



**Offsite Storage Facility for Containers on Chassis, Chassis and Break
Bulk Cargo**

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1.0 INTRODUCTION

The Point Lisas Industrial Port Development Corporation Limited (PLIPDECO) Offsite Storage Facility (OSF) Service is geared towards customers who require facilities for the temporary storage of dry containers (full or empty) on chassis, chassis and break bulk cargo. This service falls under the umbrella of PLIPDECO's Warehouse and Logistics service offerings.

The facility is 3,130 square meters and is ideally located two (2) kilometres from the Port of Point Lisas on Paria Drive, Point Lisas Industrial Estate (next to the LCL Warehouse and Container Examination Station) (See Location Map - Appendix 3).

The facility is fully fenced and secured with controlled gate access, 24/7 security, CCTV camera monitoring and has adequate lighting. The service is managed by an experienced team that is proficient in cargo handling and warehouse management services.

Operating hours are from 7:00 a.m. to 11:00 p.m. Monday to Friday (additional hours are available upon request).

2.0 CARGO TYPES

The Offsite Storage Facility (OSF) Service is currently provided for cargo that requires outdoor, uncovered storage.

Types of cargo may include but is not limited to:

- Containers (full or empty) on chassis
- Chassis/ Trailers
- Break Bulk Cargo

All information related to hazardous cargo must be submitted upon request for the service and must be approved by the HSE Department as a prerequisite for acceptance to provide the service.

PLIPDECO reserves the right to refuse the storage of cargo due to potential Health, Safety and Environmental risks.



3.0 RECEIPT, STORAGE AND DELIVERY OF CONTAINERS/CHASSIS

3.1 REQUEST FOR SERVICE CONTAINER/CHASSIS STORAGE (CCS)

The service must be requested by completing the "Request for CCS Service" form (See Appendix 2) which is available online on PLIPDECO's website at www.plipdeco.com/storage

The information required on the request includes:

- Company/Customer Name
- Contact Name, E-mail and Telephone Number
- Haulier Company Name (if different from above)
- Haulier Company Address, Telephone Number
- Container Origin
- Container number/Size
- Truck/Trailer Numbers
- Delivery date
- Duration of parking/storage
- Pick-up Date from Offsite Storage Facility

Once completed, the requestor will receive a confirmation E-mail from PLIPDECO's personnel acknowledging receipt and subsequent approval of the request/availability of space to store the containers on chassis or chassis over the requested period.

This E-Mail will be printed by PLIPDECO in triplicate and presented to PLIPDECO's Security at the Offsite Storage Facility in anticipation of arrival of the customer's container/chassis.

The customer must notify PLIPDECO (Manager Cargo Handling and Junior Manager LCL Warehouse via email osf@plipdeco.com) at least 24 hours in advance that they intend to proceed with storage or delivery operations.

All requests will be acknowledged between the hours of 7:00 a.m. and 2:45 p.m.



3.2 DELIVERY OF CONTAINER ON CHASSIS OR CHASSIS TO THE FACILITY

- (i) The Customer's Truck Driver will approach the OSF gate and press the buzzer.
- (ii) The Truck Driver must provide the following to the Security Officer at the facility in order to gain entry;
 - DRIVERS PERMIT INFORMATION,
 - DELIVERY NOTE FROM PORT OR DOCUMENT FROM IMPORTER/EXPORTER
- (iii) The Security Officer shall verify the physical container and chassis against the details on the CCS request and completes section #2 of the CCS form.
- (iv) In the case of empty Trailers or Chassis, the Security Officer verifies the registration numbers.
- (v) A copy of the CCS form with the details of the entry will be given to the Truck Driver for the eventual payment process.
- (vi) The Truck Driver has a copy of the CCS form.

3.3 COLLECTION OF CONTAINER ON CHASSIS OR CHASSIS FROM FACILITY

- (i) The Customer's Truck Driver will approach the OSF gate and press the buzzer.
- (ii) The Truck Driver must provide the following to the Security Officer in order to gain entry to the facility;
 - DRIVER'S PERMIT INFORMATION,
 - A COPY OF THE CCS FORM
 - PROOF OF PAYMENT/RECEIPT
- (iii) PLIPDECO's Security Officer shall complete section #3 of the CCS form (all 3 copies).
- (iv) The Truck Driver and the Security Officer must sign the CCS Form.
- (v) A copy of the completed CCS form is given to the Truck Driver and the truck is allowed to depart the facility.



