



North America Terminal Receiving & Loading Criteria for NYK RORO cargo

General:

Please use the below criteria when receiving and loading RORO cargo in/at your terminal on behalf of NYK Line (NA) Inc.

NYK Line endeavors to assure the safety and security of all cargo, crew, longshore personnel and vessels. NYK Line is committed to meeting all national and international regulations regarding safety and security as well as environmental protection. This guideline provides NYK Line expectations for cargo screening prior to acceptance for loading to NYK Line vessels.

NYK reserves the right to accept or reject auto nonrunners, based on respective trade lane. All nonrunners received at terminal will be stowed as such on an alternate deck.

Self-propelled cargo, whether Autos or High/Heavy, should be operating under its own propulsion. On the day of loading, mechanical assistance cannot be guaranteed beyond conventional battery jump starts or refueling. This is the case for all ports NYK is handling cargo (loading, transshipment, discharge).

If technical issues are experienced in the port of loading, shipper/consignee must ensure technical assistance is arranged at the port of destination, and any transshipment ports, following permission from NYK.

Cars, SUV's, and Vans: (self-propelled)

- Four wheels with four fully inflated tires.
- Properly running engine. Engine must be able to start on own, whether with quick jump-start or refueling only.
- Properly functioning transmission. Unit must be able to operate in forward and reverse.
- Properly functioning brakes and steering unit.
- No leaking oil or fluids.
- Fuel tank must be less than $\frac{1}{4}$ full.
- Fully intact windshields and windows. No broken glass in unit.
- Driver seatbelt must be intact and fully functioning.
- If equipped, airbags must be intact, not deployed.
- There must be no visible signs of blood, bodily fluids.
- No personal effects are to be left in the vehicle.
- All federal, state, and local license plates and registration stickers must be removed from the unit prior to receiving at the terminal.

High/Heavy Units and Motorcycles / ATV's:

- If equipped with wheels, all wheels must be intact with fully inflated tires.
- If equipped with tracks, all tracks must be intact, fully functioning, and clean of debris.
- Tank trailers or tank trucks must have a clean certificate, certifying that tank is empty and clear of fluid and/or gas.
- Properly running engine. Engine must be able to start on own or with quick jump-start only.
- Properly functioning transmission and hydraulic systems. Unit must be able to operate in forward and reverse.
- Properly functioning brakes and steering unit.
- All high/heavy other than trailers, must run under own power, unable to tow, lift onto vessels. Please refer to self-propelled cargo.
- No leaking oil or fluids.
- Fuel tank must be less than $\frac{1}{4}$ full.
- Fully intact windshields and windows. No broken glass in unit.

- All safety equipment used during normal operation of unit must be intact and fully functioning, including but not limited to **seat belt, roll-cage and/or safety bar, emergency shut-off or fuel cut-off switches, etc.** **Please contact NYK if cargo is delivered in a “stripped down” mode (e.g. cab, equipment, etc., is shipped separately and not intact).**
- Piggy Backed Cargo (two truck heads as one move) is accepted as long as the two units are properly attached with an appropriate connection.
- Loaded or stuffed trailers/trucks are accepted but must be accessible for content and safety inspection. Additional lashings to be applied as required.
- There must be no visible signs of blood or other bodily fluids.
- All federal, state, and local license plates and registration stickers must be removed from the unit prior to receiving at the terminal.
- Please include a NEW or USED description of such cargo upon receipt in terminal and recorded into respective tracking system. This will assist us in identifying potential risk cargo (USED) and assist in evaluating stowage position on board vessel.
- Motorcycles with 2 wheels, must be secure to a skid or pallet and handled as static for safety reasons.
- ATV's with more than 2 wheels may be driven

Static Cargo: (fork-lift and Mafi cargo)

