivery particulars with Truck No.	CFS	Delivery clerk (Sr. OA)
21.	Loading of cargo and certification of Cart Ticket & DC	CFS	Loading certify clerk, Jetty sircar
22.	Checking of cargo as per B/E, R. O. & Cart Ticket & DC	CFS	checker, ASI (Security)
23.	Customs out entry No. on B / E	Exit gate	Customs preventive officer
24.	Document entry at delivery gate, entry of customs outpass entry No. and quantity delivered	Exit gate	Gate sergeant
25.	Checking by gate sergeant	Exit gate	Gate sergeant (checking)

Note : 1. Item No. 1, 2, 7 & 23 concerned to Customs.  
 2. Item No. 11 & 15 concerned to Bank.  
 3. Item No. 8 concerned to Shipping agent.  
 4. The rest 18 steps concerned to CPA

### 8.3 EXPORT FLOW CHART FOR DIRECT STUFFING OF CARGO INTO CONTAINERS.

#### Movements of documents

Sl. No.	Activity	Location	Manning
1.	Approval of Shipping Bill with EFR No.	Customs House	Export Group
2.	Submission of Shipping Bill with packing list, invoice etc.	CTB (Groud Floor) C & A Section	Jetty sircar Port staff
3.	Preparation of billing data as per shipping bill, packing list etc.	CTB (Ground Floor) (C & A Section)	Counter Clerk, UDA

4.	Computerised billing	CTB (Ground Floor)	Computer staff
5.	Payment of Port charges	CTB (Ground Floor)	Bank staff
6.	Submission of Shipping bill with paid bill and other documents	CTB (Ground Floor) Export section	Jetty Sircar
7.	Preparation of shipping list (S. L.)	CTB (Ground Floor) Export Section	Sr. O. A.
8.	Approval of S. L.	CTB (Ground Floor) Export section	Traffic Inspector
9.	Issuance of gate pass for export truck entry	Export CFS (G, M, 15 & O shed)	Assistant Traffic Inspector
10.	Entry of truck with export cargo	Entry Gate	Gate sergeant
11.	Submission of Customs permission for stuffing	CTB Stuffing section	MLO / Agent
12.	Issuance of stuffing permission	- do -	Stuffing section
13.	Indent for empty container	- do -	CHC & Stuffing section
14.	Issuance of stuffing order	Export CFS	CFS staff
15.	Placement of containers	Stuffing yard	Yard staff, Equipment Operator & Stevedore's staff
16.	Supply of export cargo	- do -	C & F agent, CHC & Dock labour
17.	Maintaining stuffing tally	- do -	Yard tally staff & stevedore's staff
18.	Customs checking	- do -	Customs Appraiser
19.	Sealing of export container	- do -	Customs Appraiser, Tally clerk, CHC staff and Reveter
20.	Restacking of export container	Export yard	Yard staff and Equipment Operator

#### 8.4 EXPORT FLOW CHART FOR STUFFING EX-CFS

Sl. No.	Activity	Location	Manning
1.	Approval of Shipping bill	Customs House	Export group
2.	Issueance of gate pass to enter truck with export cargo	CFS (G. M. 15 & O shed)	ATI of concerned CFS
3.	Entry of truck with export cargo	Entry gate	Gate sergeant

4.	Precarting of exportable cargo	CFS Shipping Agent enclosed area)	Shipping Agent / MLO staff
5.	Submission of shipping bill with packing list	Cash & Accounts section at CTB	Jetty sircar, port staff
6.	Preparation of billing data as per shipping bill packing list etc.	- do -	Cash & Accounts staff
7.	Computerised billing	CTB (GF)	Computer staff
8.	Payment of port charges	- do -	Bank staff
9.	Submission of shipping bill with paid bill and other documents	Export section CTB	Jetty sircar Port staff
10.	Preparation of shipping list (SL)	CTB	Sr. OA Export section
11.	Approval of S. L.	- do -	T. I. (Export Section)
12.	Submission of customs permission for stuffing	CTB (Stuffing section)	MLO / Agent
13.	Issuance of stuffing permission	Stuffing Section	Section staff
14.	Indent for empty container placement	- do -	CHC staff
15.	Issuance of stuffing order	Export CFS	CFS staff
16.	Placement of container	Stuffing yard / Export CFS	Equipment operator and CHC staff
17.	Supply of export cargo	Stuffing yard / CFS	S / Agent / MLO / CHC Dock labour
18.	Maintaining stuffing tally	- do -	Yard staff / CFS staff CHC staff
19.	Customs chckign	Tower Bhaban / Yard	Customs Appraiser
20.	Sealing of export container	Export yard	Customs Appraiser, Yard / CFS tally staff and CHC staff
21.	Restacking of export container	Export yard	Yard staff and Equipment operator

**Part- 2 (Dhaka ICD)**

8.5

**FLOW CHARTS :**  
**IMPORT FCL DELIVERY (Contents)**

<b>Sl. No.</b>	<b>Activity</b>	<b>Location</b>	<b>Manning</b>
1.	Certification of receiving data of container by Head Shed Clerk on the Release Order	TI's office	Hd. Shed Clerk
2.	Submission of DO, BL, packing list, out passed BE (7th copy), RO, SDO, CT for checking and delivery date certified by Hd. Shed clerk in Release Order.	ICD Admn. Bldg ground floor.	Bill Clerk
3.	Payment of bill by C & F Agent	ICD Admn. Bldg. ground floor	Jetty Sarkar / bank
4.	Verification of papers DO, BL, invoice, packing list, RO, SDO CT, out passed BE and photocopy of bill with IGM and entry in the manifest papers, C & F agent, name, BE No. value weight & endorsement of bill and on the back side of the Release Order by the manifest clerk.	TI's office Dhaka ICD	Manifest clerk, Hd. Shed Clerk.
5.	Approval for delivery	TI's office	TI
6.	ADO, jetty challan packing list, BL, retained and after countersigning RO and SDO hand over to C & F agent, RO, BE, SDO to effect delivery.	TI's office	Manifest Clerk
7.	Entry in incoming container register date of delivery, name of C & F agent and obtain signature of the jetty sarkar and pass delivery order on the Release Order.	ATI's office	ATI
8.	Indent for keep down of container by jetty sarkar	ATI's office	Keep down clerk

9.	Indent for gang booking by jetty sarkar	ATI's office	Keep down clerk
10.	Issue of keep down slip and signature on gang booking slip	ATI's office	Keep down clerk
11.	Placement of container	Yard	Operator / yard staff
12.	Gang booking	ATI's office	Gang booking Clerk
13.	Permission of truck entry after landing of container and verificaton of documents	TI's office	TI (checking)
14.	Issuance of gate pass for truck entry	Gate	Gate Sergeant
15.	Seal breaking and loading of cargo into truck	Yard	Labour, Jetty sarkar, loading certifying clerk, carpenter
16.	Preparation of C. T.	Yard	Jetty Sarkar
17.	Entry in loading certifying register and signing of C. T.	Yard	Loading certifying clerk
18.	Entry in Hd. Delivery register and signing of C. T.	ATI's ofice	Head delivery clerk
19.	Verification of truck No., quantity of SDO and signing of C. T.	ATI's office	Checker
20.	Entry in ASI's delivery register checking of truck and signing of cart ticket.	ASI, Security (Yard)	ASI
21.	Entry of BE, RO, CT in gate register	Gate	Gate sergeant
22.	Verification of gate pass, cart ticket with truck No. and signing of truck challan	Gate	Gate sergeant (checking)
23.	Truck challan, gate pass handing over	Gate out	Gate guard

#### 8.6 IMPORT FCL (BOX) DELIVERY

Sl. No.	Activity	Location	Manning
1.	Certification of receiving data of container by Head shed clerk on the release order	TI's office	Hd. Shed clerk

2.	Submission of DO, BL, PL, out passed BE (7th copy), RO, SDO, CT for checking and delivery date certified by HD. shed clerk in release order.	ICD Admn. Bldg. 2nd floor	Bill clerk
3.	Payment of bill by C & F Agent	ICD Admn. Bldg. ground floor	Jetty sarkar, Bank
4.	Verification of papers, DO, BL, packing list, RO, SDO, out passed BE and photocopy of bill with IGM and entry in the manifest date of filling papers, C & F agent's name, BE No. dt value, weight & endorsement of bill on the back side of the Release Order	TI's office Dhaka ICD	Manifest clerk, Hd. Shed Clerk
5.	Approval for delivery	TI's office	TI
6.	ADO, Jetty challan packing list, BL, retained and after countersigning RO and SDO handover to C & F agent, RO, BE, SDO, CT to effect delivery.	TI's office	Manifest Clerk
7.	Entry in incoming container register date of deliver, name of C & F agent and obtain signature of the jetty sarkar and pass delivery order on the Release Order.	ATI's office	ATI
8.	Indent for keep down by jetty sarkar	ATI's office	Keep down clerk
9.	Issue of keep down slip	ATI's office	Keep down clerk
10.	Permission of truck after verrification of documents	TI's office	TI
11.	Issuance of gate pass for truck entry	Gate	Gate
12.	Loading of container onto trailer	Yard	Operator & Yard staff
13.	Preparation of C. T.	Yard	Jetty Sarkar
14.	Entry in loading certifying register and signing of CT	Yard	Loading certifying clerk
15.	Entry in Hd. delivery register and signing of cart ticket	ATI's office	Head delivery clerk
16.	Verification of trailer No. & container No and signing of cart ticket	Yard	Checker

17.	Entry in ASI's delivery register, checking trailer & signing of cart ticket	ASI's office	ASI
18.	Entry of BE, RO, CT in gate register	Gate	Gate
19.	Pass, cart ticket and signing of truck challan	Gate	(Gate sergeant checking)
20.	Handing over truck challan, gate pass	Gate	Gate guard
21.	Permission for box delivery from customs, port, shipping agent	Dhaka ICD office	Supdt. of customs ATM(ICD), S. Agent
22.	Handing over of box delivery permission	ATT's office	Gate pass clerk
23.	Miscellaneous gate pass for entrance of empty container	ATT's office	Gate pass clerk
24.	Issuance of gate pass for truck / vehicle entry	Gate	Gate Sergeant
25.	Indent for keep down (lift off)	ATT's office	Keep down clerk

### 8.7 EXPORT LCL STUFFING

Sl. No.	Activity	Location	Manning
1.	Stuffing permission submitted for billing	ICD Admn. Bldg. 2nd floor	Bill Clerk
2.	Payment of bill	ICD Admn. Bldg. ground floor	Sonali Bank
3.	Indent for container placement	ATT's office	Keep down clerk
4.	Placement of container	Yard	Operator / Yard staff
5.	Indent for gang booking	ATT's office stevedore office	Keep down clerk, stevedore.
6.	Gang booking	ATT's office	Gang booking clerk
7.	Miscellaneous gate pass issue for entrance of cargo inside ICD	ATT's office	Gate pass clerk
8.	Issuance of gate pass for truck entry	Gate	Gate sergeant
9.	Submission of bill, packing list, shipping order and EGM.	ATT's office	Export Clerk (Hd. export)
10.	Issuance of shipping list	ATT's office	Sr. Clerk (Hd. Exp.)
11.	Stuffing	Yard	Gang, stevedore, customs, jetty sarkar, surveyor of S/Agent & Agent's rep.

