Load List and Bay Plan Definitions

September 28, 2020

About this document

This document sets definitions, standards and timelines for the exchange of information between vessel sharing partners in connection with Loadlist and bayplans.
# Table of contents

1 Introduction ........................................................................................................... 4
   1.1 Preface ........................................................................................................... 4
   1.2 Purpose and scope ......................................................................................... 4
2 Scope and process overview .................................................................................. 5
   2.1 Introduction ..................................................................................................... 5
   2.2 Process High level overview .......................................................................... 5
   2.3 Glossary ........................................................................................................... 6
3 Definitions and communication timelines .............................................................. 7
   3.1 Events ............................................................................................................. 7
   3.2 Consolidated Booking Forecast (CBF) ............................................................ 8
   3.3 Preliminary Load List ..................................................................................... 8
   3.4 DG and Special cargo Application & Acceptance ............................................. 8
   3.5 Final Load List ................................................................................................ 8
   3.6 Stowage Instructions ...................................................................................... 8
   3.7 Preliminary stowage plan .............................................................................. 8
   3.8 Dangerous cargo Lists/Manifets ................................................................. 9
   3.9 Final Stowage plan / Partial stowage plan .................................................... 9
   3.10 Containers loaded and discharged ............................................................... 9
   3.11 Terminal Performance Report ..................................................................... 9
4 Templates .............................................................................................................. 10
   4.1 CBF Template ............................................................................................... 10

## Tables

- Table 1: Glossary .................................................................................................................. 6
- Table 2: Events ....................................................................................................................... 7
Figures
Figure 1: Part 1 process map ................................................................. 5
Figure 2: Part 2 process map ................................................................. 5
Figure 3: CBF template ....................................................................... 10
1 Introduction

1.1 Preface
The vision of DCSA (Digital Container Shipping Association) is to shape the digital future of container shipping by being the industry’s collective voice. Together with our members, DCSA works towards alignment and standardisation of IT and non-competitive business practices. Our aim is to move the industry forward by setting frameworks for effective and universally adoptable standards and exploring possibilities for innovation. We are vendor neutral and technology agnostic to enable widespread adoption of DCSA standards.

1.2 Purpose and scope
When preparing port-calls it is essential for the vessel operator to be able to forecast the estimated amount of container moves (load and discharge) in order to estimate the required terminal equipment (cranes etc.) and hence plan the duration of the call. As such the vessel operator depends on receiving timely and accurate information from partners about the volume of containers they intend to load within their allocation.

The purpose of this document is to set standards and timelines for communication within this area based on agreed definitions and processes.
2 Scope and process overview

2.1 Introduction
The document covers the definitions, standards and communication timelines for carriers participating in a Vessel sharing agreement and is initially focused on addressing Inter-regional or deep sea services where participating members share one or more vessels/services between one or more partners.

2.2 Process High level overview

![Figure 1: Part 1 process map](image1)

![Figure 2: Part 2 process map](image2)
## 2.3 Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>In this document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel Operator</td>
<td>The party which provides and operates a vessel under a vessel sharing agreement. The vessel operator is responsible for the planning and execution of the vessel schedule and operations. It is the party that: + Reports the vessel to Port Authorities + Conducts the stowage planning + Aligns berthing with the terminal</td>
</tr>
<tr>
<td>Vessel Operator local agent</td>
<td>The Vessel Operator local agent is the agent of the Vessel operator in a specific port. The agent is responsible for the coordination of operations while the vessel is in port and for advising the VSA partner(s) Local Agent on aspects of the vessel and operations.</td>
</tr>
<tr>
<td>VSA partner(s) local Agent</td>
<td>VSA partner(s) Local Agent means the local agent for the VSA partner(s) in the relevant port of call.</td>
</tr>
<tr>
<td>Terminal Operator</td>
<td>The Terminal Operator is the contractor for a Party’s terminal operations, who is responsible for providing the berths, terminal, and loading and discharging facilities at a port of call.</td>
</tr>
<tr>
<td>VSA Partner</td>
<td>The VSA partner is one of the parties of a Vessel Sharing Agreement.</td>
</tr>
</tbody>
</table>

Table 1: Glossary
3 Definitions and communication timelines

3.1 Events

The below table illustrates what should be communicated by whom, when and in what format concerning cargo volumes and details prior, during and after port call planning and execution. We have so far defined EDIFACT standards, however ANSI X12 standard messages are still being defined. It should be noted that timelines in general are subject to individual negotiations between partners, and the below overview should be seen as recommendations only.