- Units must be able to be safely handled with standard fork-lift equipment. If other equipment is required, please contact NYK RORO Operations staff to help coordinate delivery as per your terminal contract with NYK.
- Crates/static cargo should be packaged and labeled properly. Port of discharge, shipper/consignee, number of pieces, id numbers.
- Crated cargo must have center of gravity, dimensions, weight, and handling instructions properly marked. This is to insure safe storing and handling.
- Packaged cargo must be secured inside its crating/package to ensure contents do not move or shift while handling. Both in port and on vessels.
- Crates over 10MT must have securing points directly to the unit for all four sides. Access panels should be available also to afford additional lashing points to contents inside the packaging. Please contact local Ops staff if not.
- Lashing and lifting points should be clearly visible or marked in order to avoid damage to unit when lashing on board the vessel.

Military Cargo Acceptance:

- NYK MAY ACCEPT military or military looking cargoes on case by case basis providing authorization is given from NYK. Booking must be confirmed prior to cargo delivery to terminal. In the event cargo is consigned to a military or government, AND/OR looks military in nature (i.e. camouflage print, color, etc...) NYK RORO point of contact should be notified.

Dangerous Cargo:

- No IMDG cargo of any type shall be received for export onto NYK RORO vessels (e.g. pressurized gas, hazardous chemicals, or biohazard materials other than fuel oils and lubricants used during normal operation of the unit). Prior to delivery and receipt, any used cargo that formerly did carry hazardous materials (i.e. fuel trucks, tank trucks, or chemical sprayers) must have a certificate of inspection stating that the unit is clean and safe for marine transport. Please contact the RORO Operations point of contact in the event such DG is delivered to a terminal. Prior to delivery and receipt, any used cargo that formerly contained hazardous materials (i.e. fuel trucks or chemical sprayers) must have a certificate of inspection accompanying the unit certifying that the unit is clean and safe for marine transport. All IMDG placards should be removed.

All Cargo:

- All cargo must be clean on the exterior and interior prior to receipt/handling by NYK. Contaminated cargo will be rejected until the customer will arrange for units to be free of dirt, concrete, mud, plant and insect matter, etc...
- All cargo must be free of trash and debris on the inside prior to receipt. Cargo will be rejected unless customer will arrange for units to be cleaned out prior to loading. Cargo should be generally clean all around the exterior. Any material contained upon or within cargo will be considered contraband/ contaminated and subject to regulatory enforcement.
- No cargo of any type shall be received if it contains dangerous goods (e.g. pressurized gas, hazardous chemicals, or biohazard materials other than fuel oils and lubricants used during normal operation of the unit).
- Unless otherwise instructed by NYK RORO Operations staff, no cargo of any type shall be received with personal items or un-manifested cargo inside the unit. All valued contents, accessories, and/or parts belonging to units must be declared and listed on Dock Receipts to ensure proper care, documentation and safety.
- Keys for all locked compartments (e.g. storage boxes, battery compartments, toolboxes, etc.) must be available and kept with the unit when the unit is received at the terminal. This includes any keys for external padlocks. If requested by the customer, these keys can be kept separate from the unit at the terminal and delivered to the Chief Officer when loaded onto the vessel. NYK accepts no liability for damage to or loss on contents of cargo as result of government inspection.

All Cargo Securing Material:

- All cargo securing material must be certified free from pest and or plant contamination.

Cargo Measurement:

- Measurement accuracy is imperative in determining the amount of space necessary to safely stow, handle, and freight cargo. This process will include the greatest overall values including antennas, spare tire, ladders, boat out-drives, trailer tongues, side mirrors, exhaust stacks, air-conditioning units, boat swim platforms etc... Cargo is measured in its "transportation mode configuration" (the configuration that cargo is stowed on our vessel). Cargo measuring is done at port of loading prior to vessel loading, by an authorized surveyor, tally company or designated terminal personnel. The metric system is used for all cargo measuring, recording and reflection on bills of lading. Should a measurement discrepancy arise between booked measurements and measurements taken prior to loading customer should contact their Customer Service representatives. If customer is not in agreement with these measurements, you may request a remeasurement/joint measurement prior to vessel sailing or upon arrival at discharge port. If this remeasurement confirms the measurement taken at port of loading, all associated costs for remeasurement are for customers account.

