



KAMARAJAR PORT LIMITED


(A company of Chennai Port Authority)


(Ministry of Ports, Shipping and Waterways – Government of India)

STANDARD OPERATING PROCEDURE FOR GATE-IN/GATE-OUT OF MATERIALS AT KPL.


Procedure for Materials Gate-in & Gate-out:


1. The materials pertaining to all the Terminals shall be permitted to Gate-in/Gate-out based on the approval by the Traffic department.
2. The materials pertaining to construction/maintenance works and others if any carried out by KPL shall be permitted to Gate-in/Gate-out based on the approval by the concerned department (Civil/Project/Marine/Operations/Finance) of KPL. Signature of the authority should be matched with the List of specimen signature provided by KPL.
3. The Ship stores supply items shall be permitted to Gate-in based on the approval by the Traffic department subject to Customs clearance. All stores to be thoroughly checked per day and compared with supporting documents. At least one consignment of stores per day to be unloaded on vessel in the presence of security personnel.
4. The materials pertaining to Ship repair activities shall be permitted on returnable/non returnable to Gate-in/Gate-out based on the approval by the Traffic department subject to Customs clearance.
5. The materials required for Hot work activities (i.e. welding items & oxygen cylinders) shall be permitted to Gate-in/Gate-out based on the approval by the Traffic department subject to concurrence received from HSE division of KPL.
6. The duly filled in Material Pass Application (Sl.No. 1 to 5) signed by authorized signatory of the Company shall be forwarded to the concerned department of KPL through email. The concerned department of KPL approves the Material Pass Application and forward to CISF through email for Gate-in/Gate-out of the materials.
7. Upon receipt of KPL approval through email, CISF shall permit the materials to Gate in/Gate out after due verification.
8. The company's authorized by concerned department of KPL shall directly submit the Material Pass Application to CISF. In such case, the duly filled in Material Pass Application signed by authorized signatory of that Company shall be permitted to Gate-in/Gate-out by CISF personnel after due verification.


29/05/22
Liberty Commandant
CISF Unit, KPL,
Ennore - 600 120

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कामरजर पोर्ट लिमिटेड
KAMARAJAR PORT LIMITED

9. The entry/exit of materials to Port Administrative office, Customs & Immigration building, Container Truck pre parking yard, Garbage yard, Canteen, KPL Guest house and CISF Barracks shall be verified by the CISF personnel posted at Main Gate.
10. The entry/exit of materials to all the Terminals shall be verified by the CISF personnel posted at New Gate complex.
11. Material Pass Application can be downloaded from KPL website.
12. The import/export cargoes handled at KPL are exempted to comply with the material pass procedures. Apart from the import/export cargoes handled at KPL, all the material entry/exit to and from the port shall be permitted using the material pass application duly approved by the concerned department of KPL.
13. In coming returnable material pass requesting company shall indicate the period of material to be returned. If the material returned beyond the mentioned period, Concern Company should complete the formalities of getting approval from KPL management & CISF for taking material outside of the port.
14. If the incoming-non returnable material having any issues like rejection/repairing purpose/excess issue or if any should take permission from KPL & CISF to Gate out the material from port.


04/05/22
Deputy Commandant
CISF unit, KPL
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CISF Unit, KPL
Ennore - 600 120


29/5/2022
Chief Manager (Traffic)
KPL
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