



**LEMBAGA PELABUHAN KELANG**  
**(PORT KLANG AUTHORITY)**  
Beg Berkunci 202,  
Jalan Pelabuhan Utara,  
42005 Pelabuhan Klang  
**SELANGOR DARUL EHSAN, MALAYSIA.**

Tel: 603-3168 8211  
Fax: 603-3168 9117  
603-3168 8228  
603-3168 8229  
603-3167 0211

Web:<http://www.pka.gov.my>  
Email:[onestopagency@pka.gov.my](mailto:onestopagency@pka.gov.my)

**MS ISO 9001 : 2015 REG.NO: AR3579**

(JABATAN ZON BEBAS & JABATAN DAGANGAN BERBAHAYA)

Ruj. Tuan:  
Ruj. Kami: LPK:PB/600-4/1 Jld. 2 (5)  
Tarikh : 7 November 2017

## **SENARAI EDARAN ADALAH SEPERTI DILAMPIRKAN**

Y. Bhg. Tan Sri / Datuk / Dato' / Tuan / Puan,

### **PEKELILING PENGURUS BESAR LEMBAGA PELABUHAN KELANG NO. 5/2017**

#### **PROSEDUR OPERASI STANDARD (SOP) YANG TELAH DIKEMASKINI BAGI PELAKSANAAN PENGESAHAN BERAT KASAR KONTENA BERKARGO (VGM) DI PELABUHAN KLANG**

Adalah saya dengan segala hormatnya merujuk kepada perkara di atas.

2. Bersama ini dilampirkan Prosedur Operasi Standard (SOP) yang telah dikemaskini bagi pelaksanaan Pengesahan Berat Kasar Kontena Berkargo (VGM) di Pelabuhan Klang untuk makluman dan tindakan pihak Y. Bhg. Tan Sri / Datuk / Dato' / Tuan / Puan selanjutnya.

Sekian, terima kasih.

**'BERKHIDMAT UNTUK NEGARA'**

Saya yang menurut perintah,

**(KAPT. K. SUBRAMANIAM)**

Pengurus Besar  
Lembaga Pelabuhan Kelang

Tel. : 03-3168 8358  
Faks : 03-3168 7626  
Emel : [subra@pka.gov.my](mailto:subra@pka.gov.my)

## **SENARAI EDARAN**

### **Y. BHG. TAN SRI DR. LIM WEE CHAI**

Presiden

Federation of Malaysian Manufactures (FMM)

Wisma FMM, No.3, Persiaran Dagang

PJU 9 Bandar Sri Damansara

**52200 KUALA LUMPUR**

**Tel : 03-6276 1211**

**Faks : 03-6274 1266**

### **Y. BHG. DATO' SOH THIAN LAI**

Pengerusi,

Federation of Malaysian Manufacturers (FMM)

Selangor Branch

No. 34, Jalan Pekedai U1/36

Hicom-Glenmarie Industrial Park

**40150 SHAH ALAM**

**Tel : 03-5569 2950**

**Faks : 03-5569 4346**

### **Y. BHG. DATUK WIRA JALILAH BABA**

Presiden

Malaysian International Chamber of Commerce and Industry (MICCI)

C-8-8 8th Floor, Block C, Plaza Mont' Kiara

2, Jalan Kiara, Mont' Kiara

**50480 KUALA LUMPUR**

**Tel : 03-6201 7708**

**Faks : 03-6201 7705**

### **Y. BHG. TAN SRI DATUK TER LEONG YAP**

Presiden

National Chamber of Commerce and Industry of Malaysia (NCCIM)

Level 3, West Wing

Menara MATRADE

Jalan Khidmat Usaha, Off Jalan Duta

**50480 KUALA LUMPUR**

**Tel : 03-6204 9811**

**Faks : 03-6204 9711**

### **Y. BHG. TAN SRI DATUK TER LEONG YAP**

Presiden

The Associated Chinese Chambers of  
Commerce and Industry of Malaysia (ACCCIM)

Tingkat 6, Wisma Chinese Chamber

285, Jalan Ampang

**50450 KUALA LUMPUR**

**Tel : 03-4260 3090/1/2/3/4/5**

**Faks : 03-4260 3080**

### **Y. BHG. TAN SRI DATUK K. K. ESWARAN**

Presiden

Malaysian Associated Indian Chambers of  
Commerce and Industry (MAICCI)

JKR 3190, Jalan Ledang

Off Jalan Duta

**50480 KUALA LUMPUR**

**Tel : 03-2011 0478**

**Faks : 03-2011 0477**

**EN. RIZAL FARIS MOHIDEEN ABDUL KADER**

Presiden

Dewan Perniagaan Melayu Malaysia (DPMM)

No. 33 & 35, Jalan Medan Setia 1

Plaza Damansara, Bukit Damansara

**50490 KUALA LUMPUR**

**Tel : 03-2096 2233**

**Faks : 03-2096 2533**

**Y. BHG. DATO' DR. HAFSAH HASHIM**

Ketua Pegawai Eksekutif

SME Corporation Malaysia (SME Corp.)

