



2019
03
RORO

NYK STANDARDS FOR CARGO ACCEPTANCE

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THESE RULES AND GUIDELINES for cargo acceptance standards have been compiled to protect our mutual interest in safe and efficient cargo transportation by NYK RORO Car Carrier vessels.

NYK Agents, Operators, Surveyors and Port Captains are required to submit their earliest possible feedback concerning any cargo acceptance issues or problems and to offer pro-active solutions wherever possible. Failure to satisfy these requirements may result in cargo rejection at the booking stage or during terminal delivery / cargo operations.

Cargo acceptance is subject to full and accurate declaration of cargo appearance and working condition, and any miss-declaration will render bookings invalid and result in the cargo not being shipped.

1. GENERAL

Exact transport dimensions for cargo should be declared at time of booking to allow for correct onboard stowage and accurate freight calculations. Cargoes are subject to re-measurement checks on delivery into the export terminal and weighbridge certificates may be requested if there is any uncertainty.

NYK cargo shut-out time for all confirmed booked cargoes is:

- 12:00 the day before loading
- 12:00 the previous working day, when cargo operations fall on a weekend or a public holiday

All cargo should be delivered in a clean condition without any leakages. Excessively contaminated / dirty units must to be cleaned before loading and charged to the Shipper's account. In view of quarantine in ports, any flora and fauna should be removed.

QUARANTINE REQUIREMENTS for various destinations require that cargo arrives in a clean condition at the load port, with any dirt, soil or other debris cleaned from the cargo. If the cargo does not arrive in a clean condition, this may be refused by the local Port Authority and will be refused by Local NYK Port Captain until subject cargo has been adequately cleaned and re-presented for loading.



HEAT TREATMENT/FUMIGATION is often required, particularly for cargo to Australia or New Zealand. If required, this must be carried out within the required time frame prior to loading, with relevant certification to be arranged by the shipper.

2. SELF-DRIVE CARGOES

Unless otherwise agreed, only vehicles in self drivable 'running' condition with fully functioning steering and braking systems, including parking brake, will be accepted for shipment. All tyres should be inflated to the designed operating pressure; any cargo with flat or cut tyres will not be accepted. The above criteria will need to be demonstrated to the satisfaction of receiving staff, or risk refusal.

Cargo should be presented in self-starting condition. On the day of loading, mechanical assistance cannot be guaranteed beyond conventional slave battery jump start assistance or re-fuelling.

Full instructions/warnings must be supplied in case slave battery/jump starting is required.

Please deliver cargoes with sufficient fuel to avoid the surcharge of having to re-fuel during loading or discharging, but with no more than one-quarter tank to comply with safety regulations.

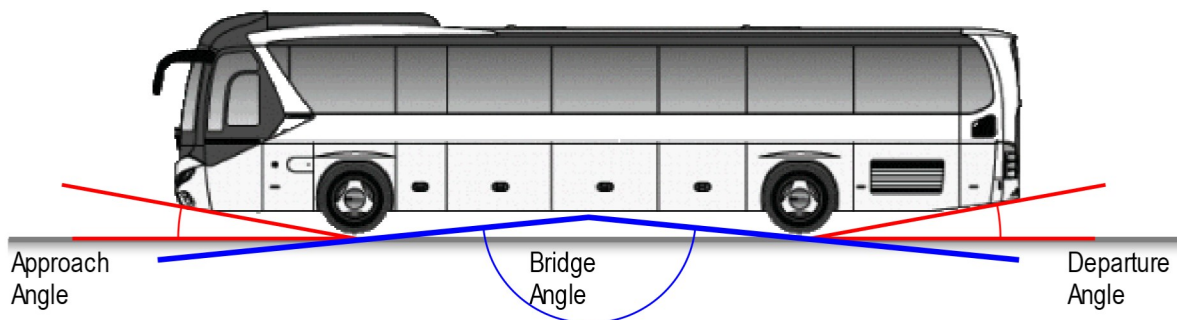
If technical issues are experienced in the port of loading, consignee must ensure technical assistance is arranged at the port of destination and any transshipment ports following permission from NYK.

LOW GROUND CLEARANCE cargoes should be checked with NYK London for acceptance prior to loading. Manufacturer specifications for maximum angle of approach at ramps are ideally required. Alternatively, ground clearance and overhang distances from axles will be required at the cargo enquiry stage along with an appropriate diagram. The following are examples of units which often encounter risk of grounding damage.

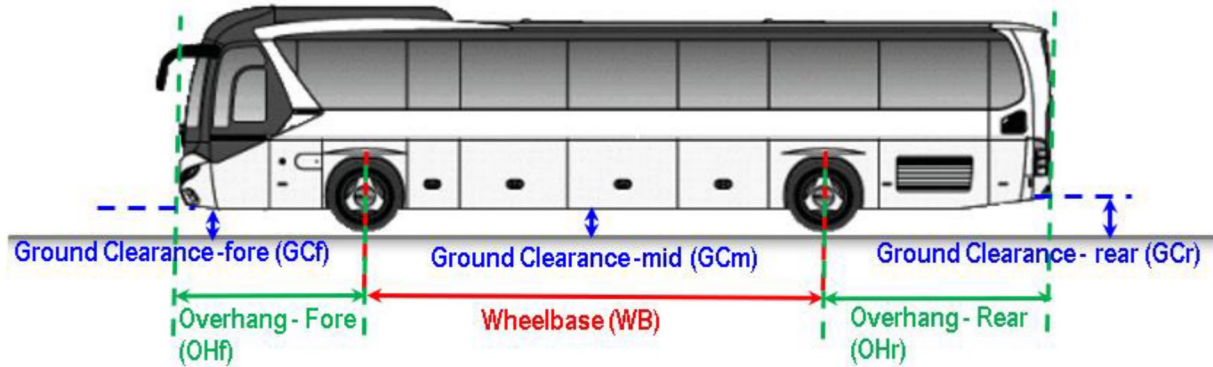


Required Information (All data collected with active suspensions in 'Full-up' position)