12.	Sealing of container	Yard	Gang, stevedore, customs, jetty sarkar, surveyor of S/Agent & Agent's rep.
13.	Entry of stuffing particulars in stevedore's register and signing of S. L.	Stevedore office in CFS No. 1, TI's office	Jetty sarkar, stevedore and TI,
14.	Hand over of S. L. copy (original) and shipping bill	ATI's office	Head export

## 8.8 EXPORT LCL STORAGE IN CFS & STUFFING

Sl. No.	Activity	Location	Manning
1.	Stuffing order submitted for billing	ICD Admn. Bldg. 2nd floor	Bill Clerk
2.	Indent for gang booking, misc. gate pass for entrance of cargo	ATI's office, stevedore's office	TI, Stevedore
3.	Issue of miscellaneous gate pass	ATI's office	Gate pass clerk
4.	Gate pass for Truck entrance	Gate	Gate sergeant
5.	Gang booking	ATI's office	Gang booking clerk
6.	Submission of bill, packing list. EGM, Shipping Order for S. L.	CFS Incharge's office	CFS Incharge
7.	Issuance of Shipping List	CFS Incharge's office	CFS Incharge
8.	Storage in CFS	CFS	Shipping Agent's representative, stevedore, jetty sarkar
9.	Keep down of container, for stuffing by the shipping agent	ATI's office	Keep down clerk / Shipping Agent
10.	Placement of container	Yard	Operator
11.	Gang booking	ATI's office, stevedore's office	Gang booking clerk, stevedore
12.	Stuffing	Yard	Shipping agent's representative, agent's surveyor
13.	Sealing of container	Yard	Shipping agent's representative, customs inspector

14.	Stuffing	Yard	L. gang, stevedore, customs, jetty sarkar, surveyor & shipping agent's rep.
15.	Sealing of container	Yard	Shipping agent customs inspector
16.	Final report of examination and forwarding sheet and shipping bill signed by Customs	Examination section report	Inspector & Supdt. (Exp).
17.	Entry of stuffing particulars in stevedore's register and signing of Shipping List.	Stevedore office in CFS No. 1, TI's office	Jetty sarkar, stevedore and TI

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## Chapter - 9

### Part - 1

#### 9.1 Container Forms :

CHITTAGONG PORT AUTHORITY

Cart ticket and Delivery challan

(Five copies)

Book S / L No. :

Date :

B/E No. :

Time :

Date :

R / O No. :

Gate No. :

CFS / Yard No. :

Truck / Van No.

Name of Consignee : -----

Address :

Name of C & F Agent : -----

Address :

Delivery taken by (1) Name : -----

Jetty Sircar (2) Licence No. : -----

Name of Truck / Cargo Van Driver : -----

Licence No. : -----

Delivered container / cargo description

Name of vessel	MARKS	Description	Pkg.
Rot No.			
L / No.			
Container No.			

Total = Pkgs / Container : -----

Certified by : -----

Checked by :

Received by :

C & F Agent

Name : -----

Name: -----

Name of Jetty Sircar -----

Designation : -----

Designation : -----

Licence No. : -----

Yard No. -----

Yard No. -----

Signature of Jetty Sircar

Signature

Signature

Signature of Jetty Sircar

ASI / Security

Signature of Gate Sergeant

Yard No.

Gate No with seal

Conditions for the use of Cart ticket and Delivery Challan

- (1) Five copies should be printed by CPA and issued from CFS / Yard concerned.
  - 1st copy to be retained with Yard / CFS Book
  - 2nd & 3rd copies shall get the Truck / Van driver as evidence of delivery from port signed by Gate sergeant.
  - 4th copy should be finally certified by the Gate sergeant for effecting delivery after completion of delivery the same must be deposited to Security office.
  - 5th copy shall get the concerned C & F Agent from Gate.

**THE CHITTAGONG PORT AUTHORITY**

Container Transhipment / Reshipment From  
 (To be filled in by the C & F Agent / Transhipper concerned)

Name of Consignee / Transhipper :  
 Address :

Name of C & F Agent :  
 Address :

**1. Particulars of pre-carrier & import formalities :**

A) Name of vessel :

Arrival date :

Rot. No.

Container No.

Description of cargo :

Shipping Marks :

Gross weight :

B) Particulars of CPA charges :

Paid upto -----

Total amount :

C / P No.

Date :

**2. Customs House order :**

B / L No.

Line No.

Name of vessel :

TP No.

Rot. No.

Date :

**3. Name of on-carrier :**

Exportation per M. V. -----

Export Rot. No. -----

We declare the particulars  
 of this application are truly stated.

Seal & signature of  
 Transhipper or C & F Agent Licence No.  
 Date :

Allowed by  
 Traffic Inspector  
 Signature with seal and date

N. B. : Concerned Release Order must be enclosed.

## Chittagong Port Authority

9.3

### Joint checking form

Form No. -----

No. CPA / TM / OTR

Ref. No.

Date :

To  
Terminal Manager,  
CCT / CPA

Sub : Joint checking report of -----

M/V \_\_\_\_\_

Rot No. -----

A / date -----

C. L. Date -----

Joint checking of the above vessel is held on date with the representative of S /

Agent M / s. \_\_\_\_\_

in addition, the result is under

List of Un-manifested cargo & remarks if any :

Shipping Agent's  
representative  
Signature with  
Seal & date

Head Shed Clerk  
CFS No. -----

Traffic Inspector  
CFS No. -----  
Signature with  
seal and date

CHITTAGONG PORT AUTHORITY  
Office of the Terminal Manager  
Chittagong Container Terminal

No. CPA / TM / OTR / Forwarding Memo

Date :

To  
M/s -----  
-----

Sub : Out-turn Report of M. V. -----

Rot. No. ----- Arrived on -----  
and finished on -----

Dear Sir,

A copy of the above Out-turn Report is sent herewith for disposal please.

Enclo :

- (1) Out-turn Report in ----- pages.
- (2) List of Un-manifested cargo  
----- pages.

Yours faithfully

For Terminal Manager (CCT)  
Chittagong Port Authority

- (a) Director (Traffic) / CPA for kind information with a copy of SLC.
- (b) Copy together with a copy of the above Out-turn report to the Assistant Commissioner of Customs (M.C.D.) Customs House, Chittagong.
- (c) TI / Auction Unit / LPO. B Shed / CPA for necessary action.
- (d) Incharge / Handling section (CCT).
- (e) the TI / CFS ----- shall notify on the notice board for the information of the parties that S.L. Cs for line No. ----- are lying for non-payment of SLC fee in this office and send a copy thereof to this office.

Enclo : O.T.R ----- pages.

For Terminal Manager (CCT)  
Chittagong Port Authority

CHITTAGONG PORT AUTHORITY  
Office of the Terminal Manager  
Chittagong Container Terminal

No. CPA / TM / OTR / Finalisation-Notice

Date :

To  
M/s. -----  
-----  
-----

Sub : Submission / finalisation of OTR A / C M. V. -----

Rotation No. ----- Arrival on -----

Berth No. ----- / CFS No. -----

Dear Sir's

As you have failed to finalise the joint checking of the aforesaid vessel by deputing your representative despite repeated requests in this connection vide this office letter No. ----- dated ----- and this office has no other alternative but to send the OTR of the vessel in question without any further joint checking purely at your own risk and responsibility to absolve the Port from all kinds of liabilities and claim which is now should be acceptable by you at this stage.

This is without any prejudice.

Your faithfully,

For Terminal Manager  
Chittagong Port Authority

Copy to :

1. Director (Traffic) / CPA for kind information.

For Terminal Manager  
Chittagong Port Authority.

**CHITTAGONG PORT AUTHORITY**  
**Office of the Terminal Manager**  
**Chittagong Container Terminal**

No. CPA / TM / OTR / UM / Cargo-Disposal Notice

Date :

To

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub : Out-turn reports of M. V. \_\_\_\_\_

Arrival date \_\_\_\_\_ &amp; finished \_\_\_\_\_

Berth No. / CFS No. \_\_\_\_\_

A copy of the above out-turn report is sent herewith for disposal. Please arrange removal of U / M cargo within 10 (ten days failing which the said cargo must be removed to Customs Auction Gola at your own cost, risk and responsibility. The cost incurred on such cargo upto the date of removal shall be realised from you as per existing rule.

