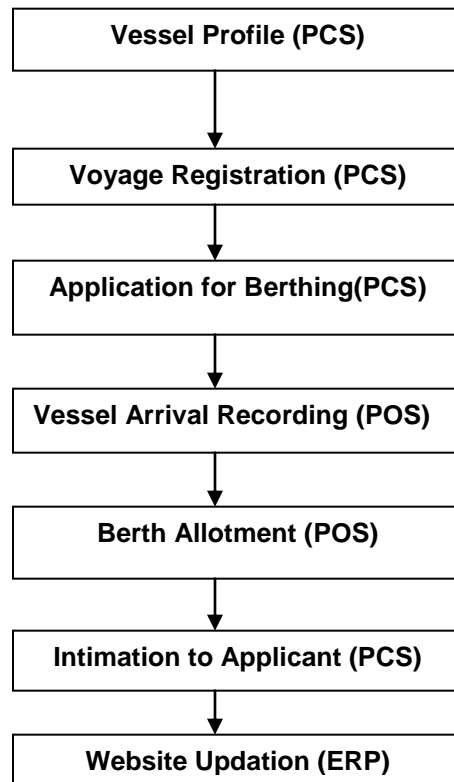The key processes of the Traffic Department are the following.

- ❖ **Berth allocation**
- ❖ **Berthing/Unberthing of Vessels**
- ❖ **Discharge/Loading**
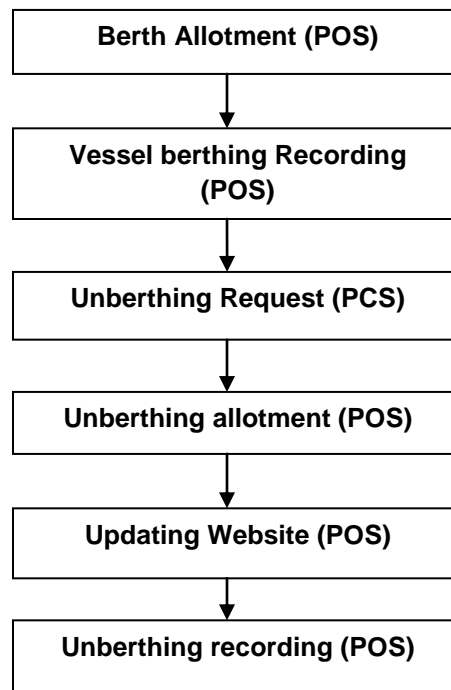
Details are as given below.

Berth Allocation:

This process is intended to give guidelines for allocating Berths to vessels.

```
┌─────────────────────────────┐
│   Vessel Profile (PCS)      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  Voyage Registration (PCS)  │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Application for Berthing(PCS)│
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Vessel Arrival Recording (POS)│
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│    Berth Allotment (POS)    │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Intimation to Applicant (PCS)│
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  Website Updation (ERP)     │
└─────────────────────────────┘
```
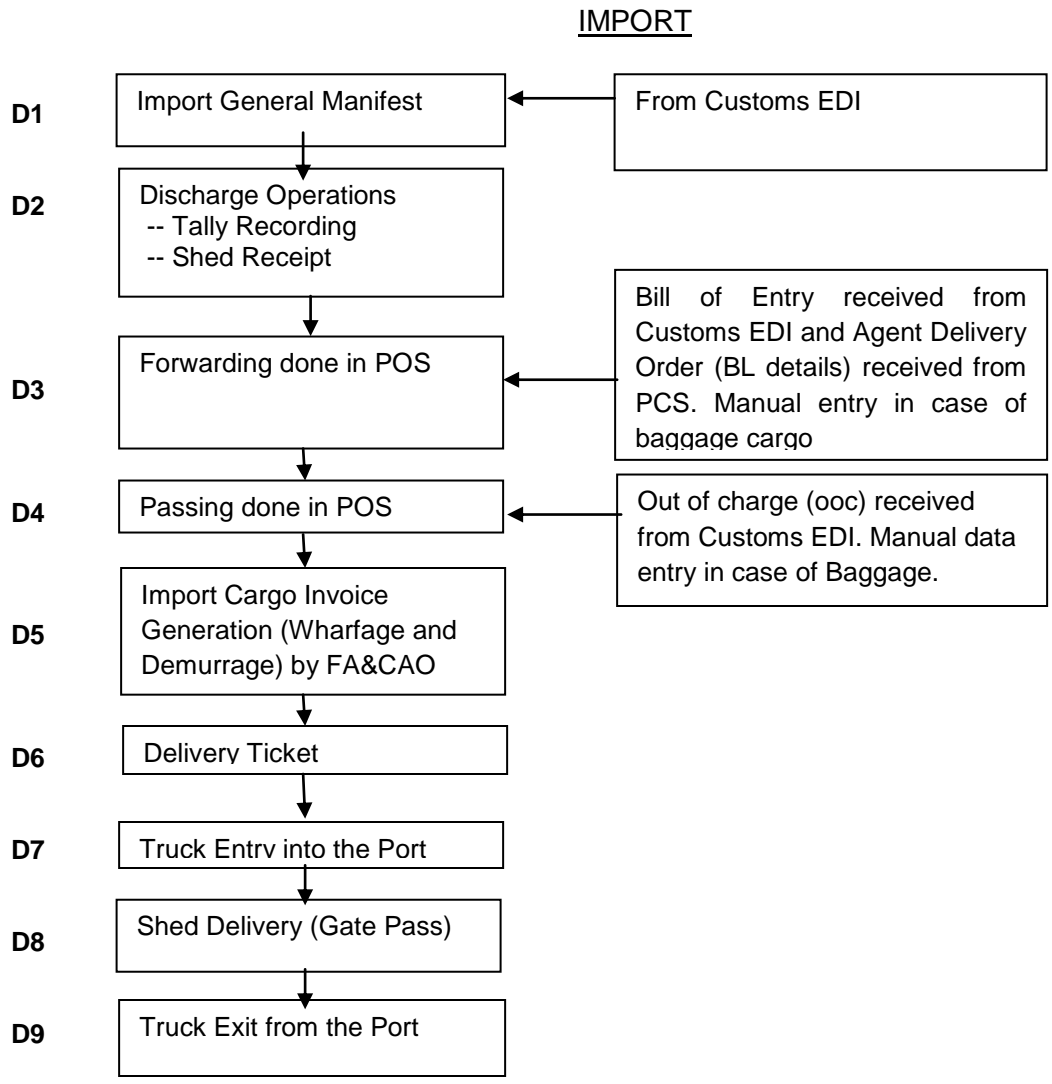
Berthing/Unberthing of Vessels:

