



## Training Course Information Form

### Course Information

**Course Name:** Supervising Container Terminal Quay Transfer Operation  
**Institute/Centre:** Port Training Institute **Course Code:** S.2.2  
**Type:**  Program  Course  Workshop  
**Course Duration:**  5 Days  3 Days  1 Days  Other  
**Course Conducted:**  Local  International **Indicate:** A.R.E  
**Course Venue:** Anywhere  
**Course Language:**  English  Arabic  Both  Other

### Course Description

#### Course Outlines:

1. Introduction: quay transfer control and communication
2. Quay transfer personnel; supervisory skills and responsibilities
3. Planning and preparing for quay transfer
4. Operations start-up and handover
5. Controlling quay transfer for inbound containers
6. Controlling quay transfer for outbound containers
7. The procedures for shift handover
8. The documentation and procedures for completion
9. The role of the quay transfer supervisor.

#### Course Objectives:

This Unit is designed:

- To explain how the quay transfer operation is supervised and controlled.
- To describe how the quay transfer supervisory and control staff prepare for, take over and begin work.
- To discuss the documentary and other procedures relating to shift change-over, completion and review of the quay transfer operation.
- To review the role of the supervisor in the quay transfer operation.
- To improve the quality of supervision of the quay transfer operation.
- To provide the knowledge and skills necessary to review critically current supervisory procedures and mechanisms.

**Course includes:**  Theoretical  Fire training module  Laboratory  
 Workshop  Site Visit

**Course Prerequisites:** Before starting this Unit, the trainees should have completed successfully the following Units or will have demonstrated (e.g. by successfully completing the Tests for those Units) their understanding of the topics covered by them:

Container terminal operations (C.1.1)

The container terminal quay transfer operation (C.1.3)

The container yard operation (C.1.4)

Container terminal work schedules (C.2.4)

Container numbering and marking (C.3.2)

Safe working on container terminals (C.4.1)

Handling dangerous cargoes in ports (P.3.1)

Supervising container ship discharge and loading (S.2.1)

**Who should attend:** All Workers in the Container Terminal

**No. of Participants/course:**  5-10       10-15       15-20       Other

**Qualifications of Participants:**

- Average as a Minimum

**No. of Lecturer:**       1       2       5

**No. of Assistance:**       1       2       3

**Course Facilities**

White Board       V. Projector       Data show       PC       Manual  
 Books       Handouts       Flip charts       S/W       Other

**Course Evaluation**

Written Examination       Written Report(s)       Oral Presentation       Attendance  
 Delegates Participation

**Certificate Issue:**

Local Premises       AASTMT       International

**Course Registration**

Admission and Registration

Department at the Port Training

**Registration:**      Institute       Online       Other

Beside gate No. 27 - outside  
customs area, Alexandria Port

**Documents required:**       Registration form       ID/Passport copy       Photo