Encl :

1. Out-turn report in ----- pages -----
2. List of un-manifested cargo in ----- pkgs.

Yours faithfully

For Terminal Manager / CCT  
Chittagong Port Authority

Copy to :

- (a) Director (Traffic) / CPA for kind information with a copy of SLC.
- (b) Copy together with a copy of the above out-turn report for information of Assistant Commissioner of Customs (M.C.D). Customs House, Chittagong.
- (c) Audit Officer (TA) / Tower Bhaban for information.
- (d) The TI / CFS ----- shall notify on the notice board for the information of the parties that S. L. Cs for line No. ----- are awaiting disposal for non-payment of SLC fee in this office and send a copy thereof this office.
- (e) TI / LPO, B shed for necessary action.

In case of S / agent failure to remove U / M cargo within the specified time the matter must be informed to this office without any delay.

Encl : (1) O. T. R. ----- pages.

For Terminal Manager / CCT  
Chittagong Port Authority

Caprer - 9  
(Part - 2)

## Container Forms

No. 9.7

Bill of Entry No. ....

**CHITTAGONG PORT AUTHORITY**  
(Release Order for delivery of container / containerised cargo)

CHITTAGONG PORT AUTHORITY

(Release Order for delivery of container / containerised cargo)

Naturf. f. C. 8. T. 1777.

## Address

Address

2. Container Number to be certified by TI / Con. Billing / CPA.

Date: \_\_\_\_\_

C & F Agent's R/ON

Date: -----

C & F Agent's R/O No. -----

Back page :

2) M. S. No.

1) Customs Examination Note :

3) Acknowledged by  
C & F Agent's Jetty Sircar  
Licence No. & date

Name of vessel  
Rot. No.  
Line No.  
B/E No.  
manifest Clerk

Signature of customs Appraiser  
with date & seal

4. CPA representative Sr. O. A.  
No. of Packages examined

Mark	Weight Number	Description
------	------------------	-------------

Signature with seal & date  
Appraisement Clerk

5. Survey record (if any)  
Mark Number Description

Certified by

Signature & date

6. Received by the Lockfast clerk

Applied by : -----  
Licence No. -----  
Allowed by : -----  
ATO concerned.

**THE CHITTAGONG PORT AUTHORITY**

Chittagong Container Terminal  
Office of the Terminal Manager

9.8  
Shipping List No.  
Date -----

C.P. No.  
Date :

Shipping list  
CPA form No.

Name of vessel :  
Exp. Rot :  
Name of destination Port :

1 E/F/R No. date	2 Shipping Marks	3 Description of cargo/commodity	4 Container number with status	5 Gross weight	6 Name of Shipper	7 Name of C & F Agent & Address	8 Name of Consignee with country	9 Remarks

Approved by

Traffic Inspector  
Export Section  
with seal and signature

Countersigned by

Customs Officer / Appraiser

## 9.9 Daily vessels' performance position Import / export container / cargo

## ଚଟ୍ଟଗ୍ରାମ ବନ୍ଦର କଟର୍ପକ୍ଷ

# THE CHITTAGONG PORT AUTHORITY

CIA, IBM, VESSEL IUMMO.

Chittagong Container Terminal

Office of the Terminal Manager

Office of the Lehman Mahager

দৈনিক আবদানী / রঙালী কটেজিনার ও পতেয়ের বিবরণী (টিনেজ)

No. CPA / TM / Ship

২৪ ঘন্টায় আয়দানী ও রঙ্গনি পাগের মেট পরিমাণ

ଅଦ୍ଦା ପର୍ଯ୍ୟନ୍ତ ଆମାଦାରୀ ଓ ବନ୍ଧୁଙ୍କୁ

ପାତ୍ର : ଟୋର୍ମିନାଲ ଯାନନ୍ଦନ (ପିଲିମି)

7

**চট্টগ্রাম বন্দর কর্তৃপক্ষ**  
**THE CHITTAGONG PORT AUTHORITY**

দেনিক আমদানী রঙ্গনী পণ্য বিবরণী (ট্রেজ)

তারিখ ০৭-০০ সালিকের চৌথায় বন্দরে টার্মিনাল যানবাহনের আওতাধীন এলাকায় আমদানী ও রঙ্গনী  
 মেং টং এবং কর্টেইনার টিইউএস  
 পণ্যের বিবরণ (আনন্দিক ধারণ ক্ষমতা (নিএফএস) (ভিত্তিতে)

বিগত	কর্টেইনার বিবরণ			আমদানী সিএফএস	রঙ্গনী সিএফএস	ফারেমের কর্টেইনার	মেট টন
	এলাকা	২০'	৮০'	টিইউএস	এল টন	ফারেমে মালমাল (টন)	ও কর্টেইনার ভর্তি
বিগত ০৭-০০ ঘটিকায় আরওকি মওজুদ	টার্মিনাল						
জিমিরি							
বিগত ০৭-০০ ঘটিকায় আরওকি মওজুদ	টার্মিনাল						
জাহাজ হতে গৃহীত কর্টেইনারের টন সহ	জিমিরি						
জন্দ							
বিগত ০৭-০০ ঘটিকা পর্যন্ত মেট মওজুদ আছে	টার্মিনাল						
বন্দর হতে গত ২৪ ঘন্টায় বিভিন্ন পথে খালাস হেলিকোরি কর্টেইনারের বিবরণ পণ্য সহ	বেল						
সড়ক							
মেট খালাসকৃত (ডেলিভারী)							
অবশিষ্ট মওজুদ কর্টেইনার মালমাল সহ							

পাত্র : টার্মিনাল যানবাহনের (সিসিটি)  
 চট্টগ্রাম বন্দর কর্তৃপক্ষ

# চট্টগ্রাম বন্দর কর্তৃপক্ষ THE CHITTAGONG PORT AUTHORITY

9.11 No. CPA / TM / OTR / CFS No.

এস, এস ----- পালা নং ----- এর আউট-টার্ন বিপর্তি  
 Out-turn report of the M. V ----- Rot.No. ----- discharged ac CFS / Berth No.  
 ২০০১ হইতে ----- ২০০১ ইং পর্যন্ত ----- নং নিপিক্ষিত যাতায়াল অতরণ করিয়াছে।  
 ----- ২০০১ from the ----- 2001 to ----- 2001

Cont. Form No.

পরিবহন পরিদর্শক  
Traffic Inspector

পরিবহন পরিদৰ্শক  
Traffic Inspector / CES No.

টার্মিনাল ম্যানেজার নিকট পোশ করা শো�।

তারিখ ..... ২০০০  
Date ..... 2000

600

পক্ষ : টার্মিনাল ম্যানেজার (সিসিটি)  
চট্টগ্রাম বন্দর কর্তৃপক্ষ

9.12 DETAILS (24 HRS.) EXPORT CONTAINER POSITION AS ON ----- A/C YARD / SHED / BERTH NO. -----  
Form No. TM / Export - 1 OPERATIONS : ICD DESP/STUFFING/EXPLLOAD/SHIPMENT DAY

DAY  
ET  
NIGHT  
MT

IN FIGURE  
EXP LOAD RECEIVED AND I YING IN TOTAL

## Notes:

- \* Position to be maintained in each shift.
- \* 24hrs. position to be maintained everyday and data to be submitted daily at 9.a.m.
- \* Separate position to be maintained for each and every operation.
- \* Position to be submitted after shift ending.
- \* Concerned working points should maintain only its related position.

Closing:  
Balance:

TI/INCHARGE  
YARD/SHED ----  
C.P.A

9.13 DETAILS (24 HRS.) IMPORT CONTAINER POSITION AS ON ----- A/C YARD / SHED / BERTH NO. -----  
Form No. TM / Import - 1 OPERATIONS : Discharging / ICD Receiving / Appraisement / Unstufing / Delivery DAY

IN FIGURE  
**IMPOT CONTAINER 24 HRS LYING POSITION**

### Notes.

- \* Position to be maintained in each shift.
- \* 24hrs. position to be maintained everyday and data to be submitted daily at 9.a.m.
- \* Separate position to be maintained for each and every operation.
- \* Position to be submitted after shift ending.
- \* Concerned working points should maintain only related each position.

**Closing :  
Balance :**

TV/INCHARGE  
YARD/SHED ----  
C.P.A

---

## Chapter - 10

### **Job descriptions**

#### **10.1 Duties and responsibilities of Terminal Manager**

The Terminal Manager is one of the Deputy Head of the Traffic Department of CPA. Immediate Superior is Director (Traffic). The following are his duties and responsibilities :

1. Responsible to the Director (Traffic) for the efficient container operations at chittagong Port. He is the main key person for container operational planning, monitoring, co-ordination in ICD container handling and establishing close liaison with the related departments, specially container equipment and maintenance department of CPA.
2. Within the limits of CPA policy and control procedures the Terminal Manager has the authority to fulfil the duties to set forth below :

He may delegate the duties and responsibilities to the subordinate Asstt. Terminal Managers, together with portions of authority for their fulfillment but he may not delegate nor relinquish his overall responsibility for results nor any portion of his accountability. Maintain close liaison with the shipping agents, importers, / clearing and forwarding agents.

3. To arrange periodical meetings or discussions with shipping agents, stevedores, importers / clearing & forwarding agents to ensure quick clearance of containers / cargo and container vessel's performance or any matters related with container operations.
4. Take all steps and keep close liaison with Harbour Master and Deputy Traffic Manager (Operations) to ensure quick turn-round of container vessels.
5. Approve Container Handling bills.
6. To formulate or receive and make recommendations on container operational activities within the CCT and implement such recommendations when approved. In the exercise of this function the Terminal Manager is to keep the Director (Traffic) informed on and refer to him for decision on related policy and planning matters.

#### **10.2 Duties & responsibilities of ATM (Ship & Yard) :**

##### **Immediate superior : Terminal Manager :**

1. Planning activities for vessel's loading and discharging operations.  
Permission activities for loading / discharging operations.
2. Container receiving and despatch activities between the yards and hinterland.
3. Ensure exchange of relevant information among vessel operations with Port users.
4. Interpret and apply port acts, regulations, manuals etc. with regard to handling and stacking of containers.
5. Monitor and guide the work of sub-ordinates (Terminal Officers (Ship & Yard) to ensure their effective and efficient performance.

