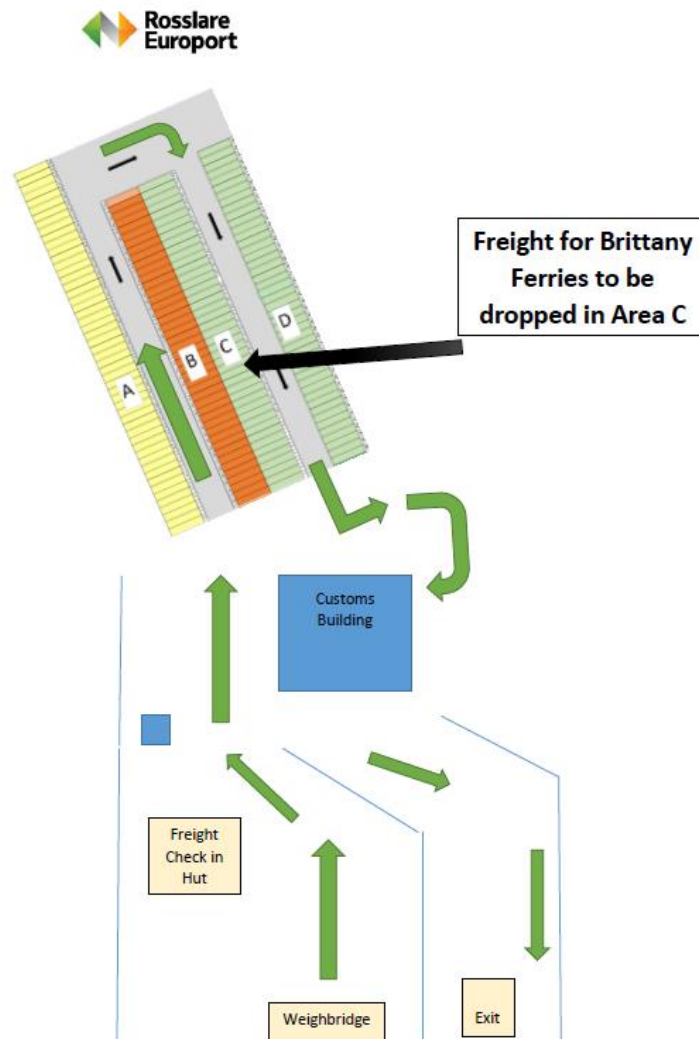


Check in Procedure for un-accompanied Freight

- All un-accompanied freight being delivered for shipping will enter the port at the freight entrance where they will be weighed at the weighbridge and issued a weight docket. When they have been weighed the barrier will open allowing them access to the Freight Check-in area. **All unaccompanied freight for Shipping must be in port one hour before sailing time.**
- All freight vehicles will then be required to proceed to the Brittany Ferries Freight check-in booth.
- The freight Booth of Brittany ferries will be open from 03:45 to 22:00 daily. The driver will present the weight docket and other relevant paperwork at the booth and once this booking and accompanying paperwork is confirmed to be correct will be Checked-In for the relevant sailing. Trailers can only be checked in 5 days ahead of being shipped.
- You will then be directed to Area C of the compound to drop the trailer for shipping after which the driver will exit the port from the freight Exit. See Port map below.



Dangerous Goods

- Classification of Dangerous goods accepted for shipping to be confirmed with Brittany Ferries 24 Hours Prior to arrival at the port. All Dangerous goods to be provided with Dangerous Good Note, handling instructions in writing and correct DG labels.

Out of Hours dropping off of Un-accompanied freight.

Out of Hours dropping off of un-accompanied freight. (Between 22:00 and 04:00)

Where a haulage company wishes to drop off un-accompanied freight vehicles out of hours between 22:00 and 04:00 the following will be the procedure:

- The haulier's driver will weigh his vehicle on the Weighbridge entering the port and will take his weight docket.
- He will drop his trailer in the check-in area close to the fence on his right as he enters over the Weighbridge.
- The driver then will write the trailer No on the Weight docket and deposit it in the Post-box of the weighbridge booth.
- The Freight booth will contact the relevant Traffic Controller to send over a Tugmaster to either put the trailers into the designated area of the Export yard or to bring it straight to the vessel.

Un-accompanied Freight being collected:

- Hauliers must notify the port by email to Ierosslarefreightsecurity@irishrail.ie with the name of the driver collecting the trailer, the registration number of the tractor Unit collecting the trailer and the number of the trailer to be collected.
- Hauliers arriving in the port to collect a trailer must enter through the freight entrance of the port and present themselves at the Brittany ferries Freight booth.
- Check-in staff will issue them a release document for the trailer being collected.
- Drivers will be directed to the Import compound to collect their trailer and exit the port from the Freight Exit where they will be required to present the release document.

Out of Hours collection of Un-accompanied freight.

Out of Hours collection of un-accompanied freight. (Between 22:00 and 04:00)

Where a haulage company requests from a Shipping company permission to collect un-accompanied freight vehicles out of hours between 22:00 and 04:00 the following will be the procedure:

- Hauliers must notify the port by email to Ierosslarefreightsecurity@irishrail.ie with the name of the driver collecting the trailer, the registration number of the tractor Unit collecting the trailer and the number of the trailer to be collected
- The Shipping Company will inform the Duty Controller and request from the evenings Traffic Co-Ordinator that he leave out the designated trailers.
- The shipping company will then give the Release documents to Port Security that evening.
- The Hauliers driver will need to phone Port Security on **087 3561956** to gain access to collect his trailer.
- The driver and trailer will be allowed to exit through the Freight Exit and the Release document will be collected by Security.
- Port Security will only release trailers which they are pre-instructed to release by the Shipping Company.

Free Days in Port

Exports: 5 days prior to the sailing date, inclusive of laydown day.

Imports: 3 days after the date of discharge, exclusive of discharge date.