This process is intended to give suitable guidelines for berthing/unberthing of ships at the Wharves of the Cochin Port Trust and it's Cargo Terminals.

```
┌─────────────────────────────┐
│     Berth Allotment (POS)    │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   Vessel berthing Recording  │
│            (POS)             │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   Unberthing Request (PCS)   │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   Unberthing allotment (POS) │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│    Updating Website (POS)    │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   Unberthing recording (POS) │
└─────────────────────────────┘
```
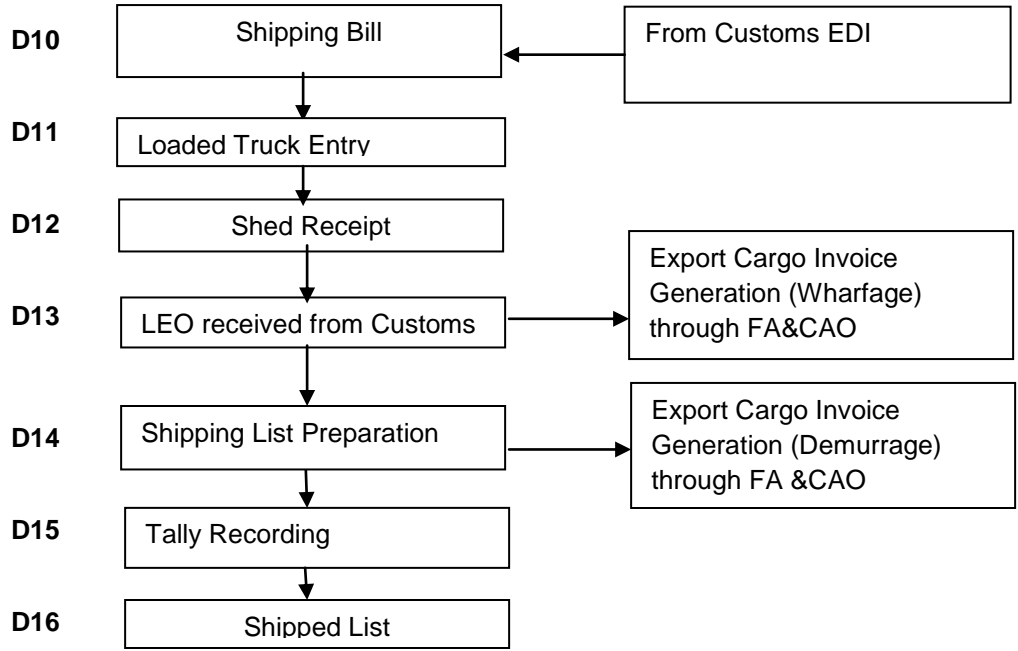
Discharge/Loading:

This process is intended to give suitable guidelines to manage discharge/loading of cargo/containers as well as stuffing/destuffing of containers.

IMPORT

D1	Import General Manifest	From Customs EDI
D2	Discharge Operations -- Tally Recording -- Shed Receipt	
D3	Forwarding done in POS	Bill of Entry received from Customs EDI and Agent Delivery Order (BL details) received from PCS. Manual entry in case of baggage cargo
D4	Passing done in POS	Out of charge (ooc) received from Customs EDI. Manual data entry in case of Baggage.
D5	Import Cargo Invoice Generation (Wharfage and Demurrage) by FA&CAO	
D6	Delivery Ticket	
D7	Truck Entry into the Port	
D8	Shed Delivery (Gate Pass)	
D9	Truck Exit from the Port	

EXPORT

D10	Shipping Bill	← From Customs EDI
D11	Loaded Truck Entry	
D12	Shed Receipt	
D13	LEO received from Customs	→ Export Cargo Invoice Generation (Wharfage) through FA&CAO
D14	Shipping List Preparation	→ Export Cargo Invoice Generation (Demurrage) through FA &CAO
D15	Tally Recording	
D16	Shipped List	

CONTAINER DE-STUFFING

D17 | Import General Manifest ←——————— From Customs EDI

D18 | De-stuff request from PCS ——————→ De-stuffing Charges collected through FA&CAO

D19 | Job Order

D20 | CFS operation planning

D21 | Tally Recording & Storage

D22 | Container Exit ——————→ Container ground rent Invoice Generation through FA &CAO

Processes D3 to D9 in import operation

CONTAINER STUFFING

D23 | Registered Inward

D24 | Loaded Truck Entry

D25 | Shed Receipt

D26 | Shipping Bill ← From Customs EDI

D27 | LEO received from Customs → Export Cargo Invoice Generation (Wharfage) through FA&CAO

D28 | Stuff request from PCS → Stuffing Charges collected through FA&CAO

D29 | CFS Operation Planning → Demurrage Charges collected through FA&CAO

D30 | Tally recording

D31 | Container Exit → Container ground rent Invoice Generation through FA &CAO