

<b>P-OPS-001</b>	<b>Procedure for Berthing Windows of Regular Service Vessels</b>				
<b>Prepared by</b>	<b>Controlled by</b>	<b>Approved by</b>	<b>Revision No</b>	<b>Revision date</b>	<b>Ref. Dpt.</b>
LS005/CEA023			2.0		OPS

**1. OBJECTIVE**

- This is to establish the guidelines for reserving a berth window for regular service vessels. This is not applicable to containerships which windows are established by periods and fixed duration.

**2. BACKGROUND**

- According to Concession Agreement (Clause 8.14), APM Terminals Callao may sign berthing windows reservation agreements for vessels of regular traffic.
- Vessels with berthing windows shall have access priority in accordance to APMTC Operations Regulations.

**3. SCOPE**

- This is extensive to Shipping Lines or representatives of vessels providing regular service.

**4. DEFINITIONS**

- **ETA:** Estimated Time of Arrival
- **ETB:** Estimated Time of Berthing
- **BERTH WINDOW:** Berth Reservation
- **REGULAR SERVICE:** Vessels that have itinerary with ports and predetermined rotation providing

**5. PROCEDURE DETAILS**

1. Shipping lines shall send an e-mail to [apmtcopstraffic1@apmterminals.com](mailto:apmtcopstraffic1@apmterminals.com) detailing the registry of the vessels that are included within the service, including the vessel’s characteristics and itineraries.
2. Customers shall request a berthing window to Traffic office by sending an e-mail to [apmtcopseta@apmterminals.com](mailto:apmtcopseta@apmterminals.com) as per request format displayed in Annex 1.
3. Once Traffic office receives the berthing window request, APMTC shall evaluate berth availability and shall confirm if there is availability by sending a confirmation e-mail in a 24 hour maximum period starting from the time of request.
4. Customers shall send approval and confirmation of berthing window within the following 8 hours from the time the information was sent by Traffic office.

<b>P-OPS-001</b>	<b>Procedure for Berthing Windows of Regular Service Vessels</b>				
<b>Prepared by</b>	<b>Controlled by</b>	<b>Approved by</b>	<b>Revision No</b>	<b>Revision date</b>	<b>Ref. Dpt.</b>
LS005/CEA023			2.0		OPS

5. Once the berthing window is accepted by the Customer, Traffic area shall schedule the vessel and reserve the berth considering the cargo type and operations involve. The vessel shall be then registered within Berthing Schedule as per requested date.
6. Once the Berthing Window is accepted, there won't be any possibility to terminate it even if the vessel does not arrive within previously accepted and confirmed window. Such reservation shall be invoiced even if not used, according to commercial agreements subscribed for such matters.
7. The Berthing Window reservation shall be applicable specifically to the vessel agreed and not to the shipping line or the shipping agents.
8. The Berthing Window request shall be sent within maximum period of 10 days before the vessel's ETA.
9. It shall be considered one reservation per vessel, which may be adjusted or confirmed during the following days as per Graphic 1 scheme.
10. Confirmed Berthing Window shall be for 48 hours as from Estimated Time of Berthing announced.
11. Estimated Time of Berthing announced shall be confirmed or adjusted by the user (Vessel) within the reservation term according to the following two instructions:
  - a. Until 6 days prior to the vessel arrival to reduce the reservation term to 24 hours from 48 hours.
  - b. Until 72 hours before the vessel arrival to reduce the reservation term to 8 hours from 24 hours.
12. If the vessel does not arrive within established term period, it shall lose the window as well as the berthing shift and shall go through a new schedule as per arrival turn.
13. In the event there is a vessel with berthing window in a berth, the next vessel with berthing window shall wait until the end of operations of the first vessel.
14. APMTC shall evaluate and suggest alternatives of berthing windows considering operational characteristics requested by customers and berth availability, when feasible.
15. APMTC may reject berthing requests due to operational matters such as capacity, civil works, safety and other issues, which shall be duly informed to customers.
16. In the event APMTC receives two or more berthing requests for the same date, the priority shall remain to the request first submitted.
17. Berths available for Berthing Windows system and with operational conditions as per type of vessels and cargo, are as follows:

<b>Berths Availability as per Type of Cargo</b>			
<b>Vessel / Cargo type</b>	<b>Shift</b>	<b>LOA</b>	<b>Berths</b>
<b>MULTIPURPOSE</b>	5	175	03A, 03B, 05C & 05D
<b>PROJECT</b>	3	130	02A, 02B, 03A & 03B
<b>LIQUID</b>	2	120	04A, 04B, 05C & 05D
<b>RO-RO</b>	2	200	01A & 02A
<b>BREAK BULK</b>	6	180	02A, 02B, 03A & 03B
<b>BREAK BULK (Length-Draft)</b>	5	225	05C & 05D