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- 6. Ensure the rules of safety standard in the yards.
- 7. Ensure the rules of shipment i.e. cut off time for stuffing, shipment permission, etc.
- 8. To assist Terminal Manager in his daily activities.
- 9. Follow up I.M.O. rules and regulations regarding dangerous / hazardous cargo carrying containers.
- 10. Follow up special cargo carrying containers, i.e. currency, defence cargo, bank note etc.
- 11. Follow up vessel's performance and ensure quick turn around of vessels.
- 12. Follow up timely hand over of auction containers.
- 13. Provide guidance and assistance to shipping agents and lines in planning and co-ordinating container operations.
- 14. Ensure that causes of loss and damage to containers and containerised cargo in the yards and terminals are investigated and reported in time.
- 15. Follow up timely information of containers related to management.
- 16. Follow up appraisement and FCL container delivery activities.

#### **10.3 Duties and responsibilities of Assistant Terminal Manager (Administration) : Immediate Superior-Terminal Manager**

- 1. Encouraging amongst the administration system a high level of personnel development and keen profit and cost consciousness in Terminal Management.
- 2. The efficient running of Terminal administration i.e. CFS, yard, berth facilities, canteen facilities, communications, port users need etc.
- 3. Ensuring as required by the Terminal Manager that CPA's objectives, policies, plans and procedures are communicated to all concerned working under Terminal Administration.
- 4. Carrying out such duties and operation plans as the Terminal Manager may require.
- 5. To look after the administration of all CFS, berth, yard and terminal office staff etc.
- 6. For establishment matters, personal records and of all staff working under Terminal management including annual increment, annual leave, sick leave etc.
- 7. Ensure prompt actions of audit objection / queries.
- 8. Ensure proper function of computer system for container operations and maintain liaison with the concerned computer personnel as and when required.
- 9. Ensure control of terminal cost, proper accounting, port charges realisation and container billing procedures as required by the CPA.
- 10. Passing container handling and private equipment use bills for approval of Terminal Manager.
- 11. Analyses and provide budget figures to the traffic department as and when required.
- 12. Monitor and take care on correct preparation of salary sheets for the subsequent payment to all staff working under Terminal Management where appropriate.

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13. Dealing with the matters of realising port charges, other dues and ensure follow up actions as required.
14. Consult and co-operate with other ATMs in the matters of CPA interest and operational needs.
15. Compile and make available to the Terminal Manager and Director (Traffic) the container / cargo handling statistics as required by them.
16. Check the availability of all required operational needs, stores and other requirements of office, CFS, yards, berths etc. and to arrange and fulfil such requirements within the provisions and also place demand to DTM (Admn), controller of Stores / CPA for quick supply / availability.

#### **10.4 Duties and responsibilities of Assistant Terminal Manager (Control) :**

##### **Immediate Superior - Terminal Manager**

1. Responsible to the Terminal Manager / CPA for the efficient container operations at GCB and CCT areas and all facilities associated with the expeditious and smooth movement of containers through the correct equipment planning.
2. Ensure that all the containers and cargo handling equipment are distributed and deployed in accordance with planned procedures.
3. Responsible to the TM / CPA for the daily co-ordination and provision of suitable : container and cargo handling equipment.
4. Continually monitor and maintain management information and control systems for quick loading, unloading and timely despatch of ICD containers.
5. Seek to develop, maintain and improve the communication methods and media (walki-talki) necessary for the effective management of container operations at GCB and CCT areas.
6. Ensure LCL containers unstuffing and stuffing planning related to CFS activities and act accordingly to reduce dwell time of LCL import containers.
7. Keep subordinate aware of all routine and new assignments / developments within GCB and CCT.
8. Keep the Chief Traffic Manager, Bangladesh Railway, Chittagong informed about the operational problems dislocation and progress to take immediate steps in this regard.
9. Ensure that working methods, areas and equipment comply with the CPA services and statutory requirements of the “safety at work” and associated regulations.
10. Maintain contact with the mechanical engineers for the purpose of minimising any delay of container handling operations at GCB and CCT areas and wagons loading and unloading operations and anticipating problems of congestions to container movements. Keep own work force alert accordingly using walki-talki as appropriate.
11. Continually assess the progress of all wagons loading / unloading, unstuffing and stuffing activities.

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- 12. Liaise daily with other ATMs as required to ensure that the best interest of the CPA and its areas are safe guarded.
- 13. Ensure that there is available at all times sufficient equipment to serve the task at GCB and CCT.
- 14. Undertake other duties as may be required by the Terminal Manager.
- 15. Follow up early submission of container vessels' OTRs.
- 16. Arrange group meetings with subordinates and mechanical engineers to ensure that best use is made of men and equipment.
- 17. Monitor and guide the work of subordinate Terminal Officers (Control & CFS) to ensure their effective and efficient performance.
- 18. Ensure the rules of cut-off time etc. strictly.

**10.5 Duties and responsibilities of Terminal Officers (Ship & Yard) - Shifting :**

**Immediate Superior - ATM (Ship & Yard) :**

- 1. On assuming shift duties and by reference to the outgoing TO (ship & Yard), know the current work programme and progress.
- 2. Supervise the vessels loading and discharging operations.
- 3. Keep close co-ordination and supervise container vessels works.
- 4. To assist the ATM (Ship & Yard) in his daily activities.
- 5. Ensure timely attendance of yards and ship shore staff.
- 6. Supervise yards and hinterland container operations.
- 7. Attend accident cases in the yards and terminals and enquire the matters as and when asked for.
- 8. Supervise stuffing activities in the yards and also maintain discipline for the operations.
- 9. Ensure proper stuffing records / statistics.
- 10. Keep constant watch on proper stacking of containers in the yards and terminal as per discharging plan.
- 11. Attend other duties as may be required by the ATM (Ship & Yard).
- 12. Ensure that all IMO rules and safety standard are strictly followed in all stages for IMDG special cargo and referee cargo carrying containers.
- 13. Ensure timely removal of empty containers from the delivery and unstuffing points.
- 14. Keep watch on FCL appraisement / delivery activities, assist and guide yards staff properly.
- 15. Attend enquiry as may be assigned and submit report accordingly.
- 16. Ensure timely submission of classified manifest.

---

**10.6 Duties and responsibilities of Terminal Officer (Control) - Shifting :**

**Immediate superior - ATM (Control)**

1. On assuming shift duties and by reference to the outgoing T.O. (Control), know the current work programme and progress.
2. Arrange group meeting with subordinates to ensure that the best use is made of men and equipment.
3. In consultation with equipment engineers determine the best allocation of container and cargo handling equipment at GCB and CCT areas.
4. Responsible for directing and deploying the work force during shift operations to effect all container operations at GCB and CCT in time.
5. Continually assess and make progress of wagons loading and unloading operations of ICD containers keeping in view of the requirements of Bangladesh Railway.
6. To perform such works that will be assigned to them from time to time.
7. Liaise and co-operate with other departments working at GCB and CCT.
8. To make plan and allocate staff and equipment in advance for working in 3(three) or two shifts consulting with ATM (Control) and assessing the users requirements in each and every shift.
9. To assist the ATM (Control) in his daily activities.
10. Ensure timely attendance of equipment steering and ICD container operations related staff.
11. Supervise and monitor GCB and CCT equipment related operations for avoiding delay and attain reasonable productivity.
12. Attend accident cases in the yards and terminal as and when asked for.
13. Continually assess the progress of all wagons loading, unloading and ICD containers despatch activities during the shift works.
14. Ensure proper and efficient working of cargo / container handling equipment and also co-operate with the concerned mechanical engineers for any breakdowns and changes in each shift.

**10.7 Duties and responsibilities of Terminal Officer (CFS) :**

**Immediate superior - ATM (Control)**

1. Ensure timely attendance of CFS staff at GCB and CCT.
2. To assist the ATM (Control) in his daily activities.
3. Supervise the CFS unstuffing stuffing operations.
4. Attend theft / pilferage cases in the CFS and enquire the matter as and when asked for.
5. Ensure timely submission of container vessels' OTRs.

6. Keep constant watch on proper tallying of containers / cargoes at the berth / CFS and check the tally records from time to time.
7. Keep constant observations on proper stacking of cargo at CFS.
8. Attend enquiry as may be assigned and submit report accordingly.
9. To keep constant watch on the neat and cleanliness of CFS.
10. Liaise and co-operate with all other TOs working at GCB and CCT to reduce the dwell time of LCL containers and to achieve the CPA desired objectives specially in the case of stuffing and unstuffing operations.
11. Check manifest posting of tally records / delivered consignments and arrange timely removal and disposal of unmanifested / excess cargo / damaged cargo etc.
12. Ensure timely handover of LCL cargo and FCL containers to Customs Authority for auction.
13. Co-ordinate with Assistant Commissioner (Auction) Customs House, Chittagong for timely auction and disposal of customs handed over cargo / containers.
14. As directed, comply with the requirements to produce and distribute statistical information on CFS activities including customs handover process and progress.

10.8 **Duties and responsibilities of Terminal Officer (Accounts and General) :**  
**Immediate superior - ATM (Administration)**

1. To assist in the preparation of plans and budgets to meet CPA's objectives as determined by the management.
2. Terminal Officer (A & G) will be responsible to the ATM (Administration) for the efficient and quick container billing a/c Shipping Agents / MLOs. He will have within his span of control, bills preparation staff who in turn must process containers storage and other bills.
3. Liaise with the TO (Administration) in the matters concerning payroll, salary bills etc.
4. Produce and obtain container handling bills through computer system.
5. Arrange distribution and despatch of container bills in time.
6. Carry out such other duties as the ATM (Admn) may require from time to time.
7. Ensure that port charges are correctly realised, recorded and accounted through computer system.
8. To keep constant watch on the neat and cleanliness of Terminal building and adjacent area.
9. Liaise and co-operate with other Terminal Officers in the matters relating to CPA financial interest.
10. Arrange audit objections / queries / reports and send reply in time.