Dock Receipts:

- The dock receipt either accompanies the cargo when it is delivered to the pier or is emailed or faxed to the stevedore at the pier receiving the cargo. The document's function is to instruct & advise the terminal of the disposition of cargo (i.e. where it is to be shipped, what vessel to load, when it is to be loaded, etc). The Dock receipt is surrendered to the shipping terminal. Measurement in metric format on the dock receipt will be verified by the shipping terminal. All information must be legible on the Dock Receipt prior to cargo acceptance at Marine Terminal. The D/R should contain same information that will be shown on the Shipping Instructions (B/L Master) that customer will provide to the Ocean Carrier for manifesting purposes.

Please find the D/R field requirements below:

1. Shipper
2. Consignee
3. Forwarder
4. Notify Party
5. Vessel/Voyage Number
6. Port of Loading (no abbreviations or acronyms)
7. Port of Discharge (no abbreviations or acronyms)
8. Booking Number
9. Cargo commodity description
10. Vin Number(s) or Serial number(s)
11. Number of units or pieces
12. Gross weight of each (in Metric Tons)
13. Dimensions or CBM's (in Metric format)
14. Marks & Numbers
15. IT Number (if cargo In Transit)

If there are any questions or concerns regarding these criteria and/or cargo being received at your terminal, please contact NYK RORO Operations at the following group address:

NYKNA.ML.RORO.ECPORTOPS@nykgroup.com,
NYKNA.ML.RORO.WCPORTOPS@nykgroup.com, or at the following numbers:

| U.S. North East & Mid Atlantic | | Office | Mobile |
|--------------------------------|---|--------------|--------------|
| Brian Messano | Regional Operations Manager North East & Mid Atlantic | See Mobile | 410-340-7076 |
| Shawn Burke | Operations/Terminal Manager Newark | See Mobile | 551-482-7892 |
| Corey Sorrell | Operations/Terminal Manager Baltimore | See Mobile | 443-879-4550 |
| Regina Crites | Cargo Care Coordinator Baltimore | See Mobile | 443-469-6910 |
| Jason Berdecia | Cargo Care Coordinator Newark | See Mobile | 201-554-5632 |
| Jesmond Spiteri | Director US East Coast Operations Marine | 201-553-3771 | 917-846-4328 |

| U.S. South East & Gulf | | Office | Mobile |
|------------------------|--|------------|--------------|
| Jason Kirkland | Regional Operations Manager South East & Gulf | See Mobile | 904-618-4531 |
| Benjamin Alexander | Operations/Terminal Manager Jacksonville | See Mobile | 908-322-2763 |
| Trey Redd | Operations/Terminal Manager Freeport & Cargo Care Lead | See Mobile | 904-707-1362 |
| Lorraine Boyett | Cargo Care Coordinator South East | See Mobile | 904-304-4599 |

| U.S. West Coast | | Office | Mobile |
|---------------------|---|--------------|--------------|
| Jack Duesler | Regional Operations/Terminal Manager Pacific South West | 310-547-6226 | 310-780-5571 |
| Bradley Williams | Area Operations/Terminal Manager Pacific South West | See Mobile | 310-347-8781 |
| James Tully | Regional Operations/Terminal Manager Pacific North West | See Mobile | 503-367-2903 |
| Scott Senko | Area Operations/Terminal Manager Pacific North West | See Mobile | 410-627-4706 |
| Capt. Atushi Suzuki | Director US West Coast Operations | See Mobile | 310-780-5538 |

