



CIRCULAR LETTER

Number: 19/SE-KP.0.01/TPS-2007

REGARDING

**OPERATIONAL WORKING HOUR DURING RAMADHAN 2007
AND TENTATIVE SCHEDULE OF DOCUMENTATIONS AND
STEVEDORING ACTIVITIES DURING IDUL FITRI 1428 H
AT PT. TERMINAL PETIKEMAS SURABAYA**

1. Refer to the Decree of Directors of PT Terminal Petikemas Surabaya No. 18/SE.KP.0.01/TPS-2007 regarding Working Hour during Ramadhan 1428 H at PT. Terminal Petikemas Surabaya, therefore Operation Department has prepared working hour arrangement during fasting month (Ramadhan 1428H) and tentative schedule documentation service and stevedoring activities during Idul Fitri 1428 H at PT Terminal Petikemas Surabaya as guideline provided for TPS customers.
2. Operational staff working hour during Ramadhan 1428 H are following:

Documentations Centre:

DAY	WORKING HOUR	BREAK TIME	REMARKS
Monday - Friday	08.00 - 16.30	12.00 - 12.30	
Saturday	09.00 - 14.00	12.00 - 12.30	

Note: Queuing ticket can be obtained the latest at 16.15 on Monday - Friday and at 13.30 on Saturday.

Stevedoring Activities :

SHIFT	WORKING HOUR	BREAK TIME	REMARKS
I	00.00 - 08.00	03.30 - 04.30	
II (on Friday)	08.00 - 16.00	11.30 - 13.00	Friday Praying
III	16.00 - 00.00	17.30 - 18.30	

3. The Tentative Operations and Documents Service Schedule are following:

N R	DATE	DOCUMENTATION AND DAILY SHIP PLAN MEETING	CY, VESSEL, EXPORT CLEARANCE & DOMESTIC GATE	IMPORT/EXPORT GATE	REMARKS
1	D(1) - 1	OPEN FROM 09.00 - 14.00	Activities stop at 16.00	Activities stop at 16.00	Friday, 12 October 2007 - Collective Leave
2	D(1)	CLOSED	CLOSED	CLOSED	Saturday, 13 October 2007 - Day 1 of Idul Fitri
	D(2)	CLOSED	CLOSED	CLOSED	Sunday, 14 October 2007 - Day 2 of Idul Fitri
	H(2)+ 1	OPEN FROM 09.00 - 14.00	Activity starts at 08.00	OPEN FROM 08.00 - 24.00	Monday, 15 October 2007 - Collective Leave
	H(2)+ 2	OPEN FROM 09.00 - 14.00	Activity is normal as usual	OPEN FROM 08.00 - 24.00	Tuesday, 16 October 2007 - Collective Leave

- Container Reefer Monitoring Service is running normal as usual.
- Shift and Non Shift Staff Working Hour in Operations Department during Ramadhan is prepared based on the Circular letter number 18/SE.KP.0.01/TPS-2007 and the arrangement prevailed in the previous year.
- The tentative operations and documentations schedule is prepared based on the assumption that Idul Fitri will be on 13 and 14 October 2007.
- The enactment of Idul Fitri (D1 + D2) will subject to the Government Official Announcement.
- The staff working hour and the tentative service schedule will prevail until further official announcement received from the Government.

4. This Circular Letter is issued to be implemented accordingly.

Issued in : Surabaya
Date : 7 September 2007

DIRECTORS OF PT. TERMINAL PETIKEMAS SURABAYA
OPERATIONS DIRECTOR


ALAN J. MILES