---

11. Check bills and accounts of CFS / sections daily or weekly and maintain liaison with Janata Bank / other concerned banks.
12. Attend such enquiry that will be assigned to him from time to time.
13. Consult with the seniors and subordinates with any financial irregularity and make progress in all sectors.
14. Ensure quick process and reply against claims and refund cases referred to the Terminal Manager's office.
15. Arrange necessary repair and maintenance of CFS and other installations by contacting the concerned departments.
16. Processing of all outstanding accounts, arrears, undercharges, expenses incurred under Terminal Manager's office.
17. Passing of all Container handling and private equipment use bills for approval of ATM (Admn) and TM / CPA.

#### **10.9 Duties and responsibilities of Traffic Inspector**

##### **/ Supervisor / Assistant Traffic Inspector :**

ATI and TI are senior supervisory category staff of CPA, their roles in the yard / CFS operations are very much important. They should be well conversant in CPA rules, procedures and formalities. CPA is a service oriented organisation. ATI and TI are field level senior supervisors working with the co-operation of all others coming to work at Chittagong Port. So they should have to keep all these in mind as and when working at Yard / CFS.

The success of CPA in running and managing yard / CFS more or less depends on the role of ATI and TI.

- 0 Reporting to concerned Terminal Officer or ATM. Responsible for starting shift work in time by controlling the attendance of staff work under them.
- 0 Ensure quick discharging and loading container operations in the berths.
- 0 In support of efficient container checking, clearance and subsequent discharge operations, persistently liaise with shipping lines / agents to obtain all the available necessary information for discharge and loading operations.
- 0 Personally control and administer "holding areas" / yards and maintain container status and location information accordingly.
- 0 Direct the junior supervisor (Sr. OA) / Checkers for looking after all container movements that maybe necessary in those areas.
- 0 On the completed working of each vessel check, complete and file the respective discharge / loading lists, maintain other filing and administration systems as necessary.
- 0 Ensure that yard checkers are constantly provided with all directive information, necessary to their effecting all container movement operations.

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- 0 Keep them alert or any changes of ICD train and vessels' movements.
- 0 Incoming trains from Dhaka ICD are to be checked, be informed by the checkers of any deviations and the interchange list.
- 0 Place demand for required equipment in each shift to the Terminal Manager's office concerned equipment dealing section.
- 0 To ensure plan and allocate staff, labour and equipment in advance for working in each shift consulting with T.O. and assessing the users' requirements in each and every shift.
- 0 To assess the operational needs and required stores for documentation and other daily activities and also place demand to T.O (Admn) for supply and make available.
- 0 To assess the requirements of yard / shed / CFS and place demand in time.
- 0 To attend such enquiry as and when assigned to do so and submit report accordingly.
- 0 To perform such work that will be assigned to them from time to time.
- 0 As directed, comply with the requirement to produce and distribute statistical information.
- 0 To keep constant watch on the neat and cleanliness of yard / CFS and engage sweeper / gang as and when necessary.
- 0 Liaise and co-operate with all other organisations working at CPA.
- 0 To check all bills and accounts daily or weekly and ask to make bills timely for realisation of port charges from port users.
- 0 Consult with the seniors and sub-ordinates with any irregularities and make progress in all sectors.
- 0 To allow delivery of containerised cargo / container as per existing system.

#### **10.10 Duties and responsibilities of Checker (Sr. OA or Jr. OA) :**

**Reporting to ATI or TI/Supervisor of the yard.**

There would be reasonable number of checkers in each yard of CCT or GCB area. The number of checker may be increased with the volume of container traffic. Their working area will be generally in all Rail Sidings and container "holding areas" / Yards to check the movements of containers and containerised FCL cargo to and from Chittagong Port.

- 0 On assuming shift duties and by reference to the outgoing shift checkers, know the current work programme and its progress.
- 0 To know any prevailing problems, changes to train arrivals departures, configuration, container receiving and delivery from the yard.
- 0 To check the seals of containers to be received from vessels and other modes reconciling the R.L. / CIR list etc. Report to ATI or TI for any deviations, seal missing or seal broken cases and also maintain diary for further necessary actions.

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- 0 To check the seals and outward conditions of containers entering from outside by roads. Such containers entering from outside to be allowed by the concerned officer of the TM's office.
- 0 On receipt of the information from the assignment the checker will instruct keep down of the respective containers from holding areas for unstuffing, appraisement, delivery and stuffing in the earmarked areas.
- 0 No container shall move from "holding areas" / yards without the knowledge of checker.
- 0 To maintain container "Receiving Register" with detail information of the date and time of container receiving with number, seal number, height, weight, outward conditions of container, name of shipping line, etc.
- 0 To maintain container "Delivery Register" along with the particulars of consignment and C & F agent.
- 0 To check FCL containerised cargo delivery from "holding areas" / yards on valid documents only such checking to be completed physically only at delivery points.
- 0 To submit detail statistical information as advised by the Traffic Inspector / Supervisor from time to time.
- 0 To keep constant watch on "holding areas" / yards container movements.
- 0 To ensure close and face to face doors stacking of all loaded containers, i.e. two containers stacking blocking the doors keeping reasonable gap so that no one be able to break seal and pilferage of cargo from container.
- 0 To arrange and ensure neat and cleanliness of yards / holding areas regularly.
- 0 Do not allow vehicle movements at "holding areas". Appraisement and delivery areas should be away from holding area.
- 0 Co-ordinate with mobile equipment steering / booking clerk on provision of equipment.
- 0 Follow operational procedures at holding area / yard.
- 0 Train up subordinates.

#### **10.11 Duties and responsibilities of Equipment Supervisors (Sr. O.A.) :**

##### **Reporting to ATI / TI / CCT / GCB Yards :**

In Chittagong Port equipment supervisor physically attends to the workshop and book equipment against vessel and yard wise. There have been different working areas for booking, directing and supervision of equipment by using walki - talki.

- 0 To instruct / direct for keep down of containers on the basis of assignment list.
- 0 To direct equipment operator to discharge / unload containers from wagons / trailers as per programme.
- 0 To direct equipment operator to load containers onto wagons / trailers as per plan.
- 0 To maintain serial of equipment booking user wise on "first come first served" basis.

- 0 To supervise and quick the work of equipment operators to ensure their effective and efficient performances.
- 0 To report as quickly as possible to Traffic Inspector and concerned Terminal Officer for any break down of equipment and dislocation / deviation of work in a shift.
- 0 To follow and implement the instructions of ATI or TI / Supervisor or concerned Terminal Officer and in proper supervision of equipment performance at CCT or GCB area.

10.12 **Duties and responsibilities of Appraisement Clerk (Sr. O. A.) :**

**Reporting to ATI or TI / CCT or GCB Yard :**

The appraisement of FCL container cargo is allowed at CCT & GCB.

About 80% of such Traffic are devanned / unstuffed and delivered from the yards.

- 0 The appraisement clerk assuming his duty shall obtain the daily appraisement assignment list from CCT Bhaban concerned section.
- 0 To supervise the keep down of appraisable FCL containers according to daily assignment list in the particular earmarked area of the yard.
- 0 To arrange seal breaking and opening of container door in presence of Customs Appraiser and consignee's representative at their satisfaction.
- 0 To entry the necessary documentary particulars (Release Order / Bill of Entry) including container and seal number in the Appraisement Register.
- 0 To check the C & F agent / jetty sircar licence and also to take the signature of authorised person in the "Appraisement Register" as an evidence of appraisement.
- 0 To record 2nd or 3rd appraisement cases in the R.O. and Register (if any).
- 0 To record objection regarding seal and contents if any may be raised by the authorised person or representative of the consignee.
- 0 To record the actual quantity / packages examined and mechanical equipment used for handling cargo.
- 0 To arrange protection seal label as per existing system with the signature of on duty Sr. O. A. (Appraising Clerk) ASI security and C & F agent's representative i.e. valid licensed jetty sircar.
- 0 To arrange replacement of appraised container in the earmarked area as per stacking system in co-ordination with yard checker, ATI or TI.

10.13 **Duties of Loading Certify Clerk (Jr. O.A.) :**

**Reporting to ATI or TI :**

FCL containerised cargoes are being delivered from CCT and GCB yards after devanning / unstuffing from containers. A number of C & F agents takes FCL containers delivery from the yard after devanning at a time. As such gathering of a good number of trucks in the yards is obvious. To ensure correct delivery as per document, container and C & F agent wise is another important function of CPA. To

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avoid any complication, wrong delivery and confusion, a good number of Junior Out Door Assistants must be engaged to certify loading of cargoes into trucks / cargo vans as per consignments and container wise.

- 0 To remain physically present at the time of cargo loading into trucks / cargo vans.
- 0 To check loading of cargoes according to identical marks of cargoes into trucks.
- 0 To count said to contain (STC) of each consignment and number of containers and to maintain FCL container contents delivery wise tally for records.
- 0 To report for any discrepancy in delivery, excess S. T. C. and also to record short quantity of FCL containers at the time of delivery.
- 0 He must physically be present during loading of cargoes into trucks / cargo vans and certify accordingly in the cart ticket and delivery challan as to be prepared.

#### **10.14 Duties of Carpenter :**

- 0 To open container door / boxes / packages / cases in presence of consignee's representative with the consent of appraising clerk.
- 0 To close container door / boxes / packages / cases etc. after appraisement with the permission of appraising clerk.
- 0 To repair cases, boxes, packages etc. which may be broken while handling.
- 0 To repair furniture and fixture of CFS / yard as per instruction of senior staff.
- 0 To perform any other duties as assigned to him by the shed / yard incharge from time to time.

#### **10.15 Duties of Riveter :**

- 0 To open and close doors of sheds / offices at the starting and closing time.
- 0 To seal up container door after appraisement and fixing up seal label in the right place of the container door.
- 0 To seal up cases cartons, boxes etc. after appraisement of cargo.
- 0 To perform any other function as and when asked to do so by the senior staff.