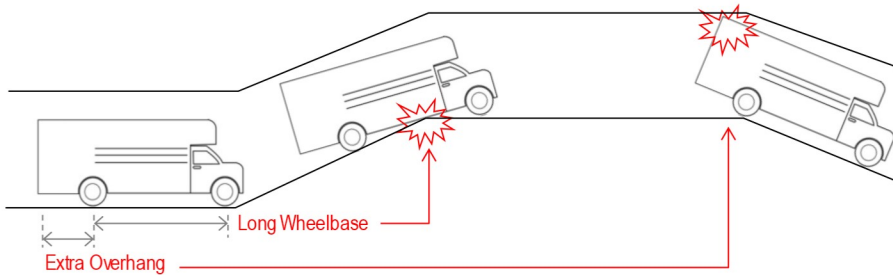
- Approach Angle / Bridge Angle / Departure Angle; **OR**



- Ground clearance at front, centre, and rear part with overhang and wheel spacing as shown.



HIGH CARGOES that extend beyond front or rear axle may also present problems if taken to a deck with only minimal clearance as shown in this illustration: It may be possible to load such a unit successfully and then to experience problems at the discharge port. Max cargo height information should therefore be advised together with overhang distance from axle so that closer analysis can be made if acceptance is dependent on deck height-critical basis.



LPG (Liquid Petroleum Gas) vehicles are acceptable as self-drive RORO cargo provided that the fuel tank cylinder is attached as a permanent fixture of the vehicle. Spare fuel tank cylinders cannot be loaded as static condition.

CNG (Compressed Natural Gas) vehicles are acceptable as self-drive RORO cargo providing the below criteria are met:

- Vehicles are equipped with safety relief valve on fuel tanks or fuel system.
- Appropriate towing hook is available.
- Please be advised that CNG vehicles will be stowed on any gastight deck, provided these are stowed in a block-stow (subject to number of units)

FULL ELECTRIC vehicles are acceptable as self-drive RORO cargo. Electric vehicles can be powered by lithium-ion batteries, nickel-hydrogen batteries, or by a plug-in electric hybrid engine. No electric supply cables are available on board for special cargo (e.g. reefer trucks), and diesel electric generators are not permitted to run during ocean sea going passage according to safety regulations.

HYDROGEN FUEL CELL vehicles may be accepted, provided they are stowed on a gas tight deck. These should be stowed in block stow (subject to number of units). Each vehicle should have a label, presented in

a readily visible location inside the vehicle, clearly indicating that the vehicle is a Hydrogen Fuel Cell Vehicle (HFCV). If no label available, a statement of facts signed by all relevant parties must be supplied to the Vessel's Master prior to loading.



PIGGYBACK CARGO can be loosely defined as any unit which has supplementary or retrofitted cargo loaded to it. NYK will accept piggyback providing the London Marine Team and the Local NYK Port Captain are satisfied with the suitability of the cargo and the NYK lashing requirements are met with the principles of good seamanship applied in cargo preparation. Piggyback cargo must be pre-cleared by London Marine Team on a case-by-case basis prior to any booking.

Examples of unacceptable piggyback cargo is shown below:



NYK may accept piggyback cargo when the base (self-driving/towable) unit is designed for this purpose and upon acceptance from London Marine Team and Local NYK Port Captain

e.g. a flat-bed trailer with a suitably secured car or truck (not exceeding designed operating weight) and where appropriate lashings can be sought. The overleaf photographs show examples of piggyback cargo which ⁵ may be accepted.



Dismantled side panels or spoilers can be accepted providing these are suitably secured. Units of this nature do not require prior acceptance from the Marine Team; however, all cargo will be inspected for suitability by the attending Port Captain.



SUPPLEMENTARY PACKED CARGO: NYK may accept supplementary cargo which has been fully manifested (on the bill of lading) and correctly prepared and lashed for sea transportation. All cargo must be declared at the time of booking and be available to be inspected by the attending Port Captain. Failure to declare such cargo at the time of booking, or the Port Captain not being able to gain access to close sided vehicles, will result in the cargo being short shipped.

SHIPPERS OWN CONTAINERS (SOC) are defined as shipping containers which do **not** have a CSC plate. These can be accepted on a case-by-case basis provided:

1. All contents are properly manifested and secured inside the container, with the contents presented to the loading port's attending Port Captain by opening the container for inspection.
2. If TEU (20-foot equivalent unit) container, this must be fitted with forklift pockets for handling in port
3. London Marine Team has confirmed no local customs issues for such units.

If the container is presented for loading with CSC plate attached, this must be removed at shipper's expense. If the CSC plate is not removed, this cargo will not be loaded.

UNITS WHICH HAVE BEEN LOADED WITH ENGINES OR MACHINERY (RISK OF LEAKING) will not be accepted for shipment unless they are sufficiently lashed and have a valid liquid free certificate.

