

**SECTION 3 - Operational Procedures at Jordan River Customs Site**

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# **1. Direction of a shipment to Customs inspection facility**

## **1.1 General**

1.1.1 Vehicles and cargo passing through Jordan River Border Terminal require customs clearance. Certain shipments require thorough examination, either as part of customs clearance procedures or as additional security inspections. These inspections, regarding import or export shipments, will be performed at Jordan River Customs Site inspection facility.

1.1.2 The inspection means that will be implemented will comprise, in addition to manual inspection, of a system based on imaging cargo content/vehicles by means of a Radiographic inspection.

### **1.1.3 General Operational Procedures**

1.1.4 Customs guidance lines and general procedures will be defined in this SOW and updated at the PDR.

1.1.4.1 Cargo inspection type is customs decision and for each shipment will be accompanied by instructions that define the type of inspection: either radiography or manual with or without pit inspection or all of the above, and specify the procedures to be carried out for the shipment in question.

## **1.2 Customs Computerized System**

The customs computerized systems manage the necessary procedures of shipments directed to the inspection facility. Customs system comprises of the following:

### **1.2.1 Timing of the arrival**

In order to assure maximum throughput from the facility, on one hand, and on the other hand to prevent unnecessary waiting of the shipments directed to inspection, which may cause congestion at the border, it is imperative to control the timing of the arrival of the shipments at the inspection site.

### **1.2.2 Required inspection instructions**

### 1.2.3 Customs ID number

This unique ID number will be assigned to each inspection and will relate to all customs relevant data allowing the match with inspections results.

### 1.2.4 Coordination

Arrival of shipment for inspection will be coordinated with the importer and/or the customs agent.

## 1.3 SDMS (part of this project)

### 1.3.1 The SDMS

Shipment's traffic control shall be based on carrier identification: meaning recording the License Plate (LP) number at each stage.

### 1.3.2 SDMS comprise of the following main procedures:

#### 1.3.2.1 Directing the shipment to the site together with specific customs instruction (IAA and Client's responsibility)

#### 1.3.2.2 Check-in

#### 1.3.2.3 Inspection:

- a. Radiography (R – either single or Dual energy); R/RD
- b. Manual (M / M&P – Pit inspection)
- c. Combined (any combination of the above: R, M, P)

#### 1.3.2.4 Clearance

### 1.4 Inspection/Event Number

1.4.1 As part of the implemented system a unique number shall be assigned (by the Facility Control System) to each inspection at the inspection facility. It will relate to all relevant data, allowing notification the driver and monitoring of vehicles and cargo movements in and out of the customs facility.

1.4.2 For cargo packed in a container, only one container will be loaded on a vehicle designated for inspection at the site.

## **2. Reception of a shipment at the site – Check-In Procedures**

- 2.1 Received shipments for inspection are of two main origins: Import and Export.
  - 2.1.1 Import shipments loaded on a vehicle (car, pick-up/truck) arrive at the inspection site through the terminal after passing a guarded IAA post directing them to the Check-In Workstations (CIW) located at site's main entrance gate (shown as gate 1 in the schematic plan of the site).
  - 2.1.2 Export shipments, requiring radiographic inspection, will enter the customs site through the same main entrance and the check-in workstation.
  - 2.1.3 Vehicles arriving at the main check-in (CIW) may be of two types: Israeli or non-Israeli (license number written in Numeric/Arabic characters) and driven by an Israeli local or a non-Israeli driver.
- 2.2 Check-in procedures of these shipments are described in the following paragraphs.
- 2.3 Performance of the check-in procedures described here is the responsibility of the Customs Operator positioned at the CIW.
- 2.4 Inspection type
  - 2.4.1 The driver and/or customs agent will present the required identifications documents: customs summons for inspection and any other documents requested in the inspection summons (cargo manifest, bills, Truck License Number)
  - 2.4.2 In some cases, following customs instruction, in addition to cargo inspection, the entering vehicle itself (cars/pick-up/trucks) will require inspection.
  - 2.4.3 In general, one of the following inspections will be a priori decided and shown in Customs documents:
    - a. Radiography (R/RD)
    - b. Manual inspection (M), with or without inspection in the pit (P), or pit (P) only
    - c. Combined: any combination of: Radiography, Manual, Pit, none (RM, RMP, MP, P, Exit)

