|  |  |  |  |
| --- | --- | --- | --- |
| MISSION |  | REGION |  |
| DATE |  | COMPILED BY  (NAME, ORGANISATION) |  |
| EMAIL |  | PHONE |  |

# Logistics Assessment

Seaports

| **Final Checklist for Seaport Assessment Activities** | | **Done** | **Comments** |
| --- | --- | --- | --- |
| 1 | List and map primary, secondary seaports and – if applicable – landing sites of potential use to and within the emergency zone |  |  |
| 2 | Establish capacity requirements for current relief scenario: Type, volume, weight of cargo to be transported from where to where |  |  |
| 3 | If applicable – consult with the Ministry of Transport/ Infrastructure/ Urban Development to initiate repairs to damaged wharves |  |  |

### Useful tips:

Liaise with the freight forwarding agents, HQ and your suppliers for information.

Confirm that containers are in a proper condition and certified.

Check means of loading cargo and containers on trucks.

Evaluate the access of transport means into the port area.

Verify the different port charges, detention and port free time periods.

*This assessment is not designed to be exhaustive and/or may not fully relevant; skip the section(s)/question(s) that are not applicable in the assessed context or modify as needed.*

| **Seaport Assessment** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Seaport name:** | | |  | | **Classification** | | Primary port  Secondary port  Jetty/landing | | |
| **Seaport focal point contact:** | | |  | | **Seaport Code / LOCODE:** | | |  | |
| **Location of the seaport:** | | |  | | **GPS Coordinates (DDD.dddddd):** | | |  | |
| **Is the seaport fully operational?** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | **Quayside access procedures:** | | | | |
| **Is the seaport operational at night?** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| **If yes operating hours:** |  | | | |
| **What are the existing communications means?** | | Radio Room  Mobile phone  Satellite phone  Landline  Other: | | | | **Does facility have working ship to shore communication/Telex?** | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |

| **Seaport Assessment** | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Operations Support Structures:** | | | | | | | | | | **Rehabilitation Required?** | | | | **If structures need rehabilitation, please provide additional details:** | | | | | | | | | | | |
| **Berths** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | | | | | | | | | |
| **(Un)loading areas** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | | | | | | | | | |
| **Cargo storage areas** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | | | | | | | | | |
| **Traffic control tower** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | | | | | | | | | |
| **Services Available:** | | | | | | | | | | **Services Contact Details:** | | | | | | | | | | | | | | | |
| Customs | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | | | | | | | | | | | | | |
| Immigration | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | | | | | | | | | | | | | |
| Cargo Storage facilities | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | | | | | | | | | | | | | |
| Seaport security | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | | | | | | | | | | | | | |
| Broker/Freight Forwarder | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | | | | | | | | | | | | | |
| Stevedoring | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | | | | | | | | | | | | | |
| **Describe estimated throughput capacity at the port by road:** | | | | | | | | | | | |  | | | | | | | | | | | | | |
| **Describe estimated throughput capacity at the port by road:** | | | | | | | | | | | |  | | | | | | | | | | | | | |
| **Other comments of throughput and loading (e.g. containerized or non-containerized)** | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Technical Data:** | | | **Operational** | | | | | | **Length (m)** | | | | **Depth at low tide (m)** | | | | **Comments** | | | | | | | | |
| Berth 1 | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | |  | | | |  | | | | | | | | |
| Berth 2 | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | |  | | | |  | | | | | | | | |
| Berth 3 | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | |  | | | |  | | | | | | | | |
| Berth 4 | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | |  | | | |  | | | | | | | | |
| Berth 5 | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | |  | | | |  | | | |  | | | | | | | | |
| **Minimum depth, pilot station to berth** (low tide, meter) | | | | | |  | | | | | | | **Other comments on seaport**  **(tidal fluctuations, seasonality effects)** | | | | | |  | | | | | | |
| **Mean tidal range** (meter) | | | | | |  | | | | | | |
| **Handling Capacity** | | | | | | | | | | | | | **Equipment operational?** | | | **Number of operational Units** | | | | **Comments** | | | | | |
| Hand loading/offloading | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | N/A | | | N/A | | | |  | | | | | |
| Gantry Crane | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | Capacity (mt) |  | |  | | |
| Reachstacker, Toploader | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | Capacity (mt) | |  | |  | |
| Forklift | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | Capacity (mt) |  | |  | | |
| Fixed Port Crane (stationary/rail mounted) | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | Capacity (mt) |  | |  | | |
| Mobile Harbour Crane | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | Capacity (mt) | |  | |  | |
| Grain Elevator | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | |  | | | | | |
| Warehouse MHE (hand cart, pallet truck, etc) | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | N/A | | | |  | | | | | |
| Belt Conveyor | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | |  | | | | | |
| Bagging Equipment | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | N/A | | | |  | | | | | |
| Yard Truck/Tractor | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | Capacity (mt) | |  | |  | |
| Yard Trailer | | | | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |  | | | | Capacity (mt) | |  | |  | |
| **Other comments on handling capacity**: | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Storage Type** | | | | | | | **Estimated Capacities** | | | | | | | | **Comments** | | | | | | | | | | |
| Container Yard | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | Number of TEUs | | | | | |  | |  | | | | | | | | | | |
| Reefer Connections | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | Number of connections | | | | | |  | |  | | | | | | | | | | |
| Silo Facilities | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | Estimated space (mt) | | | | | |  | |  | | | | | | | | | | |
| Covered Warehouse | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | Estimated space (m2) | | | | | |  | |  | | | | | | | | | | |
| Bonded | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | Estimated space (m2) | | | | | |  | |  | | | | | | | | | | |
| Climate Controlled | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | Estimated space (m2) | | | | | |  | |  | | | | | | | | | | |
| Cold storage | | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | | Estimated space (m2) | | | | | |  | | Min temp (c) | | |  | | Max temp (c) |  | | | |  |
| **Security:** | | Fence  Guards  Light  Alert Procedures  Fire truck/response crew  Communications | | | | | | | | | | | | | | | | | | | | | | | |
| **Other comments*:*** | | | | | |  | | | | | | | | | | | | | | | | | |
| **Road access to Seaport:** | | | | | Impossible  Weather dependant  Need rehabilitation  Good | | | | | | | | | | | | | | | | | | | | |
| **Rail access to Seaport:** | | | | | Impossible  Weather dependant  Need rehabilitation  Good | | | | | | | | | | | | | | | | | | | | |
| **Describe any vehicle access constraints:** | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **Other general comments:** |  | | | | | | | | | | | | | | | | | | | | | | | | |