UNITS WHICH HAVE BEEN LOADED WITH TRASH or cargo which is excessively dirty or has been packed with rubbish will be rejected at the time of loading.

NO PERSONAL EFFECTS are allowed in any vehicle - only items defined as standard equipment when delivered from the manufacturer to the dealer e.g. toolbox, spare tyre, manuals. However, NYK may accept personal effects in a vehicle if packing list is submitted for bill of lading at the time of booking.

SOPHISTICATED, UNUSUAL OR DISCONTINUED cargoes, for example those with computer operated controls should be accompanied by simple instructions in English to cover start / stop / parking brake / full driving and operation of protruding hydraulic extension arms. A 24-hour phone number for technical support at the load and discharge ports should be provided to the Booking Agent and Marine Team London.

SPIKED COMPACTOR due to destructive nature of wheels may have to be considered as roll-trailer cargo and not self-drive. Please submit photos and dimensions to NYK at the time of booking for judgement.

MOTORBIKES must be presented securely lashed to a suitable transport shipping pallet and loaded as 'static cargo'.

NON-RUNNING units with suitable towing points may be accepted for loading on an exceptional basis if agreed in advance, but these units must have fully functioning brakes and steering.



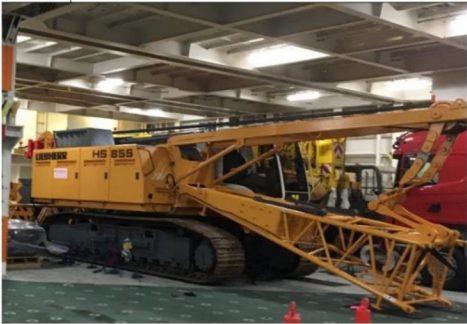
OPERATIONAL / WORKING HEIGHT must be considered at the time of booking. If a unit can be lowered at the time of securing but must be raised during manoeuvring; or has doors which open in an upwards direction (e.g. gull-wing style) **the upper height must be the declared height at the time of booking.**

Failure to declare such heights may result in cargo being shortshipped.





Example: Unit declared 4.00m but manoeuvring height 4.60m



In cases such as the above example, please ensure that the boom sections are bound together with chains, thus reducing the minimum manoeuvring height.

TRACKED CARGO should be presented for loading with the correct operational track tension. Any sign that the deterioration in track tension which would cause significant risk whilst manoeuvring will result in shortshipment.



TRACK LOCKING PINS must be in good condition upon arrival at load port to avoid risk of the tracks parting whilst manoeuvring. Failure to correct these deficiencies may result in shortshipment.

Examples of deteriorated pins are shown below:

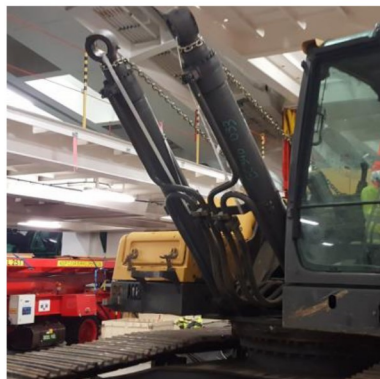


These should be repaired or replaced prior to the cargo arriving in port (see below):



OIL LEAKING CARGO must be repaired prior to loading. Any cargo with visible oil leaks on the day of loading will be shut out until repairs can be completed to the Port Captain's satisfaction.

EXCAVATORS may sometimes be loaded with the arm removed and the arm loaded as static (see 'STATIC AND ROLL-TRAILER (MAFI) CARGO' below). The remaining hydraulic rams should be at rest. If not, these must be adequately secured using chains to prior to arrival in the load port to the Port Captain's satisfaction




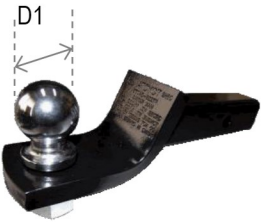
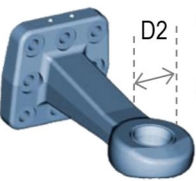
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HYDRAULIC SAG may occur with cargoes such as screens/crushers/excavators. All cargoes with hydraulic rams should have any extendible sections (such as booms) at rest (on deck if possible); or, where applicable, locking pins in place to ensure there is no movement. If no locking pin is enabled, any

extendable areas will be lowered to their “at rest” position, remeasured and the difference in dimensions conveyed to the shipper.

3. TOWABLE CARGOES

CONNECTION: Pre-warning is required if the trailer connection pin is anything other than the standard king-pin of 2" (Diameter: 50.80 mm) for semi-trailers. Please be advised the following types of towing device are available on the market besides the standard king-pin.

Hitch-ball Type				Drawbar Type	
NB-1	NB-2	NB-3	NB-4	ND-1	ND-2
D ₁ =1" 7/8 inch (47.63 mm)	D ₁ =50 mm <i>'ISO Standard'</i>	D ₁ =2" inch (50.80 mm)	D ₁ =2" 5/16 inch (58.74 mm)	D ₂ =40 mm	D ₂ =50 mm
 (Coupler side)			 D1	 (Coupler side)	

TRAILER LEGS must be in a good and undamaged condition and capable to withstand the conditions of ocean transportation. Any equipment required to make safe the cargo during the loading operation will be for the Shipper's account. The designed safe operating weight of the trailer must not be exceeded.

PARKING BRAKE system must be functioning, with a warning and instruction labels for unusual designs.