- 2.4.4 System's check-in procedures will enable on site authorized changes of pre-planned inspection (additions or deletes); for example: sending the shipment to the pit after radiographic inspection.
- 2.5 The customs officer in the Check-In Workstation (CIW), having access to the custom computer and site's computerized system, will perform the following:
  - 2.5.1 Verify the validity of the summons for inspection, type and schedule, as presented in the customs system
  - 2.5.2 Verify any additional documents required according to customs procedures and the specific summons.
  - 2.5.3 Verify container number as shown in the custom documents.
  - 2.5.4 After the summons and/or the documentation are found to be in order, the shipment will be accepted for inspection.
- 2.6 Check-in procedure comprises of the following steps, some automatic and others to be performed by the Check-in operator:
  - 2.6.1 Acceptance of a shipment will be registered in the CIW by acknowledging and/or keying-in the relevant data in the appropriate field on the CIW display screen of the facility-computerized system.
  - 2.6.2 The input data (keyed-in) shall be in both Hebrew and English characters.
- 2.7 As per the approved traffic monitoring systems (SDMS) Vehicle/Shipment ID number will be automatically recorded and input into the system, by means of:
  - a. Truck/Vehicle's License Number (LPR)
- 2.7.1 In accordance with customs instructions, additional documents will, if necessary, be scanned and added to the data.
- 2.7.2 The check-in officer will continue the reception process according to the following:
  - a. Check the electronic seal at the back of the container.

- b. Verify, whether there is a vacant parking place in object's destination (the Pre-Radiography Parking Lot / the Manual ramp/inspection Pit), allowing receipt of the truck.

## 2.8 Inspection/Event number

2.8.1 After successful completion of the input process, the Facility Control System (FCS) will automatically create Inspection/ Event ID number (date-hour-sequential number).

2.8.2 Inspection/Event number links between:

- Cargo/Shipment data – from Customs computer
- Vehicle ID (the cargo is loaded on) – per SDMS specific system: License Plate Number
- Inspection data, as monitored in the site – date, inspection results, operators ID, etc.

2.8.3 Facility control system will produce an Inspection ID ticket / tag that carries the same unique Inspection ID code (produced by facility database and identifying uniquely the current inspection with unique relation to all data and customs ID).

The tag will be distributed in the hands of the driver.

## 2.9 Traffic Monitoring

In his proposal the Bidder will describe the proposed system to be implemented in order to observe, control and monitor vehicles and cargo movements in the site and at the exit gate.

At least, the following two parameters:

- Vehicle ID (example: truck license number)
- Driver's ticket

Shall be used to control, check and monitor inspection status and the processes for every shipment/object inspected in the site.

### 2.9.1 Vehicle ID - automatic

According to the approved traffic monitoring system, based on vehicle's number, the system will automatically read the relevant ID number corresponding to the checked-in vehicle and cargo. This will serve as Vehicle ID.

### 2.9.2 Driver's Ticket – issued at CIW

In addition to the unique Inspection/Event Number, the ticket, distributed to vehicle's driver, will display in readable characters, the following:

- a. Time of issue (date, hour, minutes)
- b. Designated Inspection type (Radiography / RD / Manual/ Pit/ combined R/RD/M/P, Exit -Error)
- c. Queue number / parking lot designated for him.
- d. Vehicle ID (Truck License Number)
- e. Driver group (local / foreign)

2.10 Check-in officer will open the entrance gate.

2.11 Output of the Facility shipment directing and monitoring system (SDMS) will direct the truck to the first station in the process according to the inspection type and availability status.

R /RD– Shipment will be directed to the pre-radiography parking lot

M – As per shipment type it will be directed to first vacant space on the manual ramp: container or pallets area.

P – to one of the inspection pits

R/ M/ P – Shipment will first be directed to the pre-radiography parking lot

E – Shipment will be directed to Exit gate (authorized only by site's manager).

2.12 The truck will be directed to the first station in the process by means of illuminated signs (Boards) and traffic lanes marked with appropriate signs.

If the first inspection station in the inspection process assigned to the specific shipment is not vacant, the loaded vehicle may be routed to an alternate parking place or will wait.

2.13 Facility main database, corresponding to the specific inspection and identified by the inspection ID code, will contain, among other things, the following data:

2.13.1 All data transferred from the customs computer to the FCS in the check-in procedure.

2.13.2 Documents that were scanned and data that was keyed-in at the time of reception;

2.13.3 Additional inspection instructions, as determined by the assessor who directed the shipment to inspection;

### **3. Radiography procedure**

In case radiography (R/ RD) was designated (alone or as radiography combined with manual inspection (RM/ RP/ RMP), the operational procedure comprise of the following sequence:

#### **3.1 Waiting for inspection**

3.1.1 The shipment will be directed from the check-in by means of signs and traffic control system to a vacant, numbered, pre-designated, parking place at the pre-radiography parking lot.