Level 6, SME 1, Block B

Platinum Sentral, Jalan Stesen Sentral 2

Kuala Lumpur Sentral

**50470 KUALA LUMPUR**

**Tel : 03-2775 6000**

**Faks : 03-2775 6001**

s.k.

**Y. BHG. DATO' ABDULLAH YUSUFF BASIRON**

Setiausaha Bahagian Maritim  
Kementerian Pengangkutan Malaysia  
Aras 8, No. 26, Jalan Tun Hussein, Presint 4  
Pusat Pentadbiran Kerajaan Persekutuan  
**62100 PUTRAJAYA**

**Tel : 03-8892 1286**  
**Faks : 03-8888 0179**

**PUAN NOOR WAHIDA NORDIN**

Pengarah Kanan  
Bahagian Dasar Pelaburan dan Fasilitasi Perdagangan  
Kementerian Perdagangan Antarabangsa dan Industri  
Level 8, Menara MITI, No. 7  
Jalan Sultan Haji Ahmad Shah  
**50480 KUALA LUMPUR**

**Tel : 03-62084661**  
**Faks : 03-6206 1692**

**Y. BHG. DATO' AZMAN SHAH BIN MOHD. YUSOF**

Ketua Pegawai Eksekutif  
Northport (Malaysia) Bhd.  
Jalan Pelabuhan, Pelabuhan Utara  
**42000 PELABUHAN KLANG**

**Tel : 03-3169 8787**  
**Faks : 03-3169 8697**

**ENCIK RUBEN EMIR GNANALINGAM**

Ketua Pegawai Eksekutif  
Westports Malaysia Sdn. Bhd.  
P. O. Box 266  
Pelabuhan Barat, Pulau Indah  
**42009 PELABUHAN KLANG**

**Tel : 03-6209 0888 / 3169 4038**  
**Faks : 03-6209 0868 / 3169 4175**

**Ketua Pegawai Eksekutif**

Port Klang Free Zone Sdn. Bhd.  
Jalan FZ 2-P5 / KS 12  
Port Klang Free Zone, Pulau Indah  
**42920 PELABUHAN KLANG**

**Tel : 03-3101 2308**  
**Faks : 03-3101 4096**

**ENCIK ALVIN CHUA**

Presiden  
Persatuan Ejen-Ejen Penghantaran & Logistik Selangor (SFFLA)  
Wisma SFFLA, No. 23, Jalan Cemerlang  
**42000 PELABUHAN KLANG**

**Tel : 03-3168 4363**  
**Faks : 03-3167 5243**

**ENCIK WALTER CULAS**

Pengerusi

Airfreight Forwarders Association of Malaysia (AFAM)

16B, 2nd Floor, Jalan Kemuja

Bangsar Utama

**59000 KUALA LUMPUR**

**Tel : 03-2284 2000**

**Faks : 03-2287 2592**

**ENCIK NAZARI BIN HAJI AKHBAR**

Presiden

Persatuan Haulier Malaysia (AMH)

2nd Floor, Block B

Jalan Pelabuhan, Pelabuhan Utara

**42000 PELABUHAN KLANG**

**Tel : 03-3176 3676**

**Faks : 03-3176 4676**

**ENCIK OOI LEAN HIN**

Presiden

Shipping Association Malaysia (SAM)

d/a. Evergreen Marine Corporation (M) Sdn. Bhd.

No. 7, Jalan Jurutera U1/23, Seksyen U1

Hicom Glenmarie Industrial Park

**40150 SHAH ALAM**

**Tel : 03-7883 2600**

**Faks : 03-7804 8220**

**ENCIK J. BALASUBRAMANIAM**

Presiden

Central Regional Shipping Association (CRSA)

d/a. Megawan Secretarial Services Sdn Bhd.