<table>
<thead>
<tr>
<th>Event</th>
<th>From</th>
<th>To</th>
<th>Format</th>
<th>Recommended Latest submission Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consolidated Booking Forecast (CBF)</td>
<td>VSA Partner</td>
<td>Vessel Operator</td>
<td>Excel and COPRAR</td>
<td>5–2 days prior to first load port in the region</td>
</tr>
<tr>
<td>Preliminary Load list</td>
<td>VSA Partner</td>
<td>Vessel Operator</td>
<td>COPRAR</td>
<td>48HR prior to arrival</td>
</tr>
<tr>
<td>DG &amp; Special Cargo application</td>
<td>VSA Partner</td>
<td>Vessel Operator</td>
<td>Email/IFTMBC</td>
<td>48HR prior to arrival</td>
</tr>
<tr>
<td>DG &amp; Special Cargo Acceptance</td>
<td>Vessel Operator</td>
<td>VSA Partner</td>
<td>Email/IFTMBC</td>
<td>Within 24HR of application</td>
</tr>
<tr>
<td>Final Load list</td>
<td>VSA Partner</td>
<td>Vessel Operator</td>
<td>COPRAR</td>
<td>24HR prior to arrival</td>
</tr>
<tr>
<td>Stowage instructions</td>
<td>Vessel Operator</td>
<td>Terminal Operator</td>
<td>MOVINS</td>
<td>12 HR prior to arrival</td>
</tr>
<tr>
<td>Preliminary stowage plan</td>
<td>Terminal Operator</td>
<td>Vessel Operator</td>
<td>BAPLIE</td>
<td>6 HR prior to arrival</td>
</tr>
<tr>
<td>DG Manifests / Lists</td>
<td>Vessel Operator</td>
<td>Terminal Operator</td>
<td>IFTDGN / Paper</td>
<td>6 HR prior to arrival</td>
</tr>
<tr>
<td>Final stowage plan</td>
<td>Terminal Operator</td>
<td>Vessel Operator</td>
<td>BAPLIE</td>
<td>Upon completion of Cargo Operations</td>
</tr>
<tr>
<td>Containers loaded &amp; discharged</td>
<td>Terminal Operator</td>
<td>Vessel Operator and VSA Partner</td>
<td>COARRI</td>
<td>Upon vessel departure</td>
</tr>
<tr>
<td>Partial stowage plan</td>
<td>Vessel Operator</td>
<td>VSA Partner</td>
<td>BAPLIE</td>
<td>12HR after Departure</td>
</tr>
<tr>
<td>Terminal Performance Report</td>
<td>Terminal Operator</td>
<td>Vessel Operator</td>
<td>TPFREP</td>
<td>48 HR after Departure</td>
</tr>
</tbody>
</table>

Table 2: Events
3.2 Consolidated Booking Forecast (CBF)
Contains all forecasted loadings per port (full/empty and specials) for the entire region and is submitted from the partner to vessel operator to allow port planning and capacity management of the vessel while in the specific region. The CBF should remain within the agreed slot/weight allocation of the partner. The CBF can be submitted both in COPRAR and Excel format and the recommended version of COPRAR is COPRAR D00B version 2.1.
http://smdg.org/assets/assets/SMDG-COPRAR213.pdf

3.3 Preliminary Load List
The preliminary loading order message for a specific vessel and port call provided by each partner agent to the vessel operator. The purpose is to enable the vessel operator to properly plan the port-call based on estimated full and empty discharge/load moves. The recommended format is COPRAR D00B version 2.1 which is the most used format between carriers.

