

Working Agreements Dynamic Lock Scheduling System

1. Ingoing traffic will be scheduled 48 hours in advance and outgoing traffic 24 hours in advance.
2. The Scheduling Source for ingoing traffic is as follows: until VHF contact has been established, lock reservation will be scheduled and/or adjusted on the basis of ETA pilot station received by Port of Amsterdam through PCS. If the ship or the captain sends a different ETA to both Port of Amsterdam and its own agency, Port of Amsterdam will process this update unless the agent himself decides otherwise, or unless the ship has been given the status of "Stay Outside Until Further Notice" ("TNOBB").
3. The Scheduling Source for outgoing traffic is as follows: the lock reservation will be scheduled and/or adjusted on the basis of ETD berth received by Port of Amsterdam through PCS. Agents are requested not to fill in the field for ETD berth in PCS if the ETD of the outgoing voyage is still unknown or imprecise. **Once an agent has entered the ETD berth time, the specified ETD berth results in a reservation. If an agent modifies the ETD berth time, the lock reservation is changed on up to two occasions. Once this has been done twice, changing the ETD berth time does not automatically result in the lock reservation being changed accordingly.**
4. It is the ship that first applies for lock passage that will be granted a lock reservation - provided it fits in the existing lock planning schedule. If two ships have the same ETA locks, a tidal-bound ship has priority. If the ship does not fit in the existing lock planning schedule, the VTS will plan the ship for the next possible lockage.
5. If a time gap occurs that would enable the lock passage of a ship at a time it originally requested, that ship will be alerted by the VTS.
6. As shipping is dynamic, lock reservations will be adjusted to ETA or ETD changes. The agent's change to the ETD berth time leads to the lock reservation being changed on up to two occasions. **If the ETD berth time is changed in such a way that the ETD berth is more than 24 hours later, this is treated as a new ETD berth time entry (and the change once again results in the lock reservation being changed on up to two occasions).**
7. Lock reservations for outgoing ships must be finalised by the agent. This must be done by ordering that ship at least **six** hours prior to its requested departure time (ETD berth). In the event that the agent fails to finalise the ship's reservation, the lock reservation will be cancelled. The time gap that has now become available can be reserved by any other agent for their ship by directly ordering that ship. A cancelled reservation will not be given back to the agent that failed to order his ship and the ship will be removed from the planning schedule until **the agent orders the vessel, after which the VC schedules the vessel (within 24 hours of the time of the cancelled ETD berth) or the agent re-enters ETD berth time in PCS (if the new ETD berth time is more than 24 hours after the time of the cancelled ETD berth), which leads to a new lock reservation. Agents are expected at all times to enter as accurate an ETD berth time as possible in PCS (regardless of whether this results in a lock reservation).**
8. In all cases, the lock planning schedule is determined by the Harbour Master's Division; however, any deviations from the schedule should be transparent and easy to explain.
9. The lock planning schedule will be available to our nautical partners in the North Sea Canal Area in real time on any device and behind a login (in accordance with privacy legislation).

Definitions:

- PCS: Port Community System (Portbase);
- VTS: VTS Coordinator;
- Lockage time: The time period calculated from ETA locks of the first ship entering the lock until ETD locks of the last ship leaving the lock;
- Agent: Name of the agency;
- Ship: Ship's name;
- Tidal-bound ship: A ship for which lock passage is tide-dependent (i.e. dependent on the tidal level and/or the rate of the tidal stream) and thus bound to a tidal window established by the competent authority.
- Order: to order a pilot, or tugs, or boatmen, or a combination thereof.

These Working Agreements have an explicit link with the following regulations:

- The existing Combined Lockage Regulation, which forms part of CNB Order No. CNB/2013/138;
- The existing Policy Regulations for Lock Passage of Marginal Ships through the IJmuiden North Lock and the North Sea Canal, as laid down in Announcement No. CNB/2011/33;
- The IJgeul Tidal Window Regulation, dated March 2016;
- The existing Regeling Scheepsbewegingen (Vessel Movements Regulation). The Working Agreements Dynamic Lock Scheduling System (insofar as they deviate from the existing Regulation) will be entered in the Regulation by the Vessel Movements Committee.