| Mexico City / Central America | | Office | Mobile | Email |
|-------------------------------|--|--------------------|--|--|
| David Colon Esparza | Car Carrier Operations Manager NYK de Mexico | +52 (55) 5002-6004 | +52 (55) 2728-7432 | david.colin@nykgroup.com |
| Sergio Hernandez Sanchez | Senior Operations Coordinator NYK de Mexico | +52 (55) 5002-6021 | +52 (55) 4989-9268 +52 (23) 5104-4738 | sergio.hernandez@nykgroup.com |

| Brazil / Argentina | | Office | Mobile | Email |
|--------------------|---|--------------------|----------------------|--|
| Bruno Rodrigues | Operations & Procurement Manager NYK do Brazil Ltda | +55 (11) 3371-4330 | +55 (11) 9 9308-7519 | bruno.rodrigues@nykgroup.com |

| West Coast Central / South America | | Office | Mobile | Email |
|------------------------------------|----------------|-----------------|-----------------|--|
| Daniel Olivares | WCSA Ro-Ro Ops | +56 32 276 8823 | +56 9 6689-0171 | daniel.olivares@nykgroup.com |

NYK Loaded Trucks and Trailers Guideline

- Cargo loading on a roro piece must be loaded onto a trailer or truck that has no integrity issues and rated to carry the weight of the cargo.
- No truck or trailer is to be overloaded. Over loaded trucks and trailers become a hazard to crew member dock workers, other surrounding cargo and the ship itself.
- This cargo must have its own spot on the truck or trailer where it can be lashed to the truck/trailer and have no obstructions in lashing. If the cargo on the truck or trailer does not have its own spot it is overloaded.
- Each piece of cargo should be lashed on each side, from the trailer to the piece of cargo to counter the extreme forces caused at sea during the worst conditions.
- Cargo pieces on top of a truck or trailer should not exceed maximum weight for which that unit is rated for. If you don't know what the truck or trailer can hold you should not put cargo on top of it.
- If the weight of cargo on the truck or trailer exceeds the weight of the truck or trailer it is overloaded and the center of gravity becomes a clear and present danger.

Loaded Box Trucks

- Cargo pieces should not have other cargo pieces on top of them, for safety concerns.
- Cargo should not be loaded inside or on top of the box truck.
- The only exception where cargo may be loaded inside a box truck is if the cargo is palletized, lashed, and there is visibility to the front of the truck from the back.
- Contents of the pallet must be listed on the dock receipt.
- NYK is not liable for any missing items.
- A weight ticket is required.
- Used tires, Household Goods & Personal Effects may not be loaded.

If your loaded trailer does not look like one in the pictures, or there is confusion, please send pictures that show how the cargo is loaded and lashed sufficiently before sending to terminal to confirm by NYK representative.

Chassis: Should only be loaded with cargo designed for a chassis as it does not have a full platform for loading cargo. Chassis may be stacked max 5 high.



Flat Bed Trailer: Cargo pieces loaded on to flatbed trailers must be lashed down to the horizontal flat base of the trailer. These pieces should not be lashed to any side or vertical parts rising from the base of trailer.



Flat Bed Truck: Cargo pieces loaded on to flatbed trucks must be lashed down to the horizontal flat base of the trailer. These pieces should not be lashed to any side or vertical parts rising from the base of trailer.



Box Truck: Nothing should be loaded inside or on top. Box trucks are not strong enough to hold cargo during sea conditions and do not have sufficient lashing points.



Box Trailer: Nothing should be loaded inside or on top. Box trailers are not strong enough to hold cargo during sea conditions and do not have sufficient lashing points.



Lowboy Trailer: Units should be loaded on the platform section of the trailer and properly lashed down to the trailer. Nothing should be resting on the goose neck section. These trailers must be accepted alone with their own dock receipt as trucks connected to them do not have the capability to properly maneuver for loading the trailer up the ramp and into position.