DELIVERING DRIVERS of closed sided trailers will be required to expose all contents before acceptance at the terminal. Any cargo loaded must be secured internally in strict compliance with the NYK safe cargo lashing policy and all supplementary cargo must be manifested and clearly mentioned on the bill of lading.

TRAILERS FITTED WITH STEERABLE

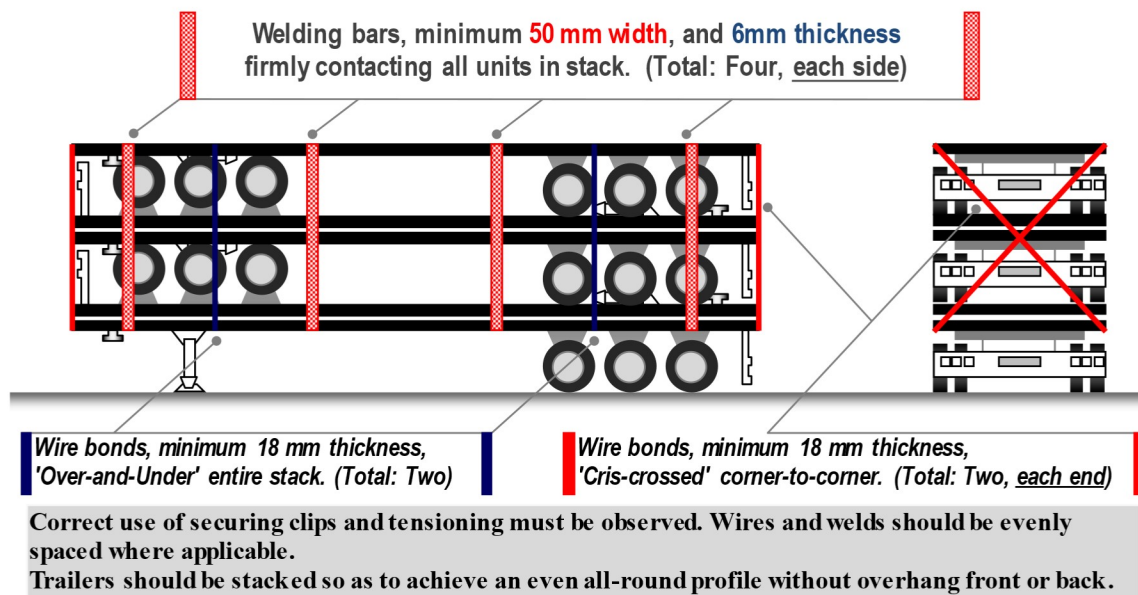
AXLES/INDEPENDENT SUSPENSION MULTI-AXLE

TRAILERS should have instructions and warning markings. Some special trailers with steerable axles will require expert technical driving instructions or 'expert drivers' to be provided by the Shipper at the Port of Loading and Port of Discharge. Please request written approval from NYK's RORO division in London. Third Party Drivers will be required to complete an Insurance Indemnity Form prior to being given permission to operate onboard an NYK vessel (please see 'Loading and discharging operation by a third-party driver').





USED TRAILER STACKS (Max. 5 stacks) must be secured by welding. At least 4 substantial metal bars are to be welded to every trailer on each side of the trailer stack with additional lashings taken as shown in the diagram.



4. STATIC AND ROLL-TRAILER (MAFI) CARGO

STATIC CARGO is defined as cargo which, due to its nature, must be handled onboard the vessel with a single forklift. Considering the deck strength of the majority of NYK vessels, this is limited to 15t. This may be increased to a maximum allowable 20t subject to prior approval from London Marine Team. Any static cargo over this weight and not readily forkliftable will be considered Roll-Trailer (MAFI) cargo.

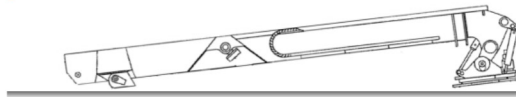
TANDEM FORKLIFT STATIC is static cargo that, due to its length or width, cannot be safely handled by a single forklift, requiring two forklifts operating at the same time.



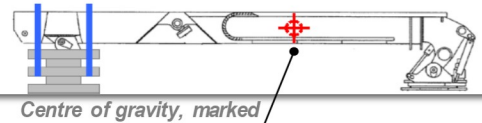
This must be advised at the time of booking to ensure both load and discharge ports are informed in due time.

IRREGULAR SHAPED STATICS for example Reach-stacker masts or Excavator booms may not be suitable for safe forklift handling. It may be possible to prepare these items prior to delivery to the terminal by adding wooden chocking; these should be banded onto the item to return the lifting surface to the horizontal. Centre of gravity markings should be added to assist forklift positioning at port of loading and port of discharging. Alternatively, such static cargo can only be accepted as Roll-trailer cargo. Ideally such cargoes are shipped as fully built-up self-drive units.

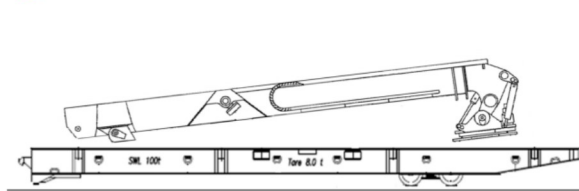
✗ Unacceptable static as dangerous to forklift



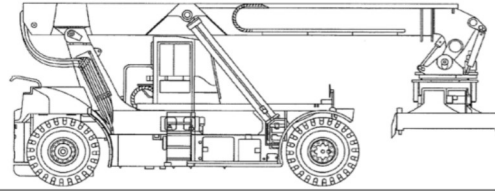
✓ Support trestle returns lifting surface to horizontal



✓ Roll-trailer option



✓ Preferred fully built-up unit



LASHING POINTS must be provided with sufficient total capacity to withstand forces at least equal to the total weight of the cargo on each of four sides. Such lashing points should be located as close to the centre of gravity as possible and accessible to allow lashing angles to be taken in athwartship and fore and aft directions.

