



# GUIDELINES FOR HGV CLEARING AT THE EMPTY CONTAINER DEPOT

Depots and hauliers together for a thriving and modern  
port in Hamburg



## DEPOT REGULATIONS FOR QUICK HGV CLEARING

- Check clearing and traffic situation before driving to the depot
- Comply with the operational traffic control
- Check order details and documents prior to departure and hold in complete readiness upon arrival at the depot
- Follow the safety regulations and instructions of the depot personnel
- Undo latches in the waiting lane
- Open the container doors for inspection and accompany the depot inspectors
- Check the containers straight after acceptance and if necessary only reject them for a justifiable reason.
- Leave the depot quickly after clearing



## REQUIREMENTS FOR DRIVING TO THE HAMBURG DEPOT

Good preparation and compliance with the rules compiled in this brochure are requirements for quick clearing of the HGV in the empty container depot. Each depot in the port of Hamburg offers drivers and dispatchers multiple possibilities to provide a clearly co-ordinated data situation before driving to the gate.

### **Use our**

- Public gate cameras
- Webpages for reference checking
- Hotlines in the interchange
- Late opening hours
- Offers for special agreements
- Possibilities for advance notification

The approval of larger slots should always be obtained in advance with the depot interchange.



### **Advance notification helps**

When delivering and collecting it is very important that all data is complete and correct! For this reason, it would be very helpful if discrepancies are clarified beforehand.



### **Simplification of standards**

The use of standardised forms for delivery and collection of containers in all depots facilitates clearing at the gates and forms the basis for further automation.



### **Web solutions**

All depots provide solutions with which references can be checked. On our webpages you will also find live pictures of the gate and information on opening hours.

[www.hafen-hamburg.de/depots](http://www.hafen-hamburg.de/depots)

# USE COMPLETELY FILLED STANDARD FORMS FOR COLLECTION AND DELIVERY:

## Exemplary presentation of a collection

Depot / Terminal	HH Depot
Registration plate	HH-MM 123
Company	MM-Sped
Trucker	John Doe
TC No. (Trucker Card No.)	12345678

Collection / Delivery	Collection
Reference	ABH54321MMS
Shipping company	Leasing A
ISO Code / Typ	20 OT
Container number	
Loading position	centre
Comments / Quality	pistachios

## Exemplary presentation of a delivery

Depot / Terminal	HH Depot
Registration plate	HH-MM 123
Company	MM-Sped
Trucker	John Doe
TC No. (Trucker Card No.)	12345678

Collection / Delivery	Delivery
Reference	BHK12345MMS
Shipping company	Shipping agent X
ISO Code / Typ	22G1
Container number	DPTU 123456-7
Loading position	
Comments / Quality	

Please fill out the form in German or English.



Download and print out form:

[www.hafen-hamburg.net/logistic/EIRBlank\\_EN.pdf](http://www.hafen-hamburg.net/logistic/EIRBlank_EN.pdf)



## CONTACT

### **Empty container logisitcs work group**

The empty container logistics work group has set itself the objective to develop improvements to logistical processes in collaboration with all parties involved when dealing with empty containers in the port of Hamburg.

### **Hamburg Port Authority AöR**

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