149A-149B, Persiaran Raja Muda Musa

**42000 PELABUHAN KLANG**

**Tel : 03-3167 3830**

**Faks : 03-3168 3830**

**Y. BHG. DATO' IR. ABDUL HAK MD AMIN**

Chairman

Malaysia Shipowners Association (MASA)

Blok A2, No. A2-3-3

Ayer@8, Fasa 8C1

Jalan P8G, Presint 8

**62250 PUTRAJAYA**

**Tel : 03-8893 1942**

**Faks : 03-8893 1945**

**ENCIK S. SARAVANAN**

Presiden

Malaysia Container Depot Association (MCDA)

10 Lingkaran Sultan Hishamudin 2

Kawasan Perusahaan 20, Selat Klang Utara

**42000 PELABUHAN KLANG**

**Tel : 03-3176 2520**

**Faks : 03-3176 5226**

**Faks : 03-3166 7188**





## PORT KLANG AUTHORITY



## STANDARD OPERATING PROCEDURE



## IMPLEMENTATION OF VERIFIED GROSS MASS (VGM) OF A PACKED CONTAINER AT PORT KLANG



VERSION 2.0  
07 November 2017

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**This Standard Operating Procedure (SOP) supersedes the previous SOP Version 1 dated 9<sup>th</sup> May 2016 and all the Circulars/Notices issued by Port Klang Authority on Implementation of Verified Gross Mass (VGM) of a packed container in Port Klang.**



## 1. INTRODUCTION

The International Maritime Organization (IMO) has amended the International Convention for the Safety of Life at Sea (SOLAS), Chapter VI, Part A, Regulation 2 to require the gross mass of a packed container to be verified by the Shipper using prescribed methods prior to stowage on board a ship.

The responsibility for obtaining and documenting the verified gross mass of a packed container lies with the Shipper. A packed container shall not be loaded onto a ship to which the SOLAS regulations apply unless the master or his representative and the Terminal representative receives the verified gross mass of the container.

**THIS REGULATION CAME INTO FORCE ON 1ST JULY 2016.**

## 2. BACKGROUND

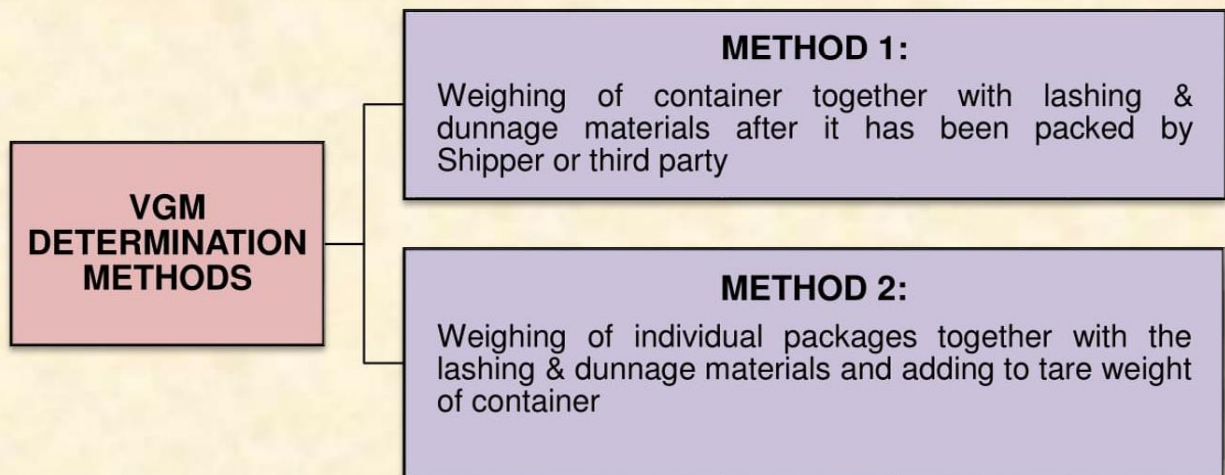
In Malaysia, the Marine Department (Jabatan Laut Malaysia) is the Competent Authority assigned by the government to oversee the implementation of this regulation. The Marine Department through its Malaysian Shipping Notice (MSN) 02/2016 has made it mandatory for all Shippers to register their companies and declare the method which will be used to obtain the VGM.

The Marine Department requires all weighing machines to be calibrated and certified by **Metrology Corporation Malaysia Sdn Bhd**, a company that is accredited and approved by the Government and to be maintained in accordance to best practices or Quality Management Systems requirements. On compliance to stipulated conditions, the registration will be approved with a validity period of two (2) years.



### 3. VERIFIED GROSS MASS (VGM) DETERMINATION METHODS

The SOLAS regulation prescribed **two (2) methods** by which the Shipper may obtain the verified gross mass of a packed container:



Individual, original sealed packages that have the accurate mass of the packages and cargo items (including any other material such as packing material and refrigerants inside the packages) clearly and permanently marked on their surfaces, do not need to be weighed again when they are packed into the container.

