

# **APAPA BULK TERMINAL LIMITED**

## **STANDARD OPERATING PROCEDURE (SOP)**

**APAPA BULK TERMINAL LIMITED**

**Document Title: SOP For Cargo Discharge, Handling and Delivery**

<b>1.0 Purpose:</b>	To document the procedure for the discharge of cargo in ABTL	
<b>2.0 Scope:</b>	ABTL, Government Agencies and Shipping Companies	
<b>3.0 Safety:</b>	Ensure that appropriate safety measures are put in place and personnel are safely kitted with PPEs	
<b>4.0 Frequency:</b>	Every berthing and discharging operation (daily)	
<b>5.0 Security</b>	Access control in compliance with ISPS Code, prevention of Pilferage/Theft and protection of life and property within the facility.	
<b>6.0 Equipment:</b>	Life buoy at the quay apron, screw unloaders, pneumatic marine towers, payloaders, forklifts, grabs, freightlifters, shore and ship cranes. VHF Radio.	
<b>7.0 Materials:</b>	Dry Bulk and wet Bulk cargoes, general cargoes and containers	
<b>8.0 Procedures:</b>		
<b>8.1</b>	<b>Pre-start check</b>	
	<b>8.1.1</b>	Bill are raised after certifying relevant shipping documents
	<b>8.1.2</b>	Payment of bills is made.
	<b>8.1.3</b>	Receipts are issued
	<b>8.1.4</b>	Issuance of ABTL berthing clearance and vessel is berthed

8.2	Method	
	<b>8.2.1</b>	Plant/Equipment to be used for discharge are positioned relative to the cargo hold, pending break bulk approval/instructions from government agencies/the shipping agent.
	<b>8.2.2</b>	Route for the cargo is decided and arranged via conveyors, trucks or pipes.
	<b>8.2.3</b>	<p><b>a.</b> Electricians and panel operators are called in to start the plant while the booms (in case of the marine tower) or the pendulum (in case of the screw unloader) are positioned inside the cargo hold. For grab to hopper system, the hoppers are positioned relative to the hold to be discharged, and grab is connected to the ship crane.</p> <p><b>b.</b> For bagged and break bulk cargoes, gears are connected to the ship's crane.</p> <p><b>c.</b> For liquid bulk, transport pipes are connected to the manifold linking the tank farms.</p>
	<b>8.2.4</b>	Discharge commences.
	<b>8.2.5</b>	<p><b>a.</b> Greasing of the pendulum at 4-hourly interval when the screw unloaders are used for discharge.</p> <p><b>b.</b> Pumping pressures are taken every hour</p>
	<b>8.2.6</b>	Lowering of payloader into the cargo hold to pile when the cargo has been sufficiently discharged beyond the reach of the booms/pendulum. Pay loaders are lowered with steel slings attached to the ship crane.

	<b>8.2.7</b>	Dock labours' cleaning gangs are introduced for the final cleaning (for dry bulk cargo)
	<b>8.2.8</b>	Discharge plant/equipment are taken out of the finished hold
	<b>8.2.9</b>	Security checks are done before cargo exits the terminal.
	<b>8.2.10</b>	Reporting all the downtimes for purposes of review and records.
<b>9.0.0</b>	<b>Responsibility:</b>	HODs of ABTL Processes
<b>10.0.0</b>	<b>Result Expected:</b>	Safe, secure and timely discharge and delivery of cargo
<b>11.0.0</b>	<b>Monitoring:</b>	Supervision to prevent contamination, accidents, theft, pollution and unnecessary downtime.