3.1.2 Each shipment, out of the two trucks inspected together, will be queued into the radiography installation by his number displayed on a large illuminated board in front of the parking lot.

#### **3.2 At the Radiography Tunnel**

3.2.1 The shipment will be admitted after the readers at the entrance to Radiography installation verify the shipment ID. The verification will be realized automatically by the Traffic Control (SDMS) systems (LPR).

3.2.2 The tunnel radiation doors open and the waiting two vehicles are directed, by the system operator using the PA (public address), into the radiography tunnel along clearly marked road signs, up to the exact location inside the tunnel.

3.2.3 The drivers (one or two) leave the vehicles and move into drivers' waiting room – a secured and radiation controlled room.

#### **3.3 The system operator at the radiography installation will:**

- a. Verify that the drivers left the tunnel
- b. Verify all tunnel's doors are closed

3.3.1 The shipment will be admitted after double verifications at the readers of the installation:

- a. Truck ID number (according to the proposed and approved monitoring system/device, example: LPR) – at tunnel entrance

- b. Driver's ticket – provided through the special service drawer to the system operator.

### 3.4 At Drivers' room (Radiography Building)

3.4.1 Drivers transfer their tickets to system operator

3.4.2 Identification numbers on the drivers tickets will be read into the Facility computerized system, providing:

- a. Authorization to operate the system (radiation safety - drivers present in drivers waiting room)
- b. A unique correlation of the scanned image and shipments data

3.4.3 The radiography system operator verifies that the drivers left the radiography tunnel (by reading the Drivers tag) and confirms facility radiation safety (using the CCTV).

### 3.5 System Operation

3.5.1 The Operator of the radiography system will activate the system, after assuring all aspects regarding radiation safety, and produce a radiograph of each shipment (Either usual Radiography or with Material Discrimination - RD).

3.5.2 System's Control system will identify the ID number of the shipment and relate it to the radiographic image received from the radiography installation.

### 3.6 Waiting for result - Pre-Clearance Parking lot

3.6.1 As soon as the radiographic scan has been completed, the drivers return to the trucks/vehicles and drive the shipment / truck to Radiography Pre-Clearance Parking Lot. Vehicles next in the queue (waiting in Pre-radiography Parking lot) will enter the tunnel.

3.6.2 The driver and the importer/customs agent will be notified, regarding radiography results, by means of large lighted board in front of the radiography parking lot, and accordingly directed by the traffic control to exit gate (if cleared), to manual inspection if required or to any designation as predefined.

### 3.7 Image Analysis

- 3.7.1 The radiographic image of each inspected shipment together with inspection data (IAW operator's name) will be stored together with shipment database created at the check-in.
- 3.7.2 Routinely, images in a queue will be transferred to the first available (logged in) image analysis workstations (IAW). In addition, the Radiography team supervisor will be able, having the right authorization, to route any image to his workstation or to any desired operator.
- 3.7.3 The Image Analyst Workstation (IAW) will display each one of the radiographic images on one of the three (3) image screens (number of screens corresponding to the produced scan images), along with all the relevant data originated at the check-in workstation, on a different screen, and the Customs data from Customs computer on third screen.
- 3.7.4 The contractor will optimally design the workstations, while taking into consideration convenient access to all systems: the facility operation, control and database as well as customs computer network.
- 3.7.5 The image analyst will analyze the radiographic image in accordance with the instructions presented in customs files.

### 3.8 Analysis Result

The image analyst may reach one of the following conclusions at the end of the analysis:

- The image is unacceptable – Rescan is required
- **Cleared** - The shipment is cleared of any suspicion.
- **Suspicious** - There is a suspicion; the shipment will not be cleared.

#### 3.8.1 Unacceptable Image

In case the image quality is unacceptable (corrupted/ bad resolution) the object will be re-scanned (in better adapted conditions: lower scan velocity, etc)

The new/ updated scan image will be linked to the previously accumulated object's all relevant data.

### 3.8.2 Shipment Cleared

Upon Image Analyst decision clearing the shipment the following systems will be updated:

- a. The customs computer – the operator will enter his results and remarks
- b. The traffic control system (SDMS) – automatic update

### 3.8.3 Suspicion

In that case the analyst decision, pending on the reason and type of suspicion, will be one of the following:

- a. The shipment is directed to manual inspection (M /P).
- b. Other, for example: transferring the image to shift supervisor's workstation for additional reference.