Crated cargoes over 10 tonnes must be provided with access ports to allow lashings to be taken directly from dedicated lashing points on the cargo itself.

The packing materials on cases less than 10 tonnes must be of sufficient strength to withstand over-the-top lashings with edges and corners reinforced and identified 'lashing points' as necessary.

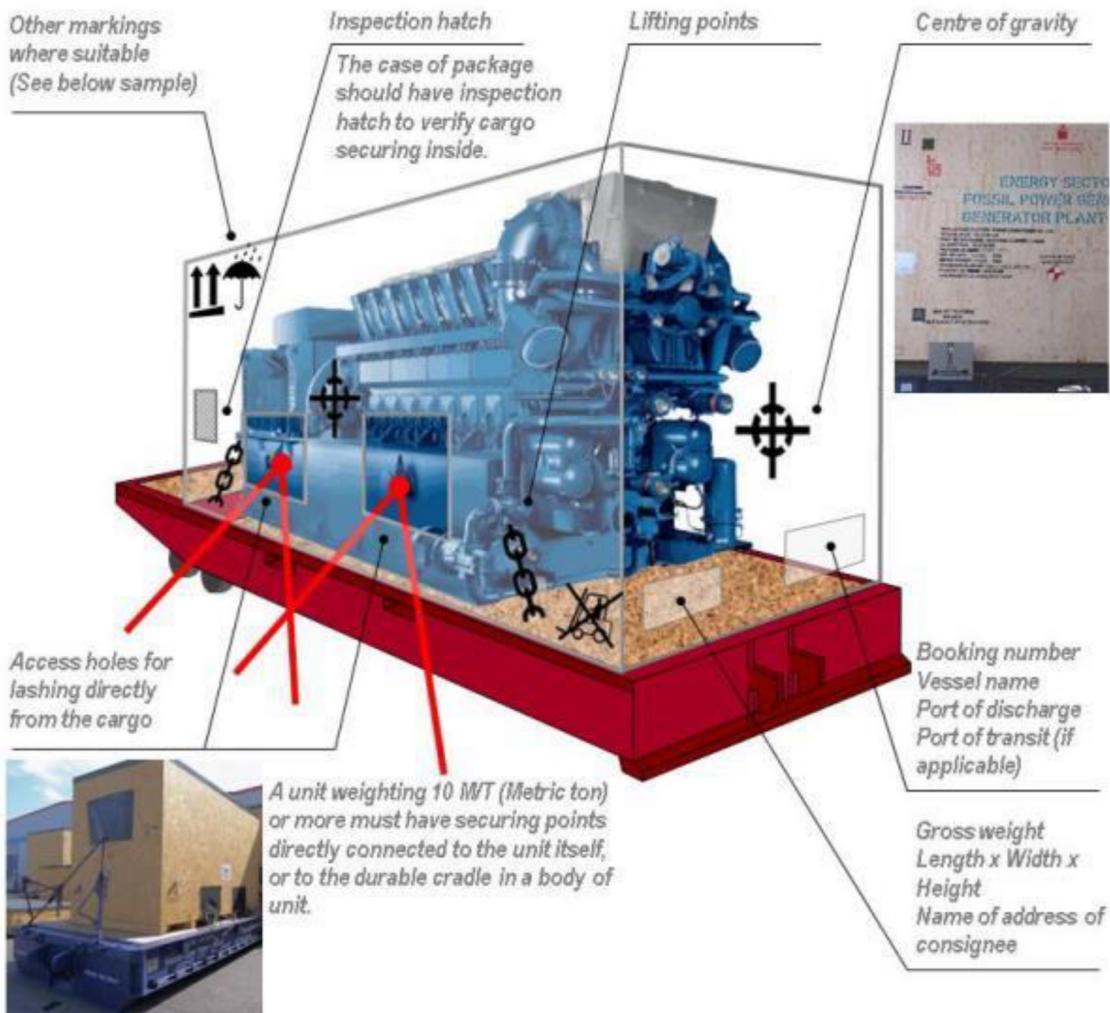
Lashing and securing of cargo on Roll-trailers will be for cargo owner's account unless otherwise agreed. Any subsequent adjustment to lashing arrangement prior to loading will be subject to Port Captain's approval and for cargo owner's account unless otherwise agreed.

Unstable cargoes, such as tall and thin units should be presented lying down on Roll-trailer.

USUAL SHIPPING MARKS, each static piece must be marked with:

- Gross dimensions and weight
- Centre of gravity
- Fork lifting / crane lifting points
- Lashing points
- Packaged cargo (e.g. shrink-wrapped machinery or otherwise inaccessible cargo) must be secured inside the outer packaging to prevent any risk of cargo shift. In most cases this means the cargo should be bolted to the base support beams which have been constructed with sufficient strength and dimensions. Shippers must provide a drawing, pictures or a written statement attached and visible on the outside to explain how the internal securing has been arranged. Alternately inspection openings should be left to allow for visual confirmation by Ship's Officers.