P-OPS-001	Procedure for Berthing Windows of Regular Service Vessels				
Prepared by	Controlled by	Approved by	Revision No	Revision date	Ref. Dpt.
LS005/CEA023			2.0		OPS

**Annex 1: Berthing Request Model**

Callao, 08 de Febrero del 2013

Señores  
 APM TERMINALS CALLAO  
Presente.- :

REF: **RESERVA DE VENTANA DE ATRAQUE - MN CAPE SOLIST MFTO. 2356**

En nuestra calidad de Agente Marítimo de la nave de la referencia, solicitamos a Uds., la reserva de amarradero para el día **28/02/2013** a las **15:00 Hrs.**, La nave procede de Pto. Esmeralda y realizará la siguiente operación en el puerto:

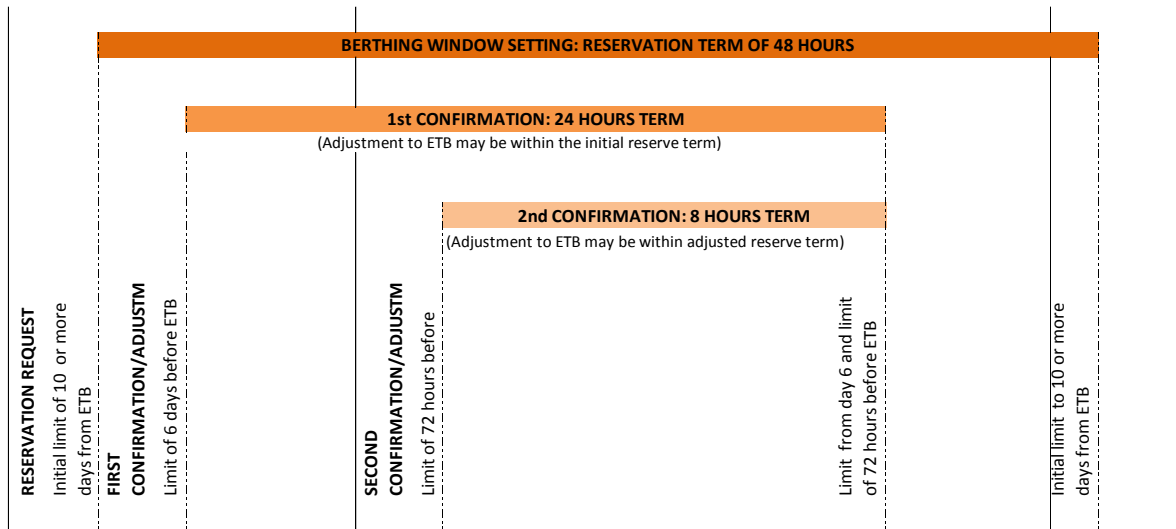
**OPERACIONES:** D/ 326 Bobinas de acero E/ 50 Cont.  
**LOA** 224.25  
**MANGA** 32.5  
**CALADO** 30'  
**LINEA NAVIERA** THORKILL LINE  
**ARMADOR** MITSUI  
**FACTURAR A:** MITSUI

Asimismo, por la presente declaro tener conocimiento y estar de acuerdo con los términos del actual procedimiento de reserva de muelle establecido por APM Terminals Callao.

Atentamente,

<b>P-OPS-001</b>	<b>Procedure for Berthing Windows of Regular Service Vessels</b>				
<b>Prepared by</b>	<b>Controlled by</b>	<b>Approved by</b>	<b>Revision No</b>	<b>Revision date</b>	<b>Ref. Dpt.</b>
LS005/CEA023			2.0		OPS

**Graphic 1: Berthing Window scheme**



Example of Berthing Window request:

Stages:	Date:	ETB:	Berthing Window		Note:
Reservation request	13/04/2013	23/1500	22/1500	24/1500	Based on best estimation
1st confirmation or adjustment	17/04/2013	23/1500	23/0300	24/0300	First ETB is confirmed
2nd confirmation or adjustment	20/04/2013	23/1900	23/1500	23/2300	Previous ETB is adjusted

Note:

If ETB is neither confirmed nor modified by any of both instructions, the Berth Window reservation shall be reduced based on the announced and confirmed ETB in the Reservation Request.