

Ref: 001/07/18/CEO  
Date: 25 July 2018

## THE PRODECURE OF DANGROUS GOODS HANDLING

**To: Valued Customer**

Please be aware that all DG cargo handling in terminal must follow vigorously to the Ministry of environment and Climate Affairs (MECA) regulations. All parties including liners, consignee and their representatives are required to adhere all the requirements without any exemption, or else shall be subject to persecution.

To avoid violating the MECA regulation, please follow the below guidelines:-

### Application to handle Import DG container:

**(A) Document sets (with same container ID)**

1. Material Safety Data Sheet (MSDS)
2. DG Permit
3. Manifest
4. Delivery Order

**(B) Submission channel and Time line of submission**

1. Email to: [imdg@oict.com.om](mailto:imdg@oict.com.om)
2. Three days prior to vessel arrival

**(C) OICT Approval / Rejection of handling**

1. OICT Team shall evaluate the documents mentioned in (A) and (B)
2. OICT shall issue Reference Number via email for the request accepted (or) Issue Rejection Notification with valid reasons.

Import DG container which are prohibited to store in terminal requires directly delivery (IMPORT HOT BOX). OICT shall handle the approved IMPORT HOT BOX on the condition that immediate police escort is available to leave the terminal. Any discharged IMPORT HOT BOX failed to leave terminal 30 minutes before vessel completed operation shall be load back onto vessel. OICT shall charge vessel operator for the re-stow handling.

**Application to handle Export DG container:**

**(D) Document sets**

1. Material Safety Data Sheet (MSDS)
2. Export Booking Number
3. Container Number
4. Packing List

**(E) Submission channel and Time line of submission**

1. Email to ([imd@oict.com.om](mailto:imd@oict.com.om))
2. Booking Number, MSDS and Packing List: Two Days Prior Gate in.
3. Container Number: 24 Hours Prior to Gate In.

**(F) OICT Approval / Rejection of handling**

1. OICT Team shall evaluate the documents mentioned in (D) and (E)
2. OICT shall issue Reference Number via email for the request accepted (or) Issue Rejection Notification with valid reasons.

Export DG container which are prohibited to be stored in terminal, requires direct loading (EXPORT HOT BOX). OICT shall handle the approved EXPORT HOT BOX on the condition gate in basis direct loading.

This circular letter shall be effectively exercised starting from **05<sup>th</sup> Aug 2018**. All shipping lines are required to follow aforesaid guidelines with strict compliance.

\*\*\*Shipment originated from Jebel Ali, Khorfakkan, Abu Dhabi, Sharjah and Iranian ports will be exempted from aforesaid documents submission dead line of three days and such cases will require to submit all documents twenty four hours prior to vessel arrival.

Thanking You,



Albert Pang  
Chief Executive Officer