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## Chapter - 11

### LIST OF ABBREVIATIONS :

1

ATM	Assistant Terminal Manager / Assistant Traffic Manager
Agent	Shipping Agent
ADO	Agent Delivery Order
Appraise	Appraisement
ATA	Actual Time of Arrival (in Chittagong Port berth)
ATD	Actual time of departure from berth
ATO	Assistant Traffic Officer
BR	Bangladesh Railway
B/L	Bill of Lading
CCT	Chittagong Container Terminal
CFTC	Chittagong Feeders Trade Committee
CFS	Container Freight Station
COM	Container Operations Manual
CONT	Container
CPA	Chittagong Port Authority
COP	Container Operator (Container operating line)
CSC	International convention for Safe Containers
CSC	Container Safety convention
CTM	container Terminal Management
CTM	Chief Traffic Manager
COPS	Chief Operating Superintendent
CHC	Container Handling Contractor
CTS	Container Transport Services
CTB	Container Terminal Bhaban
CV	Cargo Van
DT	Director (Traffic)
DTM (Op)	Deputy Traffic Manager (Operation)
EDP	Electronic data processing
e.g.	for example
MES	Mobile Equipment Steering
EIR	Equipment Interchange Receipt
QUIP	Equipment
ETA	Estimated time of arrival (in Chittagong Port at outer anchorage)
ETD	Estimated time of departure from berth
EXP	Export.
FCL	full container load (one consignment only)
FEU	Forty feet equivalent unit.
FLT	Forklift Truck
GOB	Government of Bangladesh

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HO	Holding Area
ia	inter alia
IC	Interchange
ICD	Inland Clearance Depot.
IDA	International Development Agency
IMDG	International Maritime Dangerous Goods
IMP	Import
ISO	International Standard Organisation
IWT	Inland Waterways Transport
LCL	Less than container load
Maint	Maintenance
MIS	Management Information System
MPB	Multipurpose Berth in Chittagong Port
MT	Empty container
NM	New Mooring area in Chittagong Port
OH	Overheight
OL	Overlength
OP	Operation
OW	Overwidth
PIU	Project Implementation Unit
Rep	Repair
TA	Technical assistance
TEU	Twenty feet equivalent unit
TK	Taka
TM	Terminal Manager
H.M.	Harbour Master
T.O	Traffic Officer / Terminal Officer
Transf	Transfers
I.M.O.	International Maritime Organisation
UNCTAD	United Nations conference for Trade and Development
VC	Van carrier (straddle carrier)
Viz	Namely
SC	Straddle Carrier
PM	Plant Manager
T.M.	Tugmaster
S. O.	Shipping Order
T. R.	Terminal Receipt
T.I.	Traffic Inspector
I.G.M.	Import General Manifest
RNB	Railway Nirapata Bahini
NBR	National Board of Revenue

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## 2. Container Dimensions &amp; Capacity:

A.		external				internal				door	maximum cube
		l	w	h	l	w	h	l	w		
(1)	20 ft. dry van	imperial metric	20' 6.10m	8' 2.44m	8'6 $\frac{1}{2}$ '' 2.60m	19'3 $\frac{1}{4}$ '' 5.89m	7'8'' 2.34m	7'8 $\frac{10}{11}$ '' 2.36m	7'8'' 2.34m	7'4 $\frac{11}{12}$ '' 2.26m	1169 cub. feet 33.1 cub. metres
(2)	40 ft. dry van	imperial metric	40' 12.20m	8' 2.44m	8'6 $\frac{1}{2}$ '' 2.60m	39'7'' 12.07m	7'8 $\frac{1}{2}$ '' 2.35m	7'10 $\frac{7}{16}$ '' 2.39m	7'6'' 2.28m	7'6 $\frac{3}{10}$ '' 2.29m	2401 cub. feet 68 cub. metres
(3)	40 ft. high cube	imperial metric	40' 12.20m	8' 2.44m	9'6 $\frac{1}{2}$ '' 2.90m	39'7'' 12.07m	7'8 $\frac{1}{2}$ '' 2.35m	8'10 $\frac{3}{8}$ '' 2.70m	7'6'' 2.28m	8'6 $\frac{1}{2}$ '' 2.60m	2705 cub. feet 76.6 cub. metres
(4)	20 ft. open top	imperial metric	20' 6.10m	8' 2.44m	8'6 $\frac{1}{2}$ '' 2.60m	19'3 $\frac{1}{4}$ '' 5.89m	7'8'' 2.34m	7'4 $\frac{11}{10}$ '' 2.26m	7'6'' 2.28m	7'6 $\frac{7}{10}$ '' 2.31m	1100 cub. feet 31.149 cub. metres
(5)	40 ft. open top	imperial metric	40' 12.20m	8' 2.44m	8'6 $\frac{1}{2}$ '' 2.60m	39'6 $\frac{13}{16}$ '' 12.06m	7'8 $\frac{1}{4}$ '' 2.34m	7'4 $\frac{11}{12}$ '' 2.26m	7'6'' 2.28m	7'6 $\frac{7}{10}$ '' 2.31m	2262 cub. feet 64.1 cub. metres
(6)	40 ft. flat bed	imperial metric	40' 12.20m	8' 2.44m		39'7'' 12.07m	8'' 2.44m				
(7)	40 ft. reefer	imperial metric	40' 12.20m	8' 2.44m	8'6 $\frac{1}{2}$ '' 2.60m	37'2'' 11.33m	7'6'' 2.28m	7'2 $\frac{1}{4}$ '' 2.19m	7'6'' 2.28m	6.11 $\frac{5}{8}$ '' 2.12m	2003 cub feet 56.73 cub metres
(8)	40 ft. high cube	imperial metric	40' 12.20m	8' 2.44m	9'6 $\frac{1}{2}$ '' 2.90m	38' 11.59m	7'6'' 2.30m	8'3'' 2.52m	7'5'' 2.26m	8'' 2.44m	2372 cub feet 67.176 cub metres

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**B. 20ft. collapsible steel flat (8 ft. high) - collapsible superstructure Specification**

Outside Cubic

Measurement : 36.08 cu.m. (1274 cu. ft.)

Inside Cubic capacity : 28.50 cu.m. (1006 cu. ft.)

Cargo capacity : 20015 kg (44133 lbs.)

Tare Weight : 1829 kg (4033 lbs.)

**Outside**

**inside**

Length 6.06 m (19.88 ft.) 5.85 m (19.19 ft.)

Width 2.44m (8.00 ft.) 2.26 m (7.42 ft.)

Height 2.44 m (8.00 ft.) 2.15 m (7.04 ft.)

**C. 20 ft. steel collapsible flat with steel side and end rails Specification**

Outside Cubic

Measurement : 26.0 cu.m. (1270 cu. ft.)

Inside Cubic capacity : 28.4 cu.m. (1003 cu. ft.)

Gross Weight : 21865 kg (48160 lbs.)

Cargo capacity : 19170 kg (42224 lbs.)

Tare Weight : 2695 kg (5936 lbs.)

**Outside**

**inside**

Length 6.06 m (19.87 ft.) 5.85 m (19.19 ft.)

Width 2.44m (8.00 ft.) 2.26 m (7.42 ft.)

Height 2.44 m (8.00 ft.) 2.15 m (7.04 ft.)

**D. 20 ft. collapsible coil carrier flat with side and end rails Speciafication**

Outside Cubic

Measurement : 36.08 cu.m. (1274 cu. ft.)

Inside Cubic

capacity : 27.5 cu.m. (970 cu. ft.)

Point loading

distributed loading

Cargo capacity : 18458 kg (40656 lbs.) 22017 kg (484896 lbs.)

Tare Weight : 3407 kg (7504 lbs.) 3407 kg (7504 lbs.)

**Outside**

**inside**

Length 6.06 m (19.88 ft.) 5.92 m (19.42 ft.)

Width 2.44m (8.00 ft.) 2.29 m (7.50 ft.)

Height 2.44 m (8.00 ft.) 2.04 m (6.69 ft.)

\* Measured beneath :

Cross bar

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#### E. 20 ft. steel dry cargo container Specification

##### Outside Cubic

Measurement :	360 cu.m. (1270 cu. ft.)
Inside Cubic capacity :	31.0 cu.m. (1094 cu. ft.)
Cargo capacity :	18140 kg (39998 lbs.)
Tare Weight :	2180 kg (4807 lbs.)

##### Outside

Length	6.05 m (19.84 ft.)
Width	2.44m (8.00 ft.)
Height	2.44 m (8.00 ft.)
Door size	2.13m (6.99 ft.)

##### inside

Length	5.90 m (19.35 ft.)
Width	2.35 m (7.71 ft.)
Height	2.24 m (7.35 ft.)
Door size	2.31 m (7.58 ft.)

#### F. 20 ft. aluminium dry cargo container Specification

Outside Cubic	(1109 cu. ft.)
Cargo capacity :	18400 kg (40570 lbs.)
Tare Weight :	1920 kg (4230 lbs.)

##### Outside

Length	6.05 m (19.87 ft.)
Width	2.44m (8.00 ft.)
Height	2.44 m (8.00 ft.)
Door size	2.16 m (7.07 ft.)

##### inside

Length	5.92 m (19.43 ft.)
Width	2.36 m (7.74 ft.)
Height	2.25 m (7.38 ft.)
Door size	2.29 m (7.51 ft.)

#### G. 20 ft. ISO FRP- plywood container Specification

##### Outside Cubic

Measurement :	36.0 cu.m. (1273 cu. ft.)
Inside Cubic capacity :	31.3 cu.m. (1105 cu. ft.)
Cargo capacity :	18290 kg (40323 lbs.)
Tare Weight :	2030 kg (4475 lbs.)

##### Outside

Length	6.06 m (19.88 ft.)
Width	2.44m (8.00 ft.)
Height	2.44 m (8.00 ft.)
Door size	2.16m (7.08 ft.)