Please see the below diagram for marking, labelling, and safe cargo securing at sea.



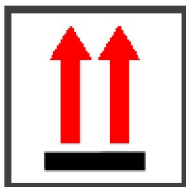
Centre of gravity



Handle with care



Keep dry



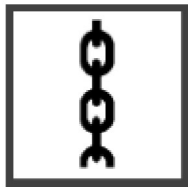
Top



Use no hooks



Fragile



Sling here



Maximum stack (Shown here is 7)



Stacking weight limitation (Shown here is 250 kg)



Do not destroy barrier



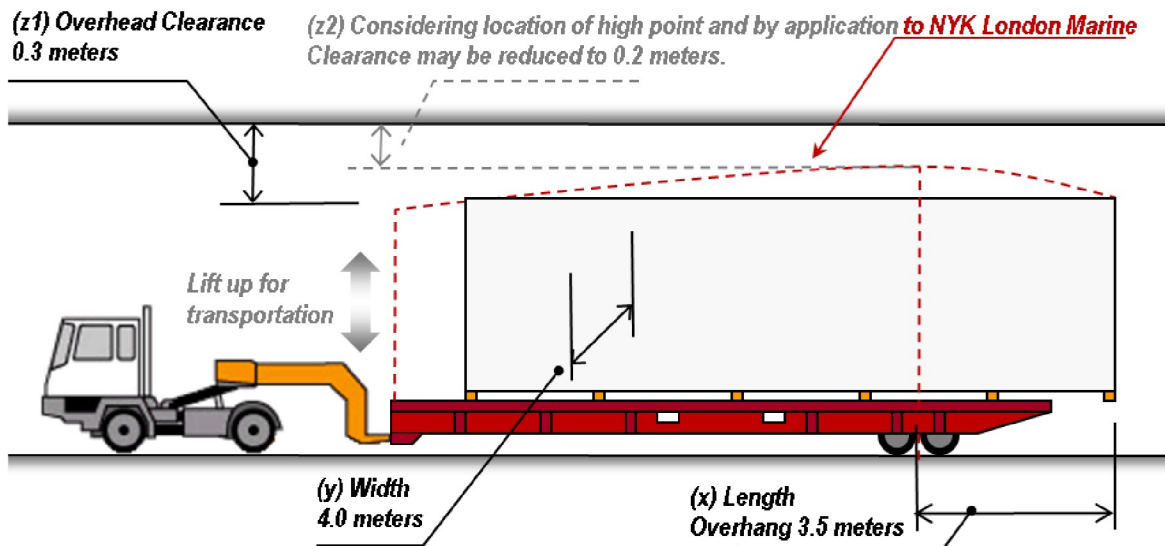
Tear open here, for the consignee



Do not use forklift here

LOADED ROLL-TRAILER acceptance guideline is as follows.

NYK may accept any mafi cargo within the below clearances:



(w) Gross Weight

In determining the maximum weight of a piece of cargo the Ship's ramp SWL* must be considered. This is challenging for MAFI cargo where the TARE weight of the tugmaster, gooseneck and MAFI need to be accounted for.

Ramp capacity for any transshipment vessel must also be considered.

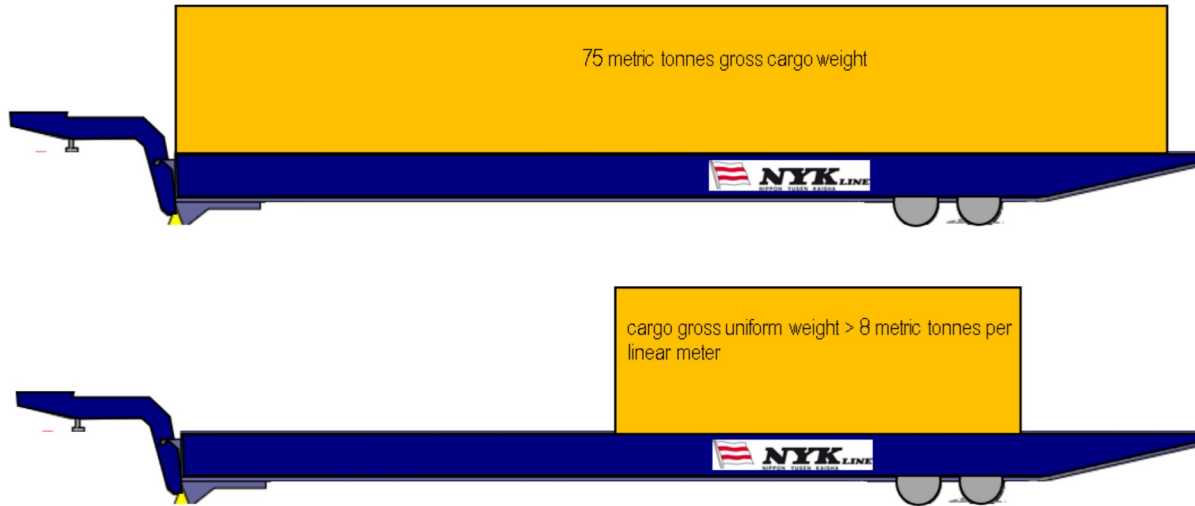
Any MAFI cargo with Gross Weight within 20t of Ramp SWL must be precleared by London Marine Team.

