

Amended Terminal Guidelines for Container Examination

From VCT Advisory <vct_advisory@vct.ictsi.com>

Date Tue 1/13/2026 8:18 AM

1 attachment (3 MB)

Memo no. 10 Jan 2026.pdf;

13 January 2026

VCT ADVISORY



AMENDED TERMINAL GUIDELINES FOR CONTAINER EXAMINATION

Dear Valued Customers,

In accordance with the **amended Terminal Guidelines for Container Examination** last January 5, 2026, the examination process shall be scheduled **every Mondays to Fridays, 0800H to 1700H**. Any work outside the said schedule shall be subject to overtime charges.

To ensure compliance and operational efficiency, all parties are expected to adhere to these processes below:

PRE-EXAMINATION PROCEDURE

STEP 1

Submit the container list and completed SSR Form* to
opdocumentation@vct.ictsi.com

*The SSR Form will be provided by the OP Documentation team.

STEP 2

Coordinate with the Billing Department to process payment for equipment rental, container opener usage, and examination-related fees.

STEP 3

Send the Official Receipt and list of personnel to
opdocumentation@vct.ictsi.com and **hse@vct.ictsi.com** via email to request for Entry Pass approval.

NOTE: Examination requests must be submitted at least **one (1) day before** the scheduled date.

CONTAINER POSITIONING REMINDERS

- If the container is already mounted on the consignee's truck, proceed directly to the **Designated Examination Area (DEA)**.
- If the consignee requests the container to be positioned in the DEA, an Operations representative will position it **prior** to the scheduled examination time.

NOTE: Please be reminded that these actions will only be carried out once the official receipt has been received.

EXAMINATION PROCESS

REQUIRED EQUIPMENT

- 1 Prime Mover with 40ft chassis and operator
- 1 reach stacker with operator

MANPOWER COMPOSITION

- 4 GPWs (1 Gang) for 100% Examination
- 2 GPWs for 10% Examination
- 1 GPW for Spot Checking

REMINDERS

- Examination will only proceed once the Bureau of Customs (BOC) gives the **go-signal**.
- If a sample is taken, the **consignee must submit signed sample forms** to both Operations and Pass Control.
- Examination schedule is every **Monday to Friday, 0800H - to 1700H**. Any work outside the said schedule shall be subject to overtime charges.

POST-EXAMINATION PROCESS

Once the examination is completed and cleared, our personnel will close the container. If the container is already mounted on the consignee's truck and has been cleared by the BOC, it may proceed to gate out. If not, the container will be returned to the yard.

You may also refer to the attached memo for more information on this.

Thank you,
VCT Management