##### inside

Length	5.91 m (19.38 ft.)
Width	2.34 m (7.68 ft.)
Height	2.27 m (7.44 ft.)
Door size	2.34 m (7.68 ft.)

Note : Due to its plywood sandwich elements this container has high insulating quality compared with ordinary aluminium or steel containers.

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#### H. 20 ft. open top steel container - TIR Specification

##### Outside Cubic

Measurement :	36.1 cu.m. (1273 cu. ft.)	
Inside Cubic capacity :	29.4 cu.m. (1037 cu. ft.)	
Cargo capacity :	18130 kg (39971 lbs.)	
Tare Weight :	2190 kg (4829 lbs.)	
	<b>outside</b>	<b>inside</b>
Length	6.06 m (19.88 ft.)	5.89 m (19.32 ft.)
Width	2.44m (8.00 ft.)	2.32 m (7.61 ft.)
Height	2.44 m (8.00 ft.)	2.15 m (7.00 ft.)
	<b>height</b>	<b>width</b>
Door size	2.03 m (6.66 ft.)	2.29 m (7.51 ft.)

#### I. 20 ft. steel container with removable steel roof - ISO standards - TIR. Specification

##### Outside Cubic

Measurement :	36.0 cu.m. (1273 cu. ft.)	
Inside Cubic capacity :	29.6 cu.m. (1050 cu. ft.)	
Cargo capacity :	17879 kg (39382 lbs.)	
Tare Weight :	2460 kg (5418 lbs.)	
	<b>outside</b>	<b>inside</b>
Length	6.06 m (19.88 ft.)	5.88 m (19.23 ft.)
Width	2.44m (8.00 ft.)	2.31 m (7.58 ft.)
Height	2.44 m (8.00 ft.)	2.18 m (7.15 ft.)
	<b>height</b>	<b>width</b>
Door Size	2.13 m (6.99 ft.)	2.30 m (7.54 ft.)
	<b>length</b>	<b>width</b>
Roof Opening :	5.63 m (18.47 ft.)	2.30 m (7.54 ft.)

#### J. 20 ft. steel open side container Specification

##### Outside Cubic

Measurement :	36.1 cu.m. (1273 cu. ft.)	
Inside Cubic capacity :	29.4 cu.m. (1038 cu. ft.)	
Cargo capacity :	17800 kg (39249 lbs.)	
Tare Weight :	2520 kg (5557 lbs.)	
	<b>outside</b>	<b>inside</b>
Length	6.06 m (19.88 ft.)	5.92 m (19.42 ft.)
Width	2.44m (8.00 ft.)	2.34 m (7.68 ft.)
Height	2.44 m (8.00 ft.)	2.12 m (6.96 ft.)
	<b>height</b>	<b>width</b>
Door Size	2.10 m (6.89 ft.)	2.28 m (7.48 ft.)

---

#### K. 20 ft. steel side door container Specification

Outside Cubic

Measurement : 35.90 cu.m. (1267 cu. ft.)

Inside Cubic capacity : 30.2 cu.m. (106 cu. ft.)

Cargo Capacity : 18320 kg (40391 lbs.)

Tare Weight : 2000 kg (4409 lbs.)

**outside**

**inside**

Length 6.05 m (19.85 ft.) 5.86 m (1923 ft.)

Width 2.44 m (8.00 ft.) 2.31 m (7.58 ft.)

Height 2.44 m (8.00 ft.) 2.23 m (7.32 ft.)

Door size **height**

**width**

Rear : 2.19 m (7.19 ft.) 2.29 m (7.50 ft.)

Side : 2.10 m (6.89 ft.) 2.50 m (8.20 ft.)

#### L. 20 ft. tank container - TIR Specification

Outside Cubic

Measurement : 36.1 cu.m. (1273 cu. ft.)

Inside Cubic capacity : 23 cu.m. (812 cu. ft.)

Cargo capacity : Weight

Volume 23000 kg (50640 lbs.)

Tare Weight : 2300 ltr (6070 US Gal) 2600 kg (5750 lbs.)

**outside**

Length 6.06 m (19.88 ft.)

Width 2.44 m (8.00 ft.)

Height 2.44 m (8.00 ft.)

#### M. 20 ft. steel semi-Insulated ventilated container Specification

Outside Cubic

Measurement : 36.0 cu.m. (1272 cu. ft.)

Inside Cubic capacity : 28.6 cu.m. (1010 cu. ft.)

Cargo capacity : 17730 kg (39100 lbs.)

Tare Weight : 2590 kg (5700 lbs.)

**outside**

**inside**

Length 6.06 m (19.88 ft.) 5.82 m (19.10 ft.)

Width 2.44 m (8.00 ft.) 2.24 m (7.35 ft.)

Height 2.44 m (8.00 ft.) 2.19 m (7.19 ft.)

**height**

**width**

Door size : 2.13 m (6.99 ft.) 2.24 m (7.35 ft.)

insulation : 50.8 mm (2 in.) Polyurethane foam

Lining 4.8 mm. (0.18 in) Plywood

Vent Door 4 front and 4 rear

228 x 381 mm (9 x 15 in.)

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#### N. 30 ft. steel side door container Specification

##### Outside Cubic

Measurement :	54.3 cu.m. (1917 cu. ft.)	
Inside Cubic capacity :	45.5 cu.m. (1606 cu. ft.)	
Cargo capacity :	22460 kg (49524 lbs.)	
Tare Weight :	2940 kg (6482 lbs.)	
	<b>outside</b>	<b>inside</b>
Length	9.13 m (29.96 ft.)	8.95 m (29.33 ft.)
Width	2.44 m (8.00 ft.)	2.31 m (7.58 ft.)
Height	2.44 m (8.00 ft.)	2.20 m (7.22 ft.)
Door Size	<b>height</b>	<b>width</b>
Rear :	2.16 m (7.07 ft.)	2.30 m (7.55 ft.)
Side :	2.00 m (6.56 ft.)	1.70 m (5.58 ft.)

#### O. 30 ft. steel tilt container Specification

##### Outside Cubic

Measurement :	54.4 cu.m. (1917 cu. ft.)	
Inside Cubic capacity :	42.8 cu.m. (1515 cu. ft.)	
Cargo capacity :	21900 kg (48290 lbs.)	
Tare Weight :	3500 kg (7717 lbs.)	
	<b>outside</b>	<b>inside</b>
Length	9.13 m (29.95 ft.)	8.96 m (29.40 ft.)
Width	2.44 m (8.00 ft.)	2.31 m (7.58 ft.)
Height	2.44 m (8.00 ft.)	2.07 m (6.80 ft.)
Door Size :	<b>height</b>	<b>width</b>
	2.29 m (7.50 ft.)	2.29 m (7.50 ft.)

#### P. 40 ft. open top steel container - TIR Specification

##### Outside Cubic

Measurement :	77 cu.m. (2719 cu. ft.)	
Inside Cubic capacity :	64 cu.m. (2260 cu. ft.)	
Cargo capacity :	26293 kg (57976 lbs.)	
Tare Weight :	4187 kg (9232 lbs.)	
	<b>outside</b>	<b>inside</b>
Length	12.19 m (40.0 ft.)	12.06 m (39.56 ft.)
Width	2.43 m (8.00 ft.)	2.35 m (7.71 ft.)
Height	2.59 m (8.5 ft.)	2.35 m (7.71 ft.)
Door Size :	<b>height</b>	<b>width</b>
	2.32 m (7.61 ft.)	2.32 m (7.61 ft.)

---

#### Q. 40 ft. aluminium dry cargo gooseneck container Specification

Outside Cubic

Measurement : 77.0 cu.m. (2720 cu. ft.)

Inside Cubic capacity : 61.7 cu.m. (2179 cu. ft.)

Cargo capacity : 27438 kg (60500 lbs.)

Tare Weight : 3038 kg (6700 lbs.)

**outside**

**inside**

Length 12.19 m (40.00 ft.)

12.06 m (39.57 ft.)

Width 2.44 m (8.00 ft.)

2.15 m (7.08 ft.)

Height 2.59 m (8.50 ft.)

2.38 m (7.83 ft.)

**height**

**width**

Door Size : 2.30 m (7.54 ft.)

2.50 m (8.20 ft.)

with linings

exterior post 8 ft. 6 in. high

#### R. 40 ft. aluminium dry van Specification

Outside Cubic

Measurement : 72.5 cu.m. (2560 cu. ft.)

Inside Cubic capacity : 64.0 cu.m. (2260 cu. ft.)

Cargo capacity : 27980 kg (61680 lbs.)

Tare Weight : 2500 kg (5512 lbs.)

**outside**

**inside**

Length 12.19 m (39.99 ft.)

11.99 m (39.34 ft.)

Width 2.44 m (8.00 ft.)

2.29 m (7.51 ft.)

Height 2.44 m (8.00 ft.)

2.35 m (7.71 ft.)

**height**

**width**

Door Size : 2.16 m (7.09 ft.)

2.26 m (7.41 ft.)

#### S. 40 ft. steel dry cargo gooseneck container : Specification

Outside Cubic

Measurement : 77.0 cu.m. (2720 cu. ft.)

Inside Cubic capacity : 67.2 cu.m. (2275 cu. ft.)

Cargo capacity : 26680 kg (58829 lbs.)

Tare Weight : 3800 kg (8379 lbs.)

**outside**

**inside**

Length 12.19 m (40.00 ft.)

12.02 m (39.44 ft.)

Width 2.44 m (8.00 ft.)

2.34 m (7.68 ft.)

Height 2.59 m (8.50 ft.)

2.38 m (7.81 ft.)

**height**

**width**

Door Size : 2.26 m (7.41 ft.)

2.31 m (7.57 ft.)

exterior post 8 ft. 6 in. high

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#### T. 40 ft. steel dry cargo Specification

##### Outside Cubic

Measurement :	72.6 cu.m. (2547 cu. ft.)
Inside Cubic capacity :	62.9 cu.m. (2208 cu. ft.)
Cargo capacity :	26652 kg (58800 lbs.)
Tare Weight :	3830 kg (8400 lbs.)