4.0 REQUEST FOR SERVICE - RECEIPT, DELIVERY AND STORAGE OF BREAK BULK CARGO

This service can be requested by completing the "Request for BBSF Service" form (See Appendix 3) which is available online on PLIPDECO's website at www.plipdeco.com/storage

Once completed, the requestor will receive a confirmation E-mail from PLIPDECO detailing the services requested.

The information required on the request includes:

- Company/Customer Name Telephone Number
- Truck and trailer registration numbers (if applicable)
- Quantity and type of Cargo
- Requested square footage
- Delivery date
- Proposed duration of storage
- Pick-up Date from BBSF

Once completed, the requestor will receive a confirmation E-mail from PLIPDECO's personnel acknowledging receipt and subsequent approval of the request/availability of space to provide service for the specific square footage over the requested period.

For Break Bulk Cargo, the customer has the option to utilize PLIPDECO's cargo handling services (equipment and labour) or to provide their own equipment and labour. Any labour and equipment to be used by the customer must obtain permission from Manager Cargo Handling and Junior Manager, LCL Warehouse to enter and work in the facility.

This E-Mail will be printed in triplicate by PLIPDECO and presented to PLIPDECO's Security at the OSF Warehouse in anticipation of arrival.

All requests will be acknowledged between the hours of 7:00 a.m. and 2:45 p.m.



5.0 DELIVERY AND COLLECTION OF BREAK BULK CARGO TO THE FACILITY

5.1 OPTION #1 (Customer responsible for equipment and labour)

5.1.1 DELIVERY OF BREAK BULK CARGO TO FACILITY

- (i) The Customer's Truck Driver (and the approved equipment and labour for handling the cargo) will approach the OSF gate and press the buzzer.
- (ii) The Truck Driver must provide the following to the Security Officer in order to gain entry to the facility;
 - DRIVER'S PERMIT INFORMATION
 - CONFIRMATION EMAIL FROM PLIPDECO FOR STORAGE OF CARGO AND APPROVAL OF LABOUR AND EQUIPMENT
- (iii) A Clerk (PLIPDECO) will be assigned to receive the cargo.
- (iv) The Clerk shall verify the Break Bulk Cargo, Equipment and Labour against the documentation identifying the cargo to be received and details on the BBSF request.
- (v) The cargo will then be offloaded with the customer's equipment and labour.
- (vi) The Clerk will complete section #2 of the BBSF form and generate a tally based on visual confirmation.
- (vii) Once the task/shift is completed the customer representative must endorse the tally sheet as confirmation of a successful transaction. The tally sheet and a copy of the online request are forwarded to the invoicing personnel for billing purposes.
- (viii) A copy of the completed BBSF form is given to the driver.

5.1.2 COLLECTION OF BREAK BULK CARGO FROM FACILITY

- (i) The Customer's Truck Driver (and the approved equipment and labour for handling the cargo) will approach the OSF gate and press the buzzer.
- (ii) The Driver must provide the following to the Security Officer in order to gain entry to the facility;
 - DRIVER'S PERMIT INFORMATION,
 - A COPY OF THE BBSF FORM
 - PROOF OF PAYMENT/ RECEIPT



- (iii) The assigned Clerk (PLIPDECO) shall verify the Break Bulk Cargo, Equipment and Labour against the details on the BBSF request.
- (iv) The cargo will then be loaded on the customer's truck using their equipment and labour.
- (v) Once the task/shift is completed the Clerk completes section #3 of the BBSF form.
- (vi) A copy of the completed BBSF form is given to the Driver for his signature and the cargo, labour and equipment are allowed to depart.

5.2 OPTION #2 (PLIPDECO provides for equipment and labour)

5.2.1 DELIVERY OF BREAK BULK CARGO TO FACILITY

- (i) The Customer's Truck Driver will approach the OSF gate and press the buzzer.
- (ii) The Truck Driver must provide the following to the Security Officer in order to gain entry to the facility;
 - DRIVER'S PERMIT INFORMATION
 - CONFIRMATION EMAIL FROM PLIPDECO FOR STORAGE OF CARGO AND APPROVAL OF LABOUR AND EQUIPMENT
- (iii) A Clerk (PLIPDECO) will be assigned to receive the cargo.
- (iv) The Clerk shall verify the Break Bulk Cargo against the documentation identifying the cargo to be received and details on the BBSF request.
- (v) The cargo will then be offloaded with PLIPDECO's equipment and labour.
- (vii) The Clerk will then complete section #2 of the BBSF form and generate a tally based on visual confirmation.
- (viii) Once the task/shift is completed the customer representative must endorse the tally sheet as confirmation of a successful transaction. The tally sheet and a copy of the online request are forwarded to the invoicing personnel for billing purposes.
- (ix) A copy of the completed BBSF form is given to the Driver.