*SWL: Safe Working Load (Metric ton)

// **NB:** In case a loaded Roll-trailer is likely to exceed from the above conditions, please ask NYK London to make safety assessment based on the detailed packing drawing. The overhead clearance must be kept 0.2 meters (z2) at least from the ship's **OFFICIAL** deck height. Cargo exceeding this will not be loaded. //

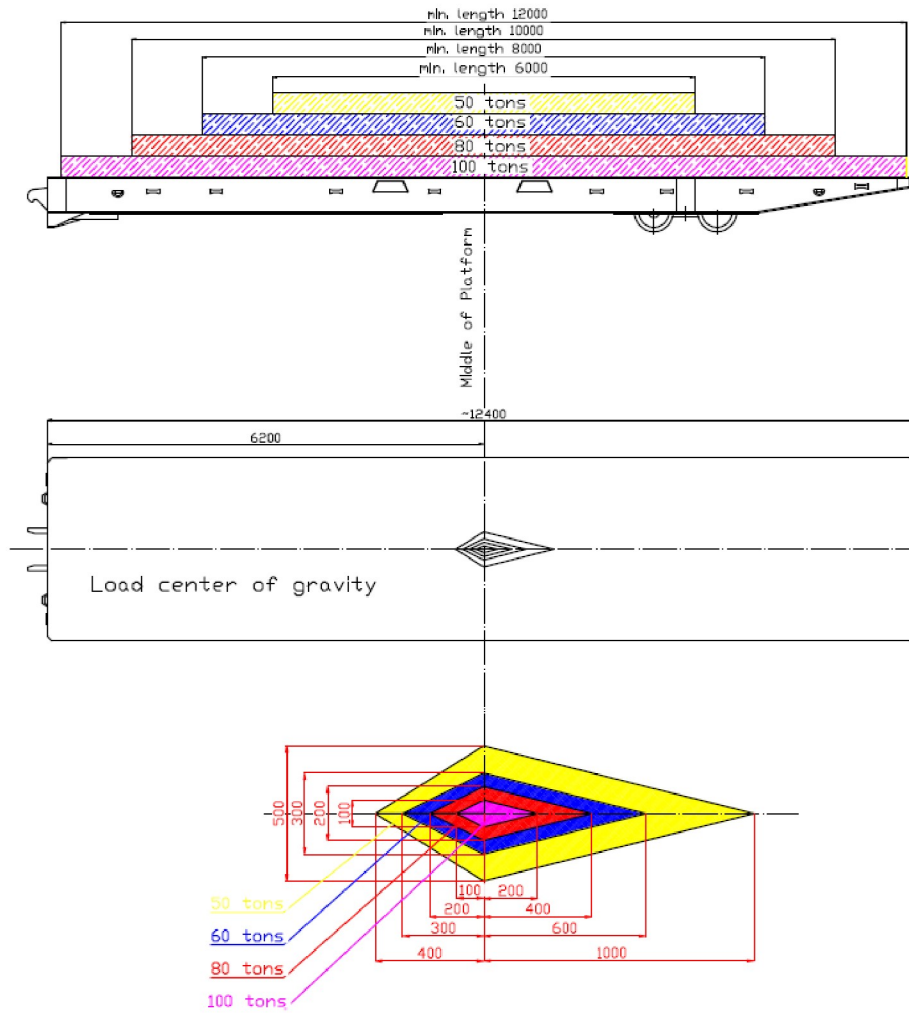
HEAVY PROJECT CARGOES AND HIGH POINT-LOAD CARGOES must be precleared by London Marine Team with lifting diagrams or technical drawings indicating the centre of gravity. This is to calculate weight distribution for stress calculations so that proper evaluation for safe loading on roll-trailer can be carried out.

These are defined as any cargoes to which one of the following can be applied:



NARROW MAFI CARGO less than 2.5m runs the risk of not being supported by the roll-trailers longitudinal beams. A solution must be found through communication with load port stuffing company, NYK booking office and London Marine Team to ensure the stress is borne by the load-bearing structure of the roll-trailer.

Example of acceptable weight distributions for 100t SWL mafi (see overleaf)



TIPs for High-and-Heavies Acceptance



5. MILITARY CARGO ACCEPTANCE (NYK ARMS TRADE POLICY)

NYK **CAN ACCEPT** the following military or military looking cargoes.

- a) Cargoes where the shipper and consignee are clearly related to the Japan Ministry of Defence, or the forwarder is acting on behalf of the Japan Ministry of Defence and are both registered in Japan (The shipper and notify party on a bill of lading must be stated as [Japan Ministry of Defence] or the designated forwarder). In addition, these cargoes should not include any ammunition or dangerous goods according to IMDG code, and must be suitable for RORO transportation.
- b) Units where the shipper or consignee is the International Red Cross or Red Crescent, and the cargoes are designed for supporting aid in the name of humanity. In addition, these cargoes should not include any ammunition or dangerous goods according to IMDG code, and must be suitable for RORO transportation.
- c) Goods under ODA (Official Development Assistance) from the people of Japan, and do not include any ammunition or dangerous goods according to IMDG code, and must be suitable for RORO transportation.

/ NOTE /

Any person, who has privileged knowledge of logistics activity under the control of the Japan Ministry of Defence, must not disclose the fact to an outsider or a third party in accordance with the Act on Protection of Specified Secrets of Japan. Any violator will be subject to criminal proceedings against them.

NYK **MAY ACCEPT** military or military looking cargoes on case by case basis providing written approval is given from NYK's RORO division in London.