3.4 DG and Special cargo Application & Acceptance
Booking requests for dangerous goods and special cargo (including Breakbulk, Out of Gauge, Flexitanks and commodities with special handling instructions) where additional information is required to be exchanged between VSA partner and vessel operator must be received by Vessel operator latest 48 hours prior to vessel arrival at port. Booking requests should be processed within 24 hours and dangerous goods the EDI format recommended to be used is IFTMBF for booking requests and IFTMBC for booking confirmations.

3.5 Final Load List
The final loading order message for a specific vessel in a specific port, provided by each partner agent to the vessel operator. The purpose is to allow the vessel operator to complete the port call planning process with the terminal operator and submit the stowage instructions. The recommended format is COPRAR D00B version 2.1 which which is the most used format between carriers.

3.6 Stowage Instructions
The stowage instructions message contains the detailed instructions of the vessel operator to the terminal operator regarding the loading, discharging and restows of the containers on board a given vessel in a specific port. The recommended format is MOVINS 2.1 D00B which is the most used format between carriers and terminals.

3.7 Preliminary stowage plan
The preliminary stowage plan message contains the expected position of all the full and empty containers on board the vessel at the end of the call. Each container details such as number, weight, destination and type of cargo is identified on the specific ship bay plan. The recommended format is BAPLIE 3.1 D13B which contains several improvements for carriers and terminals compared to the 2.2 D95B version. Details can be found at the SMDG website here:
http://www.smdg.org/documents/ship-planning/
The primary benefits of using BAPLIE 3.1 D13B are as follows:
- Accommodates better description of DG and special cargo
- Details of non-standard equipment and flat-rack bundles
- Accounting details: slot sharing between partner lines, lost slots
• Stowage locations increased to accommodate 10,000 TEU+ vessels
• Versioning of message type (final, draft, full, partial)

All of the above facilitates smoother terminal operations and less ad hoc communication between vessel operator and terminal.

3.8 Dangerous cargo Lists/Manifests
Where required for reporting to terminal operator and port authorities, the carrier shall prepare an updated dangerous cargo list. This list shall contain at least the following information:
• Stow Position
• Container Number
• Line Operator
• Port of Loading / Discharging
• DG Class
• UN Number
• Proper Shipping Name
• Weight
• Flash Point and EMS

3.9 Final Stowage plan / Partial stowage plan
The final stowage plan message contains the exact position of all the full and empty containers on board the vessel at the end of the call. Each container details such as number, weight, place of discharge (POD) and type of cargo (Dry, RF, DG, Special) is identified on the specific ship bay plan.
The partial stowage plan only includes the containers of a specific partner.

3.10 Containers loaded and discharged
The Container loaded & discharge message is sent by the container terminal to the VSA partner (for their containers only) to provide the information relating to the operations carried out on a given vessel such as the specific containers that have effectively been discharged & loaded from/into a seagoing vessel. It provides the list of containers in comparison to what was ordered and therefore if any container were overlanded or short landed. The recommended format is COARRI D00B version 2.1.

3.11 Terminal Performance Report
The Terminal Performance Report message is sent by the container terminal to the vessel operator to provide an overview of the operations carried out on a given vessel for all container moves. The report typically contains number of moves (per type load, discharge, shifts etc.) as well cranes and other relevant operations equipment allocated. Further it specifies gangs/shifts and explanations for productivity lags compared to the agreed SLA. The recommended format is TPFREP 4.0.
4 Templates

4.1 CBF Template

**Forecast** must contain minimum following segments

**Header:**
- Vessel
- voyage
- direction
- vessel name

**Content of table**
- POL
- POD
- Full Container: Size (20’, 40’, 45’); Type (Reefers, Dry); Ton
- Empties: Can be in TEU only; Prefer as full above
- DC, OOG, BBK

[Table of data]

![Figure 3: CBF template](image)