5.2.2 COLLECTION OF BREAK BULK CARGO FROM FACILITY

- (i) The Truck Driver will approach the OSF gate and press the buzzer in order to gain entry to the facility;
 - DRIVER'S PERMIT INFORMATION,
 - A COPY OF THE BBSF FORM
 - PROOF OF PAYMENT/RECEIPT
- (ii) The Clerk assigned shall verify the Break Bulk Cargo against the details on the BBSF request.
- (iii) The cargo will then be loaded on the truck with PLIPDECO's equipment and labour.
- (iv) Once the task/shift is completed the Clerk completes section #3 of the BBSF form.
- (v) A copy of the completed BBSF form is given to the Driver and the cargo is allowed to depart.

6.0 PAYMENT

The Customer/Representative must have in their possession the copy of the CCS or BBSF form to present to the Cashier in order to effect payment for the service.

- Payments must be made at either the LCL Warehouse or Port Cashier on the day of intended delivery.
- The cashier processes the payment and prints a receipt for the customer representative as proof of payment.

Payments are to be charged for the month or part thereof (for long term cargo) and daily for short term cargo.

All charges must be paid in full during the following times from Monday to Friday:

- LCL Warehouse from **7:00 a.m. to 3:00 p.m.**
- Delivery Office from **7:00 a.m. to 6:00 p.m.**

Payment can be made via cash, LINX system and certified cheque.



7.0 CONTACT INFORMATION

The Warehouse contact information is:

PLIPDECO Offsite Storage Facility (OSF)

Paria Drive,

Point Lisas Industrial Estate

Couva

Telephone: (868) – 636-2201 Exts. 4344, 4322, 4327 | Direct: (868)-679-2935

E-mail: osf@plipdeco.com

Website: www.plipdeco.com/storage



APPENDIX 1 – CONTAINER/CHASSIS STORAGE FORM

PLIPDECO

Corporate Services Media Contact Us Careers Links PLD: \$3.0

Container/Chassis Storage Form

Note: One form must be completed for each container in your request.
 All requests have to be placed between 7.00 am and 2:45pm.
 The payment rate of USD 8 per day or part thereof and can be paid in advance or prior to removal of the trailer/container. Payments can be made at the port cashier between the hours of 7.00 am to 6.00 pm.

Customer Name*

Customer Address*

Customer Telephone Contact (123-4567)*

Your E-Mail Address*

Hauler Company Name (If different from above)

Hauler Company Address

Hauler Company Telephone Number (123-4567)

Container Origin

Container Number*

Container/Trailer Size*
 (Select One)

Truck Number

Trailer Number

Proposed duration of storage (in days)*

Storage start date: Day Month Year

Storage end date: Day Month Year

Additional Remarks

Name and Designation of requester



APPENDIX 2 – STORAGE OF BREAK BULK FORM

PLIPDECO
 Corporate Services Media Contact Us Careers Links
 PLD: \$3.00

Contact Us

- How to Reach Us
- Emergency Service
- Hotline Service
- Report an Incident
- File a Complaint
- File a Claim
- LCL WebTracker Access Request
- FCL Service Request
- OSF - Container Chassis Storage
- OSF - Break Bulk Storage

Storage of Break Bulk Form

Note: One form must be completed for each request.
 All requests will be acknowledged and processed within between 7.00 am and 2:45pm.
 Payments can be made at the port cashier between the hours of 7.00 am to 6.00 pm.

Company/Customer Name*

Contact Name*

Contact Email*

Contact Phone Number

Truck Number (optional)

Trailer Number (optional)

Quantity of Cargo

Requested square footage*

Type of Cargo (hazardous)

Delivery date to BSSP
 Day Month Year

Proposed duration of storage (in days)*

Storage start date
 Day Month Year

Storage end date
 Day Month Year

Pickup date from BSSP
 Day Month Year

Additional Remarks:

Name and Designation of Requester

