



**FACT SHEET 03/98**

**November 1998**

**TERMINAL REEFER PROCEDURES**

**INFORMATION FOR SHIPPERS, PACKERS, SHIPPING LINES  
AND THEIR AGENTS**

The following procedures have been formulated taking into consideration the requirements of various Shipping Lines and Agents. These should not be construed as being the only requirements of Shipping Lines, who may vary their demands depending on circumstances prevailing at that specific port or other internal arrangements.

These guidelines are to be used in conjunction with local conditions and work practices. Any anomaly between Local Occupational Health & Safety and/or Labour Practices and these procedures should be brought to the attention of the Shipping Line's Representative.

**1 Receival**

The following checks are to be made by the Terminal on receipt of a container for **Export** and any anomaly or non conformance are to be communicated to the Shipping Line's Representative immediately.

- A Ensure that the information contained in the Export Receival Advice (ERA) and the corresponding settings and markings on the container are identical. Checks should include the following:
  - i. Container Number
  - ii. Set Point Temperature
  - iii. Ventilation Setting (to be stated in M<sup>3</sup>/hour)
  - iv. Humidity Control Setting (% or Off) – if applicable
  - v. Controlled Atmosphere Setting – if applicable
  - vi. Container Security Seal
  - vii. Partlow Chart/Sticker details are filled in correctly
  - viii. Physical container damage check/Equipment Interchange Inspection

B Reefer Plug checks to include:

- i. Engaging Pin (Safety Pin) present
- ii. Plug/cable earth leakage check
  
- iii. Plug in and running check

Containers received for **Export** and containers discharged from the vessel (**Import** containers) are to be placed on power in the Terminal **as soon as possible** and in any event no later than:

Hard Frozen Cargo	:	60 minutes
Chilled Cargo	:	30 minutes

Containers requiring special treatment shall be handled in close coordination between the Terminal, Shipping Line's Representative and the Vessel.

## 2 Temperature Setting

For **Export** cargo, as a rule, temperatures\* should comply with information in the *Reefer Container List*. It is also important to correlate the information in the *Reefer Container List* with the ERA. Clarification should be sought from the Shipping Line's Representative if there is any variance of temperature provided by a Shipper.

For **Import** cargo, the temperature\* will be as per the Import Bay Plan information, which must be correlated with the Shipping Line's discharge manifests. The Shipping Line's Representative should be informed immediately if the set point is in variance with the temperature of the cargo discharged from the Vessel.

As a guide: if the temperature variance is greater than + 3°C for Hard Frozen cargo and greater than + 0.5°C for Chilled cargo.

\* Please note that not all reefer machinery is designed to control **supply air** temperature in the chilled mode and **return air** temperature in the frozen mode.

Reefer containers are **not** to be off power between the reefer stack and plugging in onboard (or off power onboard to plugging in at the reefer stack) in excess of the time shown in 1.

Strict liaison is to be maintained between the lashing gangs and the ship's electrician to ensure that these tolerances are met. The Terminal is to immediately advise the Vessel and Shipping Line's representative if this limit is exceeded.

## 3 Monitoring

Delivery and Return Air temperatures are to be recorded when the container is first connected or reconnected to power, then at intervals of not more than twelve (12) hours.

Temperature logs are to be faxed/electronically transmitted to or made accessible to the Shipping Line's Representative on a daily basis.

**4 Machinery Faults**

Any machinery fault, alarm or malfunctioning requiring attention by the responsible Reefer Servicing Contractor should be notified to the Shipping Line's Representative immediately.

**5 Advice to the Vessel**

Before or on arrival alongside of the vessel, but no later than the commencement of cargo operations, Terminal Staff/Ship's Planner is to provide the Master/Shipping Line's Representative with a complete discharge sequence of Reefers. This is in order to direct the Ship's electrician to coordinate unplugging ahead of the discharging/unlashing sequence. The vessel is to be kept informed of any alterations to the sequence and timing.

**6 Delivery to Consignee**

When the container is delivered to the transport, the Partlow Chart(s) is (are) to be removed for on passing to the Shipping Line's Representative.

**7 Re-stow/Transshipment Cargo**

The Partlow Chart is required to remain with the unit and is not to be handled by the Terminal during re-stowage or transshipment. Off power limitations, Monitoring and Machinery Faults appearing in (1) above are applicable to Re-stow and Transshipment containers.

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