

PROCEDURE FLOWCHART

SOLAS –OVERALL PROCEDURES (Shipper, Ship Agent, Marine Department & Port)

Responsibility	Process/Activities	Interface
Shipper	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Register with Marine Department (MD)</div>	MD
Shipper	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Request to ship goods</div>	Ship Agent
Ship Agent	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Verify Shipper's Registration with MD</div>	Shipper
Ship Agent	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Registered?</div>	MD
Ship Agent	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Issue Shipping Order (S/O) with EGM*</div>	Shipper
Shipper	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Any signed VGM?</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Bring container with S/O (EGM*) + Copy VGM to the port</div>	Port
Port	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Port stacks container in the C/Yard</div>	Haulier
Ship Agent	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">(1) Receive signed VGM (2) Verify shipper's signed VGM</div>	Shipper
Ship Agent	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Apply for weighing in Port</div>	Port
Haulier	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Bring Container to Port with S/O (EGM*)</div>	Port
Weighbridge Clerk	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">(1) Weigh container (2) Handover Weight Ticket</div>	Haulier
Shipper	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">(1) Submit Port Weight Ticket and (2) Submit signed VGM to Ship Agent</div>	Ship Agent
Port	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">(1) Prepare Stowage Plan (2) Submit Load List with stated VGM to Port</div>	Port
Port	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">(1) Receive Load List with stated VGM (2) Receive Load Sequence (3) Load containers as per Load Sequence</div>	Ship Agent

EGM* = Estimated Gross Weight

VGM = Verified Gross Mass