



## Policy for receiving self propelled vehicles / units for the USA – West Africa Service

### Privately Owned Vehicles (POVS)

**Non-running/Forklift units are NOT to be accepted unless advised by Virginia Beach Customer Service.** If a non-running/forklift is delivered, but not advised by Virginia Beach, unit MUST be Rejected. All runners and non-runners must have a key. Forklift units can be received without a key. If key is hidden inside vehicle, driver must locate key for receiving staff. **Any keys that are secured around the steering column must be removed by trucker prior to receiving. Key is to be hung from inside mirror using the elastic tether. If there is no inside mirror to hang key from, then leave key in cup holder.** If driver can't locate hidden key, unit MUST be REJECTED. **If keys are not found in unit, unit will be cut from load list and terminal put on notice.** Under no condition are unsafe units to be accepted even if they have been preannounced as a non-runner.

### POV - Runners

Units are to be rejected as a runner if cargo being delivered has any of the following points:

- Can not open hood to access battery
- Units that are producing any sort of engine smoke
- Units leaking fluid
- Units with front/rear end damage greater than cosmetic damage to exterior bumper. If there appears to be any sort of damage to radiator, engine, fuel tank.
- Units must be turned on and off to see if they will start up under their own power.
- Units with no key
- Units which have less than an 1/8 of fuel or Gas light illuminated.
- Units with no brakes or questionable brakes
- Units with no steering
- Units with broken or bent axles
- Broken glass anywhere inside the vehicle or window
- Broken, cracked, or shattered glass which hinders a driver's visibility or which presents a safety issue
- Plastic wrap which hinders the driver's visibility
- Exposed moving parts
- Vehicles with deployed airbags still inside the vehicle
- Units which are unsanitary inside that contain blood, other human fluid, mold, or any other biohazard
- Units where the driver door can't be opened from both inside and outside the vehicle
- Units which are unsafe to operate

Driver & Passenger area should be free of any cargo or debris.

### POV – Non-Runners

For units that don't meet runner status, please have trucker contact their forwarder to have unit rebooked as non-runner or forklift. Non-runner or forklift can only be accepted if the unit is listed on the preannounced tow/forklift excel file or you received an email from Grimaldi directly.

The following can be received as preannounced non-runner:

- Hood being able to open
- Unit has brakes and steering
- Unit can be pushed or towed in neutral
- Unit must have a key
- Exposed parts
- Units with no gas
- Damaged units

Driver & Passenger area should be free of any cargo or debris.

Units are to be rejected as a non-runner if cargo being delivered has any of the following points:

- Can't open hood to access battery
- Units that are producing any sort of engine smoke
- Units leaking fluid

- Units with front/rear end damage greater than cosmetic damage to exterior bumper. If there appears to be any sort of damage to radiator engine, fuel tank.
- Units with no key
- Units with no brakes or questionable brakes
- Units with no steering
- Units with broken or bent axles
- Broken, cracked, or shattered glass which hinders a driver's visibility or which presents a safety issue
- Plastic wrap which hinders the driver's visibility
- Vehicles with deployed airbags still inside the vehicle
- Units which are unsanitary inside that contain blood, other human fluid, mold, or any other biohazard
- Units where the driver door can't be opened from both inside and outside the vehicle
- Units which are unsafe to operate

## POV - Forklifts

The following can be received as preannounced forklift:

- Hood being able to open
- Units with no key
- Units with questionable or no brakes
- Units with faulty steering
- Units with bent tires, axles, push up against body which hinders unit from moving
- Units with driver door that can't open
- Units with airbag deployed and still inside unit
- Units with no gas
- Damaged units

Driver & Passenger area should be free of any cargo or debris.

Units are to be rejected as a forklift if cargo being delivered has any of the following points:

- Can't open hood to access battery
- Units leaking fluid
- Units that are producing any sort of engine smoke
- Units which are unsanitary inside that contain blood, other human fluid, mold, or any other biohazard

As we are not receiving cargo or see the cargo that is received, we rely on terminal staff judgment and experience. If anything looks unsafe or is **NOT** over the road worthy, it is **NOT** to be received.

## Trucks / High Heavy / Break Bulk Static Cargo

ACL will accept static cargo, tracked, self-propelled units, trailers, boat trailers, construction units, tractors, and tractor trailers. No non-running high and heavy units are to be accepted, even if incorrectly booked as a pre-announced non-runner.

Units are to be rejected if cargo being delivered has any of the following points:

- No access to be able to disconnect batteries
- Non-Running SPV
- Units with no key
- Units with leaking or flat tires
- Units which have less than an 1/8 of fuel or Gas light illuminated.
- Units with no brakes or questionable brakes
- Units with no steering
- Units that have bent tires, axles, or any debris pushed up against the tires which will restrict tire movement
- Falling off body parts
- Broken glass anywhere inside the vehicle or window
- Broken, cracked, or shattered glass which hinders a driver's visibility or which presents a safety issue
- Plastic wrap which is not clear
- Exposed wiring of any sort which could be a potential fire hazard
- Units leaking fluid

- Vehicles with major front/rear end damage. This presents a potential fire hazard
- Exposed moving parts
- Vehicles with deployed airbags still inside the vehicle
- Units which are unsanitary inside that contain blood, other human fluid, mold, or any other biohazard
- Units which are unsafe to operate
- ACL will accept units on trailers, e.g. dump trucks on low boys etc. These should be secured to the trailer at time of receipt. If these stacked units are not properly lashed don't receive

Tank units may be received without gas free certificate. When a booked tank unit is delivered, please contact NA WAF Support / WAF Operations advising unit was received. Grimaldi will perform our own inspection to ensure unit is safe for loading with our own independent marine chemist.

#### **Delivery Documentation title/docs**

Units must be delivered with original title / bill of sale dock receipt and letter of intent. Driver should also have the correct number of copies. If driver delivering unit does not have proper/correct documentation, they should be rejected. No vehicle/unit should be received if the driver has no paperwork and original title/Bill of Sale. Units delivered need to match the dock receipt and title / bill of sale. If units don't match the paperwork, the unit must be rejected. Only Grimaldi approve exception units can be received without title.

With implementation of AES please note that at time of delivery all Dock Receipts should carry the relevant and corresponding filing (ITN#) or exemption citation. No vehicle/unit should be received without the AES on the dock receipt.

For any questions please contact Ulas Senger, Martin Thomsen, Jamie Luisi or myself.

For title or other documentation issues please call our NAWAF Support Group in Virginia Beach at (757) 518-3804, toll-free at (888) 225-9800 or [REDACTED].

Thank you for your continued co-operation.

Regards,  
Michael Loeuis  
Operations Manger NE, West African Service  
January 29, 2020  
ph [REDACTED]

Atlantic Container Line