



I. OBJECTIVE

Clearly establish with the customers, the guidelines of the Berth Windows and cargo cut off.

II. SCOPE

Operations BICT and Shipping Lines – Container, Ferry/RORO vessel operations

III. DEFINITIONS AND NOMENCLATURES

1. **ETA:** Estimated Time of Arrival
2. **ETB:** Estimated Time of Berthing
3. **ATA:** Actual Time of Arrival
4. **ATB:** Actual Time Berthing.
5. **IMDG:** International Maritime Dangerous Goods.
6. **BB:** Break Bulk.
7. **OOG:** Out of Gauge.
8. **Cut off:** Court for the entry of cargo from one ship to the terminal.
9. **LAR:** late arrival of the cargo

IV. DESCRIPTION OF THE ACTIVITIES

1. The priority of the vessels will be determined by a berth window system, which is agreed with the Shipping Lines on a monthly basis. Those who have a berth window will have the berthing priority within the agreed window schedule. The activities in this document are part of the Terminal Service Standard Trading Conditions.
2. The berth Windows belong to the service to vessels and not to the Shipping Line, in other words the Shipping Line will not be able to use the window of a service with another Vessel of the same Shipping Line. Will only evaluate to authorize replacement of vessel in case of force majeure (as long as it is of the same service), duly justified and approved by BICT without affecting another existent window.
3. The vessel's time of arrival (ATA) the berth window agreements and the type of vessel will be the criteria that determines the priority in the assignment of the Port Terminal infrastructure.

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		Reference	Order #106/19 from August 12, 2019

4. The arrival notice, must be sent via email, by the Shipping Line to BICT with a 72 hrs. of anticipation. Then, update ETA with the following frequency 48 hrs. 36 hrs. 24 hrs. 12 hrs. 6 hrs.
5. The vessels that arrive with a four (4) hours delay after the beginning of its berth window will lose its berthing right unless there is a previous acceptance from BICT. Also, in case it arrives within the first four 4 hours of the window but there is a possibility of affecting the next window (that belongs to another Shipping Line) must make an agreement between the parties involved (written agreement) about the operation to perform and both notify to BICT, otherwise the previously stipulated windows will be applied.
6. The LAR units only 5 % of the full cargo total per Vessel will be accepted as late arrival as long as BICT receives an anticipated list of late arrivals. This list must include unit numbers, weight, port of discharge, container type, particular characteristics (IMDG-OOG-BB, temperature, humidity, etc.), if it is refrigerated or dry and must be sent by the Shipping Line that operates the Vessel to BICT Planning, and Operations Management, 24 hrs. before the vessel arrival (and based on the assigned regular window). The cargo that is not notified or that is not available on time will not be entered, loaded-accepted and will only entered if it's advised for a new later vessel-voyage. All the cargo included in the list sent 24 hrs. before must have a position on board notified by the coordinator of each Shipping Line (without exception).
7. In all the cases this times refer to the containers entered into the Terminal and not in the line outside the terminal.
8. If a unit requires to be directly loaded after the Vessel is berthed, it must be evaluated and formally approved/rejected by BICT Planning area with BICT Operations Management on copy. Case by case will be evaluated, subject to impact in the operation, the quantity must be extremely minimum and duly justified by the Shipping Line with documents. To analyze the Shipping Line request must be sent by email to BICT planning and Operations Management on copy. In case the request is approved BICT will formally confirm by email to whom it corresponds.
9. The mentioned cut off for the different types of cargo and the lists are based on the ETB of the berth windows, only in cases authorized by BICT will adjust to the ETB modified and authorized.
10. BICT will not be responsible and will apply equally the regulation at any delay that may arise from the mooring/unmooring service (services to the vessel). The

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previous is executed between the Shipping Line and supplier of the services to the vessel. Only documented exceptions will be evaluated and previously agreed formally between the involved/affected parties (Shipping Lines that suffer any inconvenience and Shipping 3 Berth Window Conditions Version 1 Reference Order #106/19 from August 12, 2019 Lines that have later windows that could be affected). BICT will evaluate the scenario to authorize or reject any type of exception, which will not necessarily affect the previously established CUT OFF.

11. BICT will facilitate changing/updating the berth Windows in case it occurs and are duly authorized, after consulting and communicating with the Shipping Lines involved.
12. The different Shipping Lines are responsible of performing a direct follow up with BICT regarding modifications to the berth schedules contacting the correspondents 24/7.
13. The minimum compliance movement average rate for each Line Operator is 85% of the total moves agreed on the berthing window confirmation.
14. BICT and Shipping Lines will review the berth Windows every three (3) months with the intent to evaluate compliance of the windows by the Shipping Line as well as the operational parameters (cargo volumes, routes, etc.) of the Shipping Line. Also will verify the cargo volumes, Vessel types, performance history, considering available resources. Those Shipping Lines that fail to comply, in more than three (3) consecutive occasions and/or with the minimum movement average (85%), will lose their berthing window priority.
15. The vessels that don't have a berth window, will berth according to the arrival order, berth availability and previous BICT approval.
16. The general berth priority order is: 1. Vessels with berth window. 2. Vessels without regular window. 3. All other according to their arrival date, time and berth availability depending on the type of vessel and/or cargo. BICT reserves the right to change the priority of the vessels, due to justified cause according to the Port Rules
17. If there is a fortuitous majeure force event, it will be notified by BICT Planning, causing the berth Windows to be change. BICT will evaluate the situation with an equal treatment and will notify, the Shipping Lines by email, the new berth window schedule.

 Batumi International Container Terminal LLC <small>An ICTSI Group Company</small>	Berth Window Conditions	Version	1
		Reference	Order #106/19 from August 12, 2019

18. BICT will notify the estimated finalization time of the operations of each vessel, also the Shipping Line must check with BICT, periodically during operations, the finalization of the operations. If there are any changes, the Shipping Lines will coordinate with the port authorities, pilots, tugs and lineman as it corresponds. There will be a tolerance of 1 hour (last line) for the unmooring of the Vessel after the 4 Berth Window Conditions Version 1 Reference Order #106/19 from August 12, 2019 finalization of the operations, any other delay will be subject to claim and extra costs for the vessel-Shipping Line. Only BICT will be able to authorize exceptional and documented cases not applying fee.
19. The final berthing position will be assigned by BICT and can be modified in berth section as BICT determines, based on the different scenarios that occur.
20. BICT will determine and notify the assignation of operational resources, based on their availability, berth window agreements, Vessel types, cargo composition, cargo split and/or specific scenario while berthing, being able to modify their assignation.
21. Every communication with BICT regarding berth windows must be send by email to the following addresses: Planning@bict.ictsi.com; Operations@bict.ictsi.com also, in case immediate assistance is require due to modifications, the Shipping Lines must communicate with the person responsible of berth Coordination by telephone after having sent the message by email to avoid delays in the assistance of these cases.

Notes:

1. This procedure can be modified by BICT at any moment always giving an equal treatment and aiming to improve its application, informing with anticipation the different involved actors.
2. The usage of the Berth Window conditions to particular line vessel is the exclusive sole discretionary power of the BICT and the decision of providing Berth Window will be made on basis of the consideration of the different factors influencing the process of the berth operation in case of usage of the Berth Window.