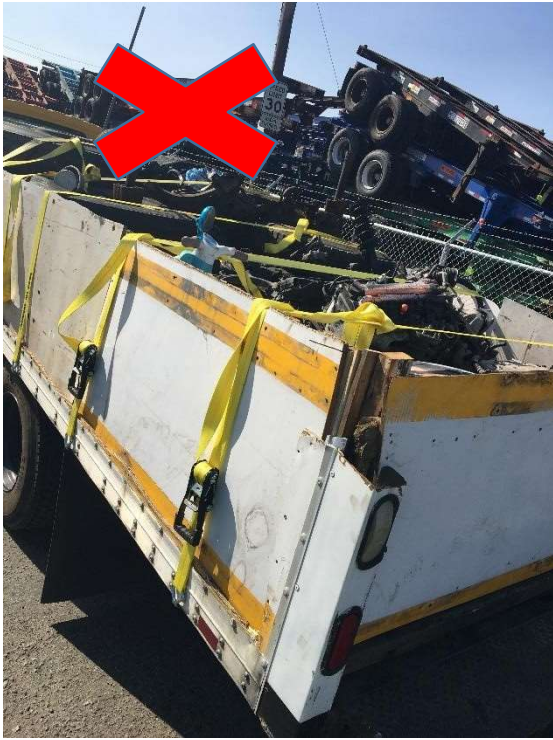


Truck Head: Nothing should be loaded on the back of a truck head other than another truck in piggy backed connection. There are no lashing points and the back wheels are not designed for carrying other cargo.

