



Driver Procedure on Terminal - Zeebrugge:

1. Driver enters the terminal.
2. Driver drives slowly through the VIDEO imaging portal.
3. Driver proceeds to one of the check booths or driver proceeds to the Cobelfret Office
only in the following cases:
 - Unit not booked in (driver will be refused at the check in booths)
 - Unit loaded with IMDG cargo
 - Driver shipping accompanied.
4. Driver at check in booth quotes one of the following
 - unit nr
 - cobelfret ferries reference
 - client reference

→ If the unit is not booked, the driver will be asked to proceed to the office.
5. Driver details are registered
 - haulage company
 - license plate
6. Driver hands in paperwork / preferably paperwork are left inside the trailer.
7. Cargo receipt is printed

CARGO RECEIPT

printed :

by:

Unit nr	O/ref	Y/ref		
Position	GatePassId	Pincode CAMCO		
Cargo received for @				
Mv	At	To	On	
Unit Type	Length (m)	Width (m)	Weight	Load List Remarks
Seal 1	Seal 2			
Delivering Hauler	Docs (y/n)	Vehicle Reg Nr	Video Reference	
Remarks:				

Position where to park trailer

Pin Code to access the terminal

8. Driver is asked if unit is collected.
9. Collection details are registered.
10. Release Note for Exgate is printed

RELEASE NOTE
printed: _____ by: _____

Unit nr		O/ref		Y/ref	
Position		GatePassId		Pincode CAMCO	
At	From	On			
Unit type	File	Waybill nr	Consignee		
Contents	Weight				
Seal 1	Seal 2	Imco			
Cust	Collecting Haulier	Vehicle Reg Nr	Docs (y/h)		
Driver's passportnr	Driver's signature		Driver's name		
Date	X		X		
Remarks:					

IF THE COLLECTING DRIVER REQUIRES TO NOTE NEW ADDITIONAL DAMAGE TO THE UNIT, HE MUST OBTAIN A RECHECK REPORT, TO BE COMPLETED BY OUR REPRESENTATIVES. RECHECK REPORTS CAN BE OBTAINED FROM OUR RESPECTIVE "RECHECK" POINT(S) BEFORE LEAVING THE TERMINAL. NO CLAIM WILL BE ACCEPTED UNLESS IT IS SUPPORTED BY A COMPLETED RECHECK REPORT FORM.

ALL SHIPMENTS SUBJECT TO THE LINE CONDITIONS OF CARRIAGE AND/OR THE LOCAL STANDARD TERMINAL AND STEVEDORES CONDITIONS (copies available on request).
SQUANUMBERS AS DECLARED BY THE DRIVER.

Position where to find trailer

Indication if paper work is available at gate out.

11. Driver needs to fill in release note before leaving the terminal: see **X**
12. Driver is allowed to proceed to access point.
13. Driver must introduce PIN CODE to enter the terminal.
14. Driver must park the unit on designated parking slot. Do NOT apply parking.
15. Driver can couple unit for collection.
16. Driver may proceed to the out gate.
 - Near side gate, if paperwork is available
 - Offside gate, if no paperwork available
17. Driver must hand in the signed Release Note.
18. Gate checks if the Release Note matches the collected unit.
19. Driver is allowed to exit the terminal.