When approaching a booking of a military nature, NYK must consider the implications to our reputation and as a result we cannot accept all military bookings. Primarily all cargo must satisfy points a) to c).

- a) The shipper and consignee are related to a state which concludes a valid military alliance with Government of Japan, and its Department of Defence manages these cargoes directly without any mediators or forwarders (The shipper and notify party on a bill of lading are stated clearly as the [Department of Defence]). In addition, these cargoes should not include any ammunition or dangerous goods according to IMDG code, and must be suitable for RORO transportation.
- b) The shipper or consignee is the official affiliated organisation of the United Nations; and is named 'UN-Cargo'. The cargo must not include any ammunition or dangerous goods according to IMDG code, and must be suitable for RORO transportation. The below are examples of what may be accepted;
 - Mine sweeper, loader, excavator, crane, dozer; coloured white with 'UN' logos.
 - Patrol car, bulletproof vehicle, truck, lorry, ambulance; coloured white with 'UN' logos.
- 18 c) Even if the cargoes are covered by the condition of either above (a) or (b), NYK cannot accept the items in case of conflict with;
 - The Three Principles on Arms Exports and their related policy guidelines, declared by Government of Japan.
 - The Firearms and Swords Control Law, enforced by Government of Japan.

- Act on the Restriction of Maritime Transportation of Foreign Military Supplies, etc. in Armed Attack Situations, carried out by Government of Japan.
- The United Nations Security Council arms embargo.
- The flag state regulation of the port of registry of the ship.

Providing the above criteria is satisfied, the below rules will be applied:

[Basic Rules]

1. The shipper and consignee must be confirmed as a safe government; otherwise NYK will decline the cargo (which can be diverted to Military cargo, goods, and ammunitions).
2. NYK will never load cargo of a military nature (looking) when the booking is received from a Private Corporation, (e.g. Private Company might have a connection with terrorists).
3. Consignee stated on B/L must be government or government related organisation, and confirmed that there is no risk of resell or diverted usage.
4. The said government above basically means Japanese Defence Force and close ally of the USA.
5. If the said government is not Japan or USA, both the loading and discharging countries should be politically stable and have a good relationship with Japan. Both countries must have good relationship with each other.
6. When NYK load military cargo which meets the above conditions, we must not carry the cargo with ammunitions.

Once the above criteria have been satisfied, NYK London must seek final approval from Head office in Tokyo

Examples of possible Military Cargo

			
Troop transporter	Armoured personnel carrier	Military-use utility truck	All-terrain, off road tanker
			
Bridging and ferrying system	Mine resistant ambush protected vehicle	Medical vehicle for a battlefield	Military-use container

/ IMPORTANT / If an NYK representative (e.g. shipping agent, port captain, or the ship-master) should deem an item as 'Military Cargo' owing to its appearance or if cargo is falsely declared on shipping documents, the cargo will not be shipped even on the day of loading without notice.

6. DANGEROUS CARGO

NYK RORO Car Carriers will only accept IMDG cargoes on a case-by-case basis, as not all vessels carry valid certification.

On the rare occasion that a vessel is certificated to carry IMDG cargo and there is an appropriate booking enquiry we must consider the below points:

1. Vessel must have a DG carrying certificate, certified for the relevant Class (chartered vessel are usually not certificated).
2. Transshipment vessels must also be checked to confirm valid certification.
3. Early notice must be clearly given to the Vessel's Master or Shipmanagement Company, who reserve the right to refuse loading of such cargo.
4. Local rules and restrictions in the load and discharge ports (and intermediate ports) must be investigated. Restrictions and limitations are common.

Please contact NYK London with any suitable inquiry.

Due to the nature of our business, car carrying vessels have several exemptions to the IMDG code and we are able to load:

- Fire extinguisher when attached to the car or vehicle (solo fire extinguishers are prohibited).
- Road flares in the car or attached to vehicle (solo road flares are prohibited).
Road flares in the used unit are not permitted.
- Batteries in the car or attached to vehicle (solo batteries are prohibited).

'Tanker trailers' or 'Tank trucks'

Any used 'Tanker trailers' or 'Tank trucks' must be accompanied by a 'Gas-free Certificate' issued by a competent authority and valid for the duration of the voyage. A copy must be passed to booking office and London. The vessels command must receive certificate upon loading.

Only brand new and unused units are exempt.

7. LOADING AND DISCHARGING OPERATION BY A THIRD PARTY DRIVER / OPERATOR

The use of the NYK contracted stevedore is strongly encouraged, although occasionally and due to extreme complexity of some cargoes, shippers may request their own staff to operate the cargo in and out of stow. Providing support is granted in both the load and discharge ports and letters of indemnity are completed in good time before shipment, special permission can be sought from the London Marine Team.

The booking office should inform the Marine and Marketing teams at the earliest opportunity when third party staffs are required to carry out operations involving NYK vessels.

8. ADDITIONAL STANDARDS

Car Terminal operation hours and terms for storage charges vary. Please check with local port directly. Local charges at the load and discharge ports are often in local currency and payable directly to the Shipper or Carrier depending on port practice. These charges depend on port tariff and vary between ports. Payment term is "cash on delivery" and local charges through Carrier will appear on our documents. Check with destination agent before going to the port for fees, acceptable forms of payment, and required documentation.

NYK Group Europe Ltd and the ship's Captain reserve the right of final cargo acceptance in all cases.