3.9 At the end of the analysis the operator will input his results and remarks into Customs computerized system

### 3.10 Send to Manual

3.10.1 In case that an additional manual inspection is required after radiographic inspection the image analyst will mark the areas within the object referring to the suspicion, add annotations and instructions for manual inspection, as needed.

3.10.2 The file, including radiographic images will be automatically transferred to the Recheck Workstation at the manual/pit inspection site.

3.10.3 The driver/ (importer/customs agent) will be notified, regarding radiography results, by means of lighted board in front of the parking lot, and accordingly directed by the traffic control to the designated next stage, one of the following: exit gate (if cleared and M or P not a priori required) or to manual inspection and or pit inspection if required.

## **4. Security/Customs Manual Inspection Procedure**

4.1 A shipment (cargo or vehicle) may be required to undergo manual inspection procedure (M/P) as result of:

- a. A priori planned customs requirement
- b. Following radiography inspection, either when a priori planned (R/M/P process), or when the radiographic results were inconclusive or caused suspicion.

4.2 In case of a priori planned inspection (4.1a), the shipment will be directed, through the traffic control system, either directly from the Check-in or from pre-clearance lot following the radiography inspection (4.1.b) to a vacant position in the manual area: either adjacent to the Ramp for containers Manual or to the area designated for pallets inspections or to the Pit checks.

### **4.3 Drivers waiting rooms**

4.3.1 The driver will be sent to the relevant waiting room (local or foreign drivers). Room's entrance will be monitored by driver ticket. The importer / customs agent will be sent to customs agent's room adjacent to customs office at the unloading ramp.

4.3.2 The driver will stay in drivers' room until notified, by means of the electronic board, regarding the results of the inspection.

### **4.4 Inspectors (M or P)**

4.4.1 The shipment will be admitted at the manual inspection area at one of the Manual Inspection Bays/area or at the Inspection Pit following customs officer verification by:

- a. Reading the driver's ticket (originally given to the driver by the check-in officer)
- b. Verifying truck's license number (Shipment ID)

- 4.4.2 Reading the inspection/driver's ticket provides the link to systems data bases containing all the data that was previously received:
- a. Scanned / keyed-in during the check-in process
  - b. Transferred as result of the radiography scan (including scan image, operator marks and remarks)
  - c. Entered in the custom computer
- 4.4.3 The manual inspection will be performed in accordance with the inspection instructions and the checklist marked accordingly.
- 4.5 Manual Inspection Results
- 4.5.1 At the end of the manual inspection: M /P or both, the inspector may reach one of the following decisions:
- a. The shipment is cleared
  - b. The shipment is not cleared.
- 4.5.2 In case shipment is cleared after cargo manual inspection and vehicle inspection was not required, it is allowed to leave the site (it will be directed to the exit gate)
- 4.5.3 In case the shipment's cargo is not cleared the inspector/ assessor will decide regarding shipment destination:
- a. Exit gate - to defined custom destination (designed warehouse / other)
  - b. Confiscated – stay on site.
- 4.5.4 At the end of the manual inspection, Customs inspector will key-in examination's results into the two systems:
- 4.5.5 Customs computerized system data base
- 4.5.6 Facility Traffic Control (SDMS) database
- 4.6 As soon as inspection has concluded and results keyed-in, the shipment will await its clearance, at a temporary parking space, thus if needed, vacating the inspection position.

- 4.7 Entering manual inspection results into the Facility Traffic control system (SDMS) will automatically update shipments status and allow control of vehicle exit from the site.
- 4.8 The driver and the importer/customs agent will be notified, either by means of a large lighted board at the inspection area or/and at drivers' waiting rooms, regarding inspection status and directed, by means of the traffic control, according to inspection results and customs procedures to the exit gate or to other predefined destination.
- 4.9 The vehicle ID (LPR or other) will serve to monitor the exit procedure. Driver's identification ticket will be used for additional/backup monitoring.

## **5. Clearance of shipment after conclusion of inspection**

5.1 After clearance as result of the radiographic inspection or completion of the manual inspections, including, if required, assessment by customs assessor, the driver and the importer/customs agent will be notified it's destination and directed to exit the site through the exit gate.

5.2 Clearance given by the radiography analyst or customs inspector at the manual site will automatically update the facility database, including the Traffic monitoring system (SDMS). In some cases, when there is a problem reading automatically the shipment ID (based on Vehicle LPR), Driver's ticket may also serve to monitor the exit gate pass.

