



**POLICY AND GUIDELINES FOR MANDATORY WEIGHING OF LOADED
OUTBOUND FOREIGN CONTAINERS VANS**

28 February 2008

CPA Administrative Order No.01-08
Series of 2008

**TO : All Department, Division Managers, Shipping Lines
and Others Concerned**

**SUBJECT : Mandatory Weighing of Outbound Foreign Container
Vans**

Pursuant to the provisions of R. A. 7621, the General Port Rules and Regulations (GPRR) of the Cebu Port Authority, the Philippine Dockwork Health and Safety Standards and to ensure the safe handling of containers, the following policy and its implementing guidelines, on the mandatory weighing of outbound foreign container vans to be loaded the CIP, are hereby prescribed:

Section 1. Statement of Policy

It is hereby the declared policy of the Authority that all loaded outbound foreign container vans shall be required to undergo weighing process to ensure its safe handling, safety of workers and equipment.

Section 2. Coverage

This mandatory policy covers only loaded outbound foreign container vans to be loaded at the Cebu International Port (CIP).

Section 3. Guidelines

The following guidelines are hereby prescribed:

- 3.1. Cargo agent/representative upon application for entry permit of containers bound for CIP, shall observe the same documentary process/flow and submit to the Authority the prescribed export documentary requirements for foreign cargoes and this time with copies of the Weight Slip/Receipt (WS/R) duly issued by the CPA licensed/accredited Weighing Service Provider, attached;
- 3.2. The Weight Slip/Receipt shall contain among others, the following information:
 - 3.2.1 Truck Plate Number
 - 3.2.2 Trucking Company
 - 3.2.3 Container Van Owner
 - 3.2.4 Container Number
 - 3.2.5 Container Weight
- 3.3. After verification and validation, all copies of the Weight Slip/Receipt shall be stamped with "Checked and Verified" by the CPA-CIP Cargo Control Officer;
- 3.4. The duly approved entry permit together with the validated WS/R shall now be presented to the next CPA control station (CIP Main Gate) for appropriate action;
- 3.5. Duly approved copies of the WS/R shall be retained at the following CPA Control Stations:
 - 3.5.1 CPA-CIP Cargo Control Section
 - 3.5.2 CIP Main Gate

Section 4. No Weight Slip/Receipt, No Entry

No outbound loaded foreign container van shall be allowed entry into the CIP without a duly validated WS/R.

Section 5. Responsibility of Concerned Personnel

- 5.1. CPA-CIP Cargo Control Officer
 - 5.1.1 Receives application for Entry Permit together with the prescribed documentary requirements including the WS/R from the cargo agent;
 - 5.1.2 Checks and verifies all submitted documents. If all are found in order, stamps "ENTRY GRANTED" on the appropriate export document and "CHECKED AND VERIFIED" on the WS/R;
 - 5.1.3 Retains file copies of export documents including a copy of the WS/R for future reference and consolidation; and
 - 5.1.4 Returns the processed documents to cargo agent.

5.2 CIP Main Gate – The Gate Guard on duty shall perform the following:

- 5.2.1 Receives the duly approved export entry permit and other documents from the cargo agent and checks if the same are in order and further cross-checks if the data in the documents match the container to be entered;
- 5.2.2 If in order, retains copies of the entry permit and the WS/R, returns other documents to the cargo agent;
- 5.2.3 Allows entry of container van; and
- 5.2.4 At the end of the shift, submits all collected documents to the CPA-CIP Cargo Control Section for reconciliation.

5.3 CY Receiving Checker (OPASCOR)

- 5.3.1 Upon receipt of a container van at the CY, the OPASCOR checker on duty shall record the weight of the container as reflected on the WS/R in the Receiving Tally Sheet;
- 5.3.2 Checker/Dispatcher shall inform the shore crane operator of the specific details on weight, size, etc. of each container to be loaded for its safe handling; and
- 5.3.2 The checker shall furnish the ship's receiving Officer with a copy of the Receiving Tally Sheet for proper stowage planning.

Section 6. Separability Clause

Should any provision of this Order be declared illegal or unconstitutional by any court of competent jurisdiction, those provisions to which such declaration does not apply, shall remain in full force and effect.

Section 7. Repealing Clause

All Orders, Circulars, Memoranda, guidelines, rules and regulations inconsistent herewith, are hereby repealed or modified accordingly.

Section 8. Effectivity

This Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation.



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