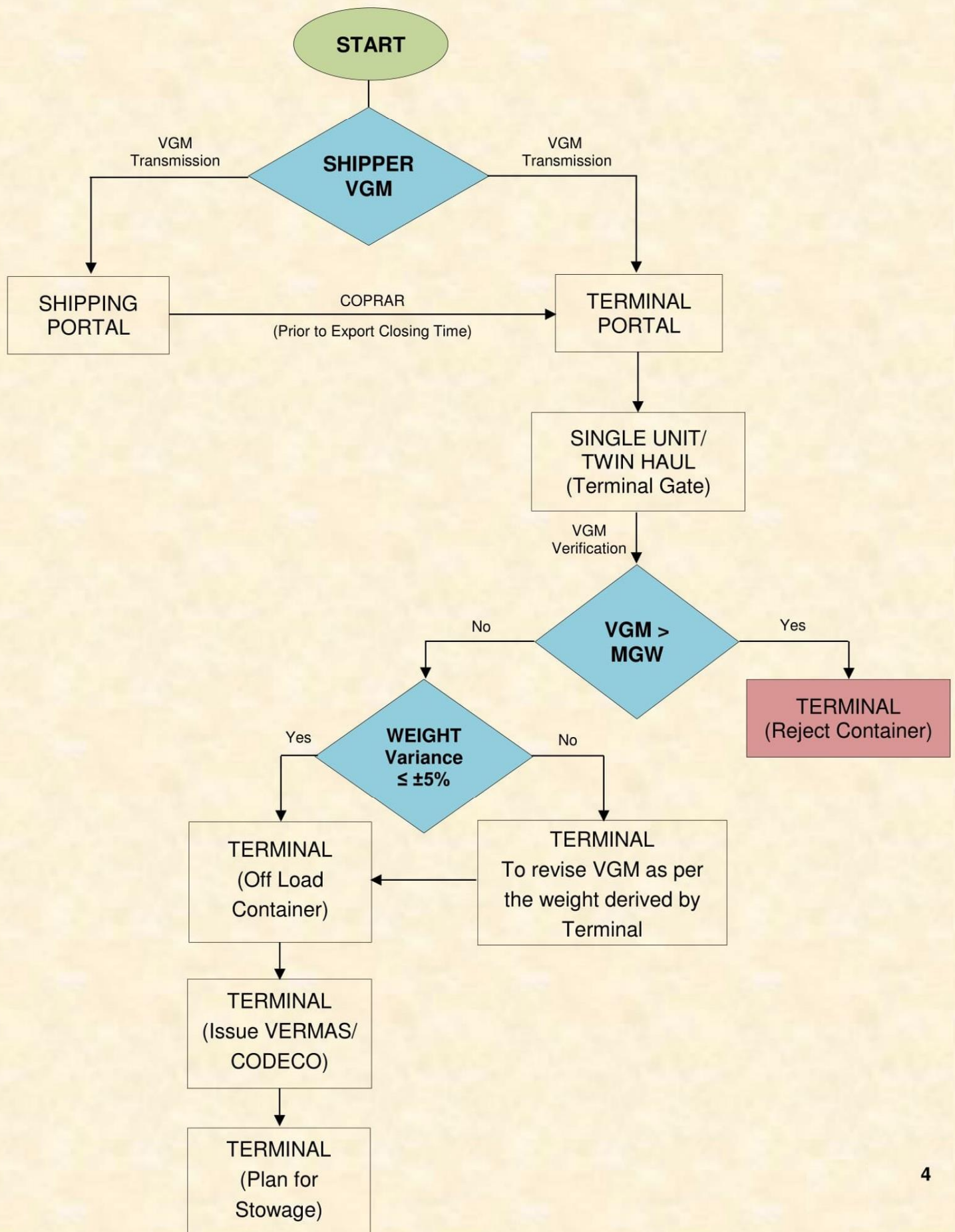
### 4. VERIFIED GROSS MASS (VGM) TRANSMISSION METHODS

There are **two methods** recommended by SOLAS for VGM transmission to the Terminal Operator and other relevant parties:

<b>Option 1</b>	Electronic means such as Electronic Data Interchange (EDI) or Electronic Data Processing (EDP)
<b>Option 2</b>	In the Shipping Document which can be a part of the Shipping Instruction to shipping company or a separate communication (eg: weight certificate produced by the weigh station)

