

OPERATIONS PROCEDURES FOR DISCHARGING THE GENERAL CARGO

In order to perform the discharging operations for the vessel which arrives in APMT Poti Port should be fulfilled the followings:

1. DOCUMENTATION

- Agent of shipping line should provide the appropriate information to the loading port not less than seventy two (72) hours by email to the following address: apmtpotiplanners@apmterminals.com; the information regarding the vessel should include: ETA (which should be updated two times in a day), arrival draft, type of operation and type of cargo, special equipment required for the stowage and preliminary information or/and end of volumes.
- Minimum seventy two (72) hours prior arrival of the vessel, the below mentioned documentations should be submitted to the Operations Department of APMT Poti to the following email address: apmtpotiplanners@apmterminals.com
 - Stowage Plan for the different type of cargo and B/L consigned by cargo hold;
 - Cargo Manifest;
 - Bill of lading;
 - UDL (Unit Discharge List)
 - For the project cargo are requested next: Survey Report, indicating modality, lifting points, centre of gravity, information what type of equipment was used in the loading port or origin port;
 - Lifting capacity of those materials which will be used;
 - In case of special cargoes, it is necessary to receive cargo with its own lifting material, signalling lifting capacity of each material, last date for inspection of material and certification;
 - Packing List;
 - Pictures and other materials which can assist to realise how perform the discharging operations safe and efficiently;
 - Requirement any kind of important information, APMT Poti will be able to request opportunely.

2. HOW THE CARGO SHOULD BE ARRIVED INTO THE CARGO HOLD

2.1. PROJECT CARGO (Heavy bulks, oversized , boxes)

- The cargo should be properly marked in order to be identified the characteristics of the bulk, lifting points, centre of gravity and weights of the pieces for manipulation.
- In case, if do not remain enough space for the Dockers of APMT Poti, place the lifting equipment corresponding (sling, stobes, shackles, wires, chains and others.), the cargo will have to come stowage with his own lifting equipment "pre-bound", which will be returned to the ship at the end of the operations.

OPERATIONS PROCEDURES FOR DISCHARGING THE GENERAL CARGO

2.2. LOOSE CARGO (PRODUCTS OF STEEL):

- All steel product which were packed in bundle, must arrive pre-bound and the point of subjection near at hand of the personnel that will work on board inside of the cargo hold. For example:
 - bundle of tubes
 - bundle of angles
 - bundle of beams
 - bundle of rails
 - bundle of wands
- All the cargo on the cargo hold including products in bundle as well as those arrive as the loose, has to arrive to the port with wood and separation between cargo, using wood with ideal characteristics in order to avoid protuberances, nails in accordance with the agreement of international rules with a minimum four (4) inches of diameter that allow handling safe and efficient of the cargo for the workers.
- The stowage of the cargo should be tied and stowed in blocks in order to prevent the rolling of the cargo during discharging operations.
- All the cargo should be arrived stogawe on the cargo hold under wings, it is mandatory to be pre-bound.
- All the cargo should be arrived stowage on the cargo hold properly classified by type of cargo, by Bill of Lading and recivers.

2.3. OTHER TYPES OF CARGO AND PRODUCTS

For the rest of cargoes which were not mentioned above, should be handle in accordance with the Regulation of APMT Poti Port.

3. DISPATCH OF CARGO

- It's required transportation available before the Vessel berth.