



Port of Charleston

Lane TIR/Clerk



SCSPA YMS Training Schedule

A) Lane TIR Checker/Clerk

1. Enter user name and password
2. Login
3. Actions
 - a) Deliver empty chassis
 - b) Deliver empty container
 - c) Deliver loaded container
 - d) Receive empty chassis
 - e) Receive empty container
 - f) Receive loaded container

B) Truckers barcode number/ Trucking Company

C) Single Mission

D) Damages

E) Drivers name

F) Complete Mission

G) Print TIR

H) Dual Mission

1. Receive and Deliver
 - a) Export Loaded Container
 - b) Import loaded Container
 - c) Reefer
 - d) Hazardous
 - e) Over Dimensions
 - f) Empty Chassis
 - g) Empty container

I) Hazmat Container

1. Enter Un Number
 - a) Enter required information from Hazardous documentation

J) Reefers

1. Receive / Deliver
2. Reefer manifest
3. Controlled Temperature: Celsius / Fahrenheit
4. Generator Set Number (GENSET)
5. Chassis number

K) Override TIR

1. Bad Booking Number
2. Information ETC:
3. Override to give Trucker exit Pass
 - a) Driver to exit Terminal until proper documentation is provided

L) Printer Problems

1. How to load paper in the printer

M) Glossary of Terms

N) Outbound TIR Procedure

- 1) Verify Container Number
- 2) Verify Chassis number
- 3) Verify Seal number(s)
- 4) Input Damages against TIR

IMPORTANT: Attached is the YMS Booklet explaining in detail all of the above steps.