	<b>outside</b>	<b>inside</b>
Length	12.19 m	12.06 m
Width	2.44 m (8.00 ft.)	2.35 m (7.71 ft.)
Height	2.44 m (8.00 ft.)	2.22 m (7.26 ft.)
	<b>height</b>	<b>width</b>
Door Size :	2.13 m (7.0 ft.)	2.29 m (7.5 ft.)

#### U. 40 ft. steel side door container Specification

##### Outside Cubic

Measurement :	72.5 cu.m. (2560 cu. ft.)
Inside Cubic capacity :	61.7 cu.m. (2179 cu. ft.)
Cargo capacity :	27070 kg (59678 lbs.)
Tare Weight :	2930 kg (6460 lbs.)

	<b>outside</b>	<b>inside</b>
Length	12.19 m (40.00 ft.)	11.99 m (39.34 ft.)
Width	2.44 m (8.00 ft.)	2.31 m (7.58 ft.)
Height	2.44 m (8.00 ft.)	2.23 m (7.32 ft.)
	<b>height</b>	<b>width</b>
Door Size :	2.19 m (7.19 ft.)	2.29 m (7.50 ft.)
Rear :	2.10 m (6.89 ft.)	2.50 m (8.20 ft.)

#### V. 40 ft. tunnel refrigerated container Specification

##### Outside Cubic

Measurement :	77.0 cu.m. (2720 cu. ft.)
Unobstructed inside	
Cubic capacity :	56.6 cu.m. (1998 cu. ft.)
Cargo capacity :	25526 kg (56284 lbs.) with full fuel tank
	25810 kg (56900 lbs.) without fuel
Tare Weight :	4909 kg (10910 lbs.) with fuel
	4672 (10300 lbs.) without fuel
Gross Weight :	30508 kg (67200 lbs.)

	<b>outside</b>	<b>inside</b>
Length	12.19 m (39.67 ft.)	10.96 m (35.95 ft.)
Width	2.44 m (8.00 ft.)	2.26 m (7.41 ft.)
Height	2.59 m (8.50 ft.)	2.23 m (7.31 ft.)
	<b>height</b>	<b>width</b>
Door Opening :	2.14 m (7.02 ft.)	2.25 m (7.38 ft.)
Insulation	0.08 m (3 in.) Polyurethane	
Lining	corrugated Fiberglass	
Vent Doors	1 Front, 1 Rer TIR approved	
Floor	0.06 m (2.25 in.) Cross Flow "T"	
Circulation	Air Return Bulkhead Single Finger Duct	
Container Heat Gain Rating	24.2 kg Calories (96 BTU) / hour per C° (F)	
Refrigeration Unit	Recessed Nose Mounted, single piece, self contained diesel electric cooling / heating unit	
Defrost	Automatic	
Rating at 37.7°C (100 F)	4662 kg Calories (18500 BTU)/hr.	
Ambient	per 17.7°C (0°F) evap. (return air 9198 kg Calories (36500 BTU)/hr. per 1.6°C(35°F) evap. return air	
Electric Motor	15 Horse Power	
Controls	31 Day record Thermometer / Thermostat	
Temp. Range	-28.9°C to 26.7°C (-20°F to 80°F)	
Fuel Tank	322 Liters (85 U.S. Gallons)	

W. 12m. (40') G.P. container

Min. interior dimension : LxWxH(1) = 12010 x 2330 x 2270 (2380)

L = Length

W = Width

H = Height in door

I = Internal height

Max. gross mass : 30480 kg.

Max. Tare : 3900 kg

Min. Payload 26500 kg

Min. Cubic Capacity : 66.6 m3

\* Varies between 3600 and 3900 kg depending on materials used in construction

X. 6m. (20') G.P. container :

Min. interior dimension : 5900 x 2330 x 2270 (2380) = L x W x H (1)

Max. gross mass : 20320 kg

Max. Tare : 2200 kg

Min. Payload : 18120 kg

Min. Cubic Capacity : 32.7 m3

\* Varies between 1700 and 2200 kg depending on materials used in construction.

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Y. 6m. (20') Reefer container. Minimum Interior dimensions :

Length :	5750 mm	Capacity :	
Width :	2260 mm	Max. gross Mass :	20320 kg
Door Width :	2260 mm	Max. Tare :	2900 kg
Height :	2235 mm	Min. Payload :	17420 kg
Door height :	2215 mm	Min. Cub. Capacity :	29.0 m <sup>3</sup>

Z. 6m. (20') Fruit container

Minimum Interior dimensions :

Length :	5770 mm	Capacity :	
Width :	2300 mm	Max. gross Mass	20320 kg
Height :	2275 mm	Max. Tare :	2800 kg
Door Width :	2300 mm	Min. Payload :	17520 kg
Door height :	2215 mm	Min. Cub. Capacity :	30.2 m <sup>3</sup>

Dimensions and capacities of open top, height, open side and reduced height containers are obtainable from the container operator.

## চট্টগ্রাম বন্দর কর্তৃপক্ষ

দণ্ডরাদেশ নং- ১৩ / ২০০০

তারিখ : ১১ - ৪ - ২০০০ ইং

চট্টগ্রাম বন্দর অপারেশনাল কাজে অধিকতর দক্ষতা আন্দায়নের লক্ষ্যে দণ্ডরাদেশ নং- ৬৬/৮৯ তারিখ ১৬-৯- ১৯৮৯ এর মাধ্যমে প্রবর্তিত বিভিন্ন রকম সময়সূচী বিগত ৯-৩-২০০০ ইং তারিখে চৰক বোর্ড সভাকক্ষে অনুষ্ঠিত সভার সিদ্ধান্তক্রমে আংশিক সংশোধন করতঃ সকল জাহাজ, শেড, ইয়ার্ড ও অন্যান্য সকল অপারেশনাল কাজে নিম্নলিখিত সময়সূচী প্রবর্তন করা গুলি ।

### ১.০ দুই শিফট কাজের সময়সূচী :

#### ১.১ দিনের শিফট :

সকাল ০৭.৩০ ঘন্টা থেকে ১৭.০০ ঘন্টা পর্যন্ত ।

(মধ্যাহ্ন বিরতি ১২.৩০ ঘন্টা থেকে ১৪.০০ ঘন্টা পর্যন্ত)

#### ১.২ রাতের শিফট :

১৯.৩০ ঘন্টা থেকে ০৪.০০ ঘন্টা পর্যন্ত ।

(২০.০ ঘন্টা থেকে ২৪.০০ ঘন্টা পর্যন্ত রাত্রিকালীন 'চা' বিরতি ।

#### ১.৩ সান্ধ্যকালীন বিরতি :

১৭.০০ ঘন্টা থেকে ১৯.৩০ ঘন্টা পর্যন্ত ।

#### ১.৪ প্রাতঃকালীন বিরতি : ০৪.০০ ঘন্টা থেকে ০৭.৩০ ঘন্টা পর্যন্ত ।

বিঃ দ্রঃ শুধুমাত্র মধ্যাহ্ন, সান্ধ্যকালীন ও প্রাতঃকালীন বিরতির সময় কাজ করা হলে শ্রমিক / কর্মচারীগণ প্রচলিত নিয়মে ওভারটাইম পাবেন ।

### ২.০ তিনি শিফট কাজের সময়সূচী :

#### ২.১ সকালের শিফট : ০৭.৩০ ঘন্টা থেকে ১৬.০০ ঘন্টা পর্যন্ত ।

(ক্রুবার ছাড়া সঙ্গাহের অন্যান্য দিন মধ্যাহ্ন বিরতি ১২.০০ ঘন্টা থেকে ১৩.৩০ ঘন্টা পর্যন্ত এবং শুধুমাত্র শুক্রবার ১২.৩০ ঘন্টা থেকে ১৪.০০ ঘন্টা পর্যন্ত)

#### ২.২ বিকালের শিফট : ১৬.০০ ঘন্টা থেকে ২৩.৪৫ ঘন্টা পর্যন্ত ।

(১৯.৩০ ঘন্টা থেকে ২০.০০ ঘন্টা পর্যন্ত 'চা' বিরতি)

#### ২.৩ রাতের শিফট : ২৩.৪৫ ঘন্টা থেকে ০৭.৩০ ঘন্টা পর্যন্ত ।

(০৪.০০ ঘন্টা থেকে ০৪.৩০ ঘন্টা পর্যন্ত 'চা' বিরতি)

উপরোক্তে সময়সূচী পরিবহন বিভাগের কাজের সংগো সম্পৃক্ত সকল যান্ত্রিক উপকরণাদির চালক, ডক শ্রমিক, অন্যান্য সংশ্লিষ্ট কর্মকর্তা / কর্মচারী ও প্রতিষ্ঠান ইত্যাদি সকলে কঠোরভাবে মেনে চলবেন। ডক শ্রমিক পরিচালনা বোর্ড, চট্টগ্রাম বন্দরের সংশ্লিষ্ট বিভাগ সমূহ ও অন্যান্য সকলে উক্ত মতে তাদের দলিল দস্তাবেজ, বিজ্ঞপ্তি, দণ্ডরাদেশ, চুক্তিনামা ইত্যাদিতে প্রয়োজন অনুযায়ী সংশোধনীর ব্যবস্থা করবেন। শুধুমাত্র বন্দর হাসপাতাল ও ওয়ার্কশপ সমূহের ক্ষেত্রে আলাদা সময়সূচী প্রতিনের প্রয়োজন থাকলে সে মতে স্ব স্ব বিভাগ হতে আলাদা বিজ্ঞপ্তি জারী করা যেতে পারে। ইহা অন্তিমিলভে কার্যকর হবে ।

স্বাক্ষরিত / -

কমড়োর গোলাম রব্বানী

চেয়ারম্যান

চট্টগ্রাম বন্দর কর্তৃপক্ষ

১১-৪-২০০০ ইংরেজী