5.3 At the exit gate the following readers will be installed:

- a. Carrier's License Plate number
- b. Driver's ticket

5.4 The process as well as the installed equipment will be adapted to the specific proposed and approved traffic monitoring system: LPR or other.

5.5 Generally, the exit gate will operate automatically (unmanned): Exit gate shall open automatically for all cleared shipments.

Check-out operator's involvement should be minimal and include only problem solving in special cases.

5.6 Reading the Vehicle ID by the system's reader positioned at the exit gate will start the following actions:

5.6.1 Validate that the shipment was directed to the exit gate and is allowed to exit

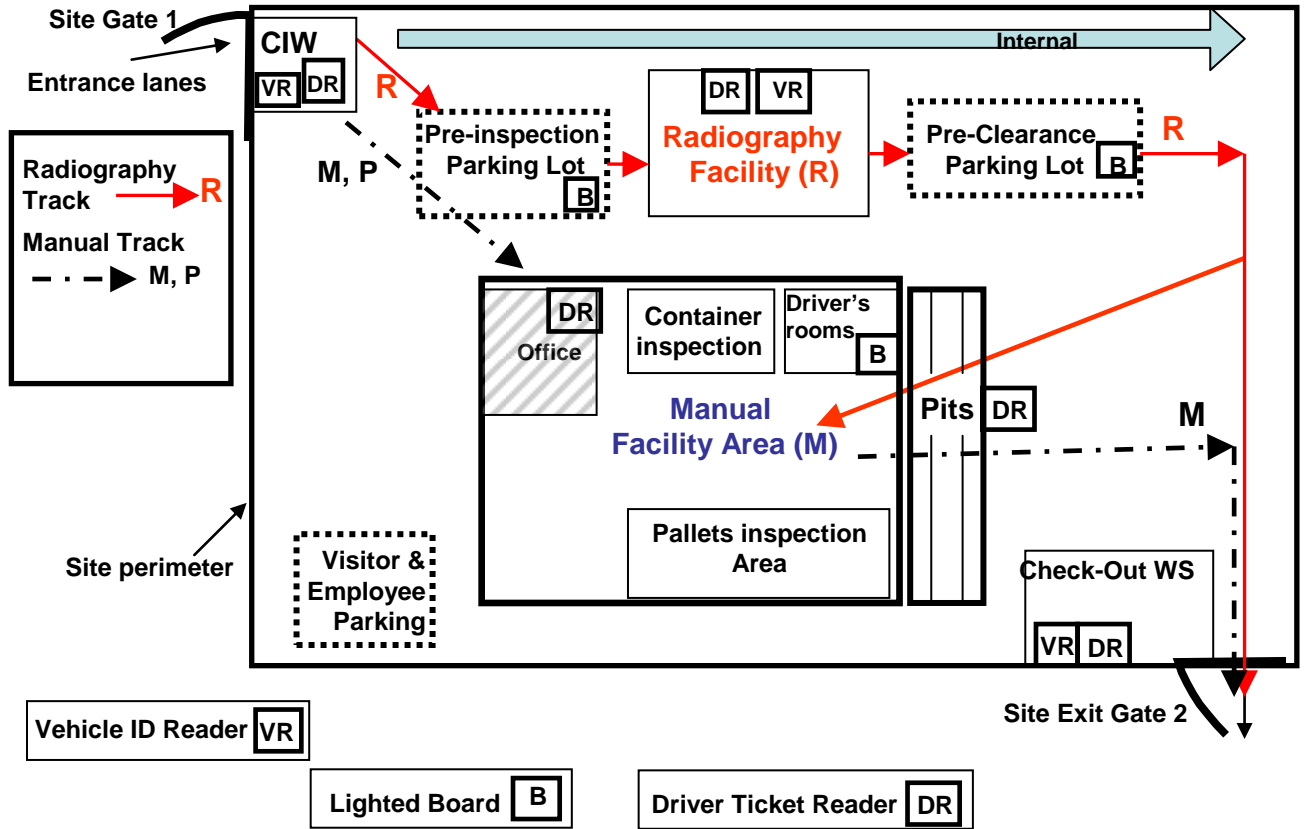
5.6.2 Validate of shipment destination (IAA manual area, importer, etc.)