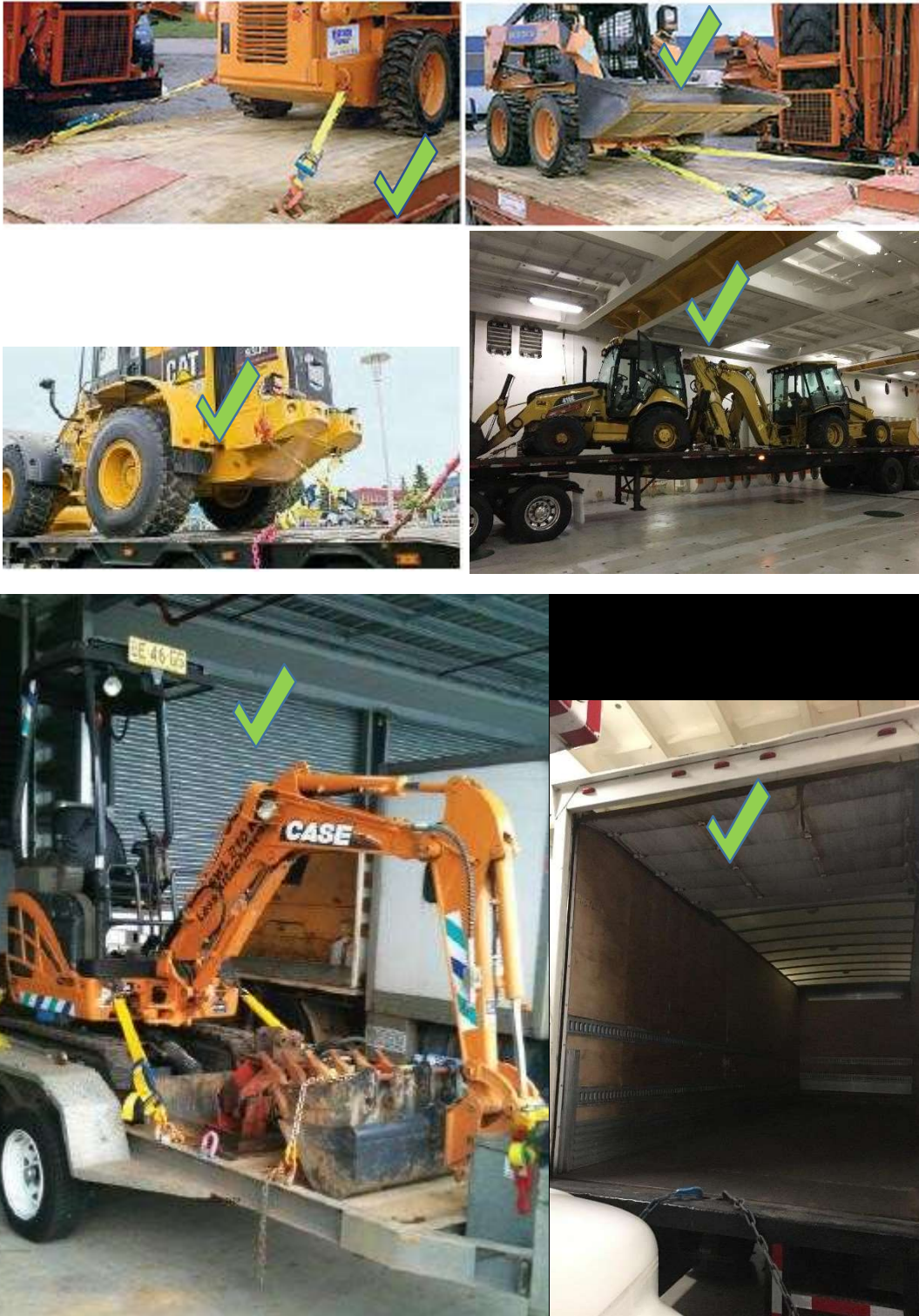


Examples of cargos that will not be accepted.





Examples of cargos that will be accepted.



Lashing cargo reminders

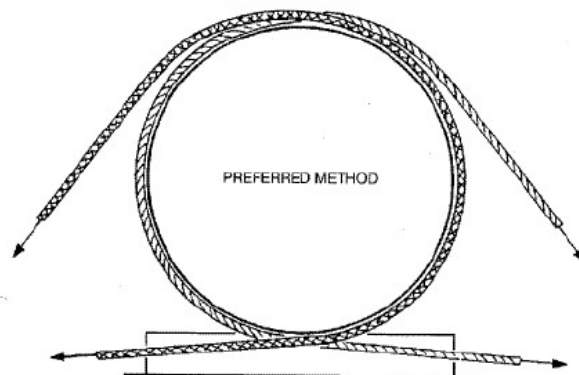
- Lashing should be of sufficient strength on each side compared to the weight of the cargo it is holding in place.
- Any individual cargo piece over 5 tons should have chain lashing.
- Any web lashing over sharp objects should have chafing gear.
- Lashing Should not be obstructed by other cargo on the trailer.

The preferred method would be to lash from a secure lashing point on the trailer or truck to a secure point on the cargo.



If the cargo has no securing point Loop lashing is the next best method.

Lashings – Cargo Without Lashing Points



DO's & DON'Ts LOADED TRAILERS

DO's

- **DO** check the weight of the load to be carried.
- **DO** make sure that the vehicle is capable of carrying the size and type of load.
- **DO** remember that the size, type and weight of the load will affect the center of gravity of the vehicle or trailer.
- **DO** remember each piece of cargo needs its own lashing to the trailer.
- **DO** check the load before moving and whenever items are added or removed.
- **DO** remember that loads can settle and shift during a journey causing lashings to slacken.
- **DO** check the load at regular intervals and after heavy braking or sudden changes of direction.
- **DO** make sure lashings stop any direction of movement and that they can clearly be inspected by personnel on ground when delivering vehicles.
- **DO** put chaffing gear under any web lashing that is tightened around sharp object.

DON'Ts

- **DON'T** put any cargo on top of cargo. It must be on the trailer.
- **DON'T** put more weight of cargo than the maximum allowable weight.
- **DON'T** load the vehicle too high.
- **DON'T** reduce the load on the steered axles by positioning the load too far back.
- **DON'T** put any cargo on truck or trailer without its own lashing.
- **DON'T** take any risks, Safety is number 1 concern for our customers, stevedores, and crew members