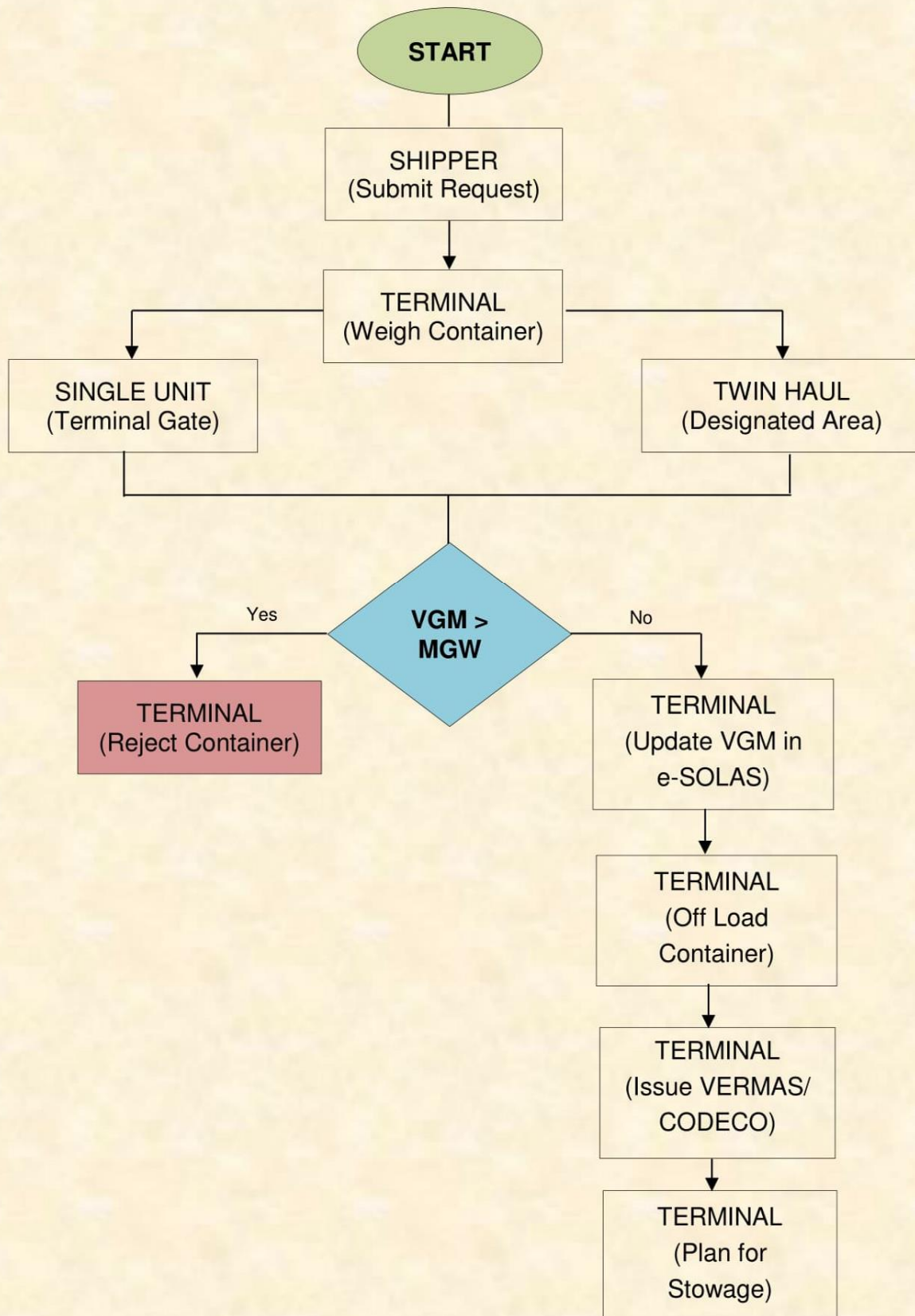
## 5. VERIFIED GROSS MASS (VGM) IMPLEMENTATION MODEL AT PORT KLANG

### SUBMISSION OF SHIPPER VGM



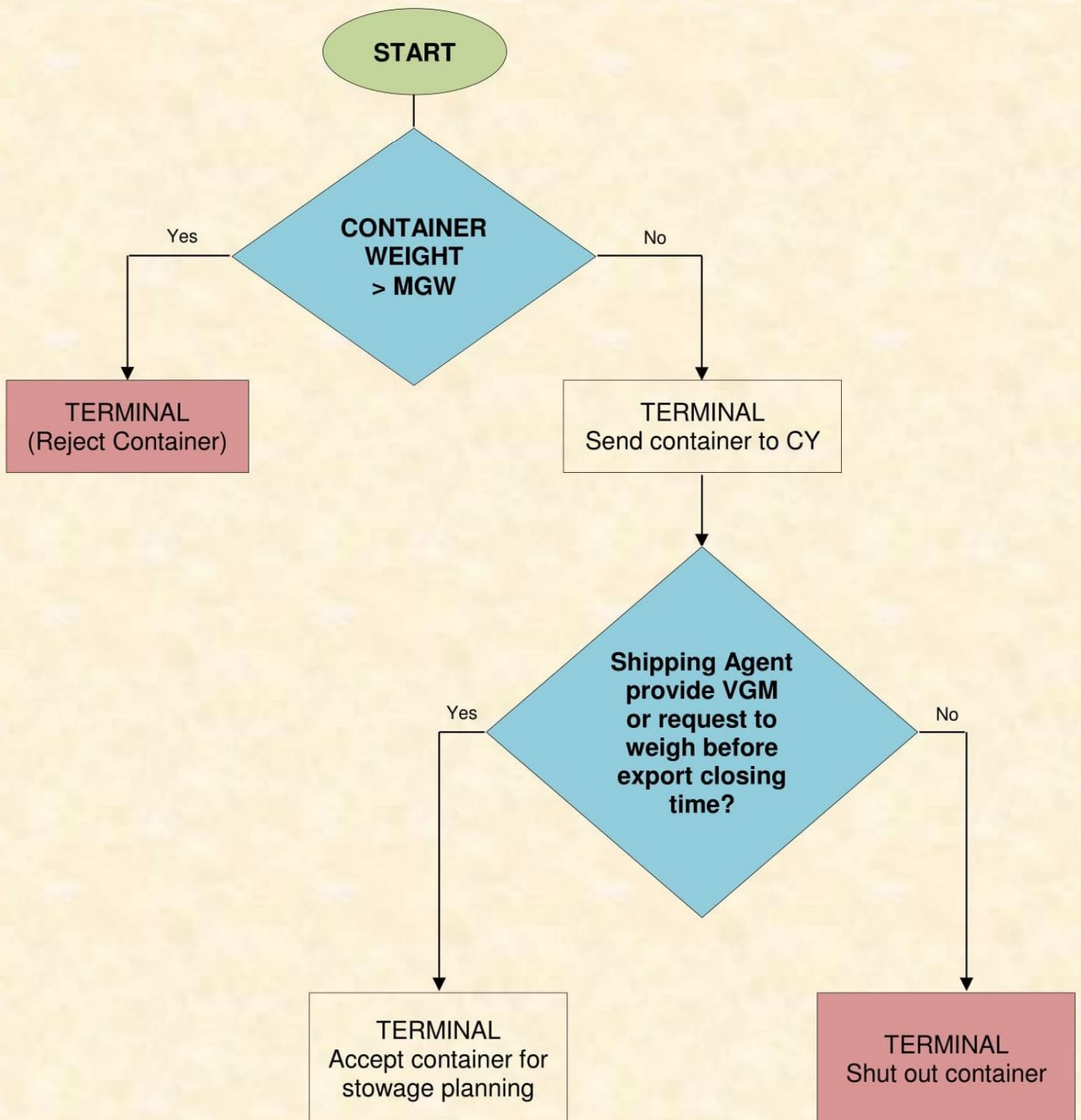


## SUBMISSION OF REQUEST TO TERMINAL OPERATOR TO OBTAIN VGM





**CONTAINER GATE-IN WITHOUT SHIPPER VGM OR REQUEST TERMINAL FOR WEIGHING**



## **A. SHIPPER'S ROLE AND RESPONSIBILITIES**

- i. The Shipper shall register with Marine Department Malaysia and is required to indicate the method (Method 1 or 2) that will be used to obtain the VGM. The Shipper may also choose Terminal weighing facility, which is under Method 1 to obtain the VGM.
- ii. For FCL container, once the VGM has been obtained, the Shipper or their Forwarding Agent shall transmit the VGM to the Shipping Line/Agent by means prescribed by the respective Shipping Company. Nevertheless, the Shipping Company may also request the Shipper to transmit the VGM directly to the Terminal via e-SOLAS portal.
- iii. For LCL container, the Freight Forwarder as a Shipper or the CFS Operator as a Consolidator shall transmit the VGM to the Terminal. In such cases, the Freight Forwarder as a Shipper shall register with Marine Department Malaysia.
- iv. In the event the Shipper is unable to obtain the VGM for FCL / LCL container, then they can request the Terminal to issue the VGM via e-SOLAS portal. As for FCL container, request for Terminal weighing has to be done prior to container gate-in whereas for LCL container, the request shall be made upon packing of the container at CFS/warehouse in the port.
- v. For OOG container, the Shipper may use third party weighing station to obtain the VGM and submit it to the Terminal prior to gate-in, as the Terminals do not provide weighing services for OOG containers. However, the Terminal can also accept Shipper VGM for OOG container subject to the following conditions:
  - Shipper is registered under Method 2 with Marine Department Malaysia;
  - The weight is marked or printed permanently on the surface of the cargo or on the plate permanently attached with the cargo indicating the weight;
  - The cargo weight, tare weight of flat rack and lashing materials are added to obtain the VGM;
  - The VGM is transmitted to the Terminal via the e-SOLAS portal and attached with the photos of the weight markings or permanently attached plates of the weight of the cargo.



## B. SHIPPING COMPANY'S ROLE AND RESPONSIBILITIES

- i. The Shipping Company shall inform the Shipper who enters into a Contract of Carriage to register with Marine Department Malaysia and inform the means of VGM transmission.
- ii. The Shipping Company shall ensure that export booking has been created in Terminal Operating System prior to releasing container by Depot Operator and inform Depot Operator to update container number in Terminal Operating System immediately upon releasing the container.
- iii. In the event the Shipper submits the VGM to the Shipping Company, then it should be transmitted to the Terminal prior to export closing time.

## C. HAULAGE OPERATOR'S ROLE AND RESPONSIBILITIES

Haulage operators are required to register and pre-declare the tare weights (Berat Tanpa Muatan) of their prime movers and trailers into the Port Klang Net system based on the information contained in the permits issued by SPAD.

The Terminal will subtract the tare weight of prime mover and trailer together with a fixed weight for fuel (200 kg) & spare tyre (400 kg) in order to obtain the VGM of a container.

RA Office Portal - Main Page [http://www...om&ROC\\_RN=1](http://www...om&ROC_RN=1)

www.my1port.com/Forms/LPKRegistration/CompanyRegistrationBM.aspx?ROCNC

PORT SINGLE WINDOW FOR MARITIME & LOGISTICS COMMUNITIES

Home Reference Code SCN Listing Contact Us Help

### User Registration Form | Borang Daftar Masuk

Butiran Syarikat Butiran Pengarah Butiran Pemegang Saham **Prime Mover & Trailer** Butiran Fasilitas Dokumen Pengakuan Hantar Ter

**Prime Mover**

Nombor Pendaftaran | Prime Mover Reg. No :

PM ID :

Berat Tanpa Muatan (BTM) | Net Weight :  /KGM \*\* valid value should be more than (>) 1,000KGM & less than (<) 10,000KGM

*\*\* Berat Tanpa Muatan (BTM) berdasarkan permit pihak berkuasa pengeluar termasuk peralatan tambahan seperti "LNG Cylinder", "Generator Set" dan sebagainya.*

#	No	Δ	Nombor Pendaftaran   Prime Mover Reg. No	PM ID	Berat Tanpa Muatan (BTM)   Net Weight
<input type="checkbox"/>	0001		12345	123456	3000.0000

**Trailer**

Nombor Pendaftaran | Trailer Reg. No :

Berat Tanpa Muatan (BTM) | Net Weight :  /KGM \*\* valid value should be more than (>) 1,000KGM & less than (<) 10,000KGM

*\*\* Berat Tanpa Muatan (BTM) berdasarkan permit pihak berkuasa pengeluar termasuk peralatan tambahan seperti "Generator Set" dan sebagainya.*

#	No	Δ	Nombor Pendaftaran   Trailer Reg. No	Berat Tanpa Muatan   Net Weight
<input type="checkbox"/>	0001		12344	4000.0000



#### D. TERMINAL OPERATOR'S ROLE WHEN VGM IS PROVIDED BY SHIPPER

- i. **For single unit container**, the Terminal will verify the Shipper VGM at the gate. **If the Terminal's derived weight is within  $\pm 5\%$  of the VGM declared by the Shipper, the container will be accepted and planned for stowage.**
- ii. **The Terminal will revise the VGM as per the weight derived by the Terminal if the variance is more than  $\pm 5\%$**  and proceed with the stowage planning. The Shipper shall indemnify the Terminal against any liability arising from the VGM revision.
- iii. As for **twin hauled containers (back to back)**, the Terminal will verify Shipper VGM at the Terminal gate. **If the total weight obtained by the Terminal for both containers is within  $\pm 5\%$  of the total VGM declared by the Shipper then both containers will be accepted for stowage planning. Otherwise the containers will be directed to the designated area to be reweighed individually and the VGM for each container will be revised.**
- iv. In any case, if the weight of the container exceeds the Maximum Gross Weight (MGW), the container will be rejected by the Terminal.