5.6.3 According to the results;

- a. Open the gate

- b. Other: initiate an alarm, check, call security, etc.
- 5.7 In case reading of the Vehicle ID failed, driver's ticket will serve as a backup. The Check-out operator will read driver's ticket information and follow the procedures as defined in the previous paragraph.
- 5.8 Upon request a receipt will be issued. The driver will initiate the process using driver's ID reader positioned at site's exit gate.
- 5.9 Driver's receipt will include:
- 5.9.1 Inspection /Event ID (and/or Customs ID)
  - 5.9.2 Date of inspection
  - 5.9.3 Time of check-in
  - 5.9.4 Time of Exit

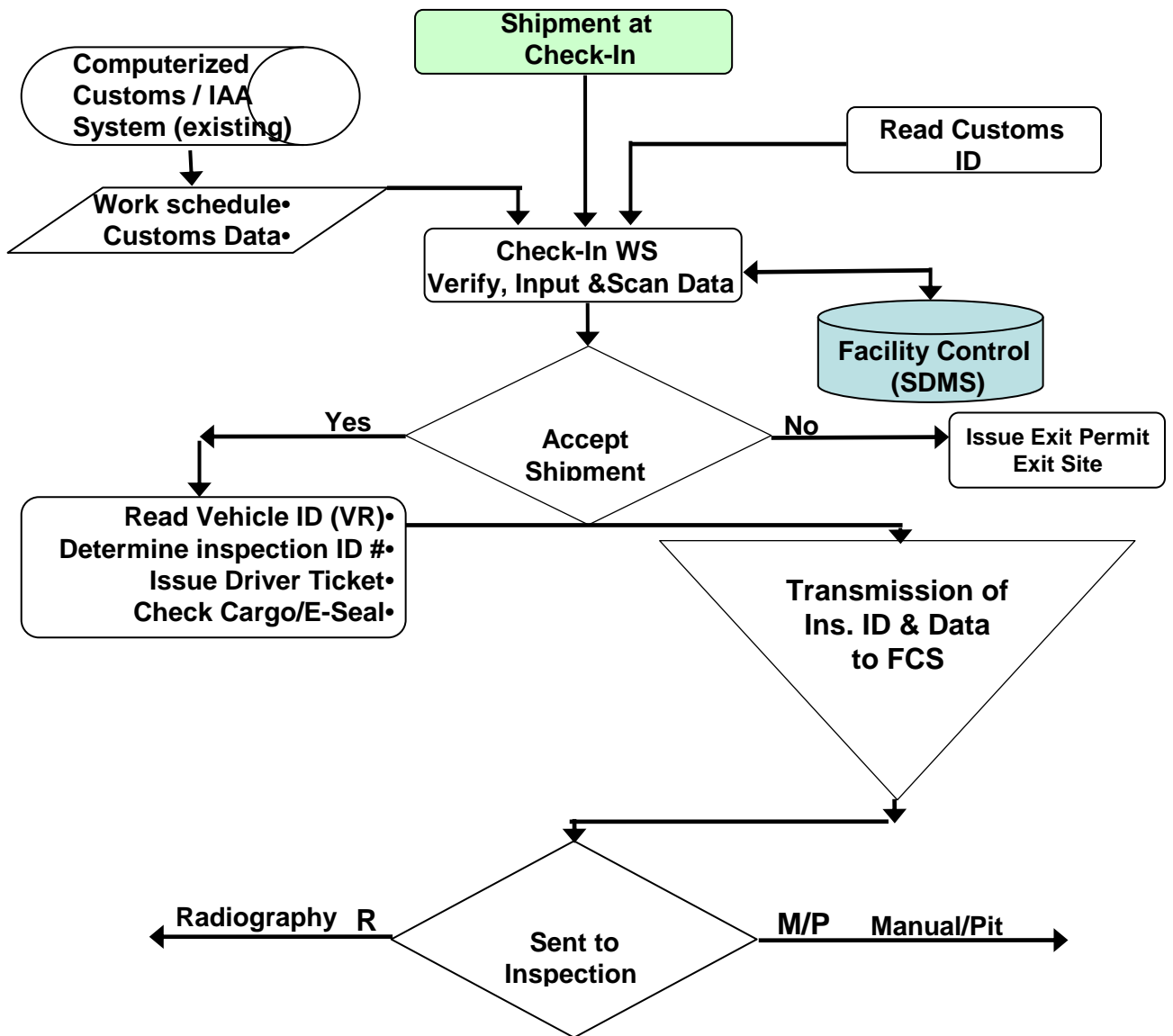
## Site Main Procedures Control & Monitoring Systems (SDMS)