#### E. TERMINAL OPERATOR'S ROLE WHEN TERMINAL IS REQUESTED BY SHIPPER TO ISSUE VERIFIED GROSS MASS (VGM)

- i. **For single unit container**, the Terminal will weigh the packed container at the gate using Method 1 and will issue the VGM.
- ii. As for **twin hauled containers (back to back), LCL containers from CFS within the port area and containers hauled from PKFZ**, they will be directed to a designated area at the Terminal where the VGM will be obtained by using a stacker which is fitted with a weighing mechanism.
- iii. If the weight of the container exceeds the Maximum Gross Weight (MGW), the container will be rejected by the Terminal.
- iv. Shippers requesting weighing and VGM services from the Terminal shall agree to the disclaimer clause as below:



## **DISCLAIMER**

*“By using the port facility and or system, the user hereby agrees without qualification that all information provided by the port including container weight information (Verified Gross Mass/VGM) are for general reference only. The port in providing such information , do so under its best knowledge at the time of issuance subject always to the condition that there shall be no express or implied warranty or representation on the accuracy of such information provided . The port disclaims liability for any error or omission of any information provided and the users are advised to seek independent verification for the information provided from the Shipper”.*

## **6. WEIGHING CHARGES**

The charges for weighing services rendered by Terminals at Port Klang are as follows:

<b>WEIGHING SERVICES</b>	
20'/40'/45' (Single Unit)	RM 5.00 / per container
20' (Twin Haul)	RM 30.00 / per container

### Note

1. The parties to be billed for weighing charges by the Terminal are as follows:  
FCL container - Forwarding Agent / Shipper  
LCL container - CFS / Warehouse Operator.
2. As for LCL containers, the Freight Forwarder will impose a charge of **RM 2.00/m<sup>3</sup>** to the Shipper.



## FREQUENTLY ASKED QUESTIONS

**Q1: I have a weighbridge at my premise and I have registered with Marine Department to obtain VGM using Method 1. However, can I choose Terminal facility to issue the VGM as a contingency plan?**

A1: Yes. You can choose the Terminal facility to issue the VGM as a contingency plan and must be indicated in the registration.

**Q2: I have registered with Marine Department and declared to obtain VGM using Method 1 and 2. Can I estimate the VGM and transmit it to Terminal and Shipping Line / Agent?**

A2: No. Estimation of VGM is not permitted.

**Q3: Can I send the container to the port without submitting the VGM to the Shipping Company / Terminal or requesting the Terminal to issue the VGM?**

A3: It is not recommended. However, the Shipper / Forwarding may request the Terminal to weigh the container after gate-in. Terminal will impose two (2) Extra Movement Charges (EMC) and weighing charges.

**Q4: As a Shipper, do I have to pay the Terminal for weighing my container although I have transmitted the VGM to the Terminal?**

A4: No. The Shipper need not to pay for weighing if the VGM is transmitted to the respective Terminal or Shipping Company. However, if the Shipper VGM is more than  $\pm 5\%$  of Terminal VGM then Terminal will revise the VGM and charge accordingly.

**Q5: I want to register with Marine Department and select the Terminal weighing facility to obtain the VGM. Where should I get the Form D?**

A5: Form D for weigh bridges at Terminals (Northport / Westports) have been submitted to Marine Department. Thus, the Shipper not required to submit the Form D to Marine Department.



**Q6: As a Shipper, do I have to attach weight certificate / slip when submitting VGM to Terminal?**

A6: No. Shipper need not to attach weight certificate / slip when submitting VGM to Terminal.

**Q7: Who should request the Terminal to issue the VGM for LCL containers consolidated in the port?**

A7: The CFS / Warehouse Operator shall request the Terminal to issue the VGM.

**Q8: Who shall provide the VGM for transshipment container?**

A8: The loading port (exporting country) shall provide the VGM through the shipping line or its Agent before it is loaded on the 2<sup>nd</sup> Carrier in Port Klang.

**Q9: Do I need to provide the VGM for import re-export containers?**

A9: Yes. VGM is applicable for import re-export containers in the port.

**Q10: Is  $\pm 5\%$  variance still applicable to verify and revise Shipper VGM by Terminals?**

A10: Yes. Shipper VGM will be verified at the gate and if the Shipper VGM is more than  $\pm 5\%$  of Terminal VGM then it will be revised and charged accordingly.

**Q11: Does the Terminal charge GST for weighing services?**

A11: No. Terminal is not charging GST for weighing services.

**Q12: Does the Terminal provide weighing services for ex-rail containers?**

A12: No. The Terminal does not provide weighing services or issue VGM for ex-rail containers. Shippers of such containers shall obtain the VGM and submit the information to the Terminal via e-SOLAS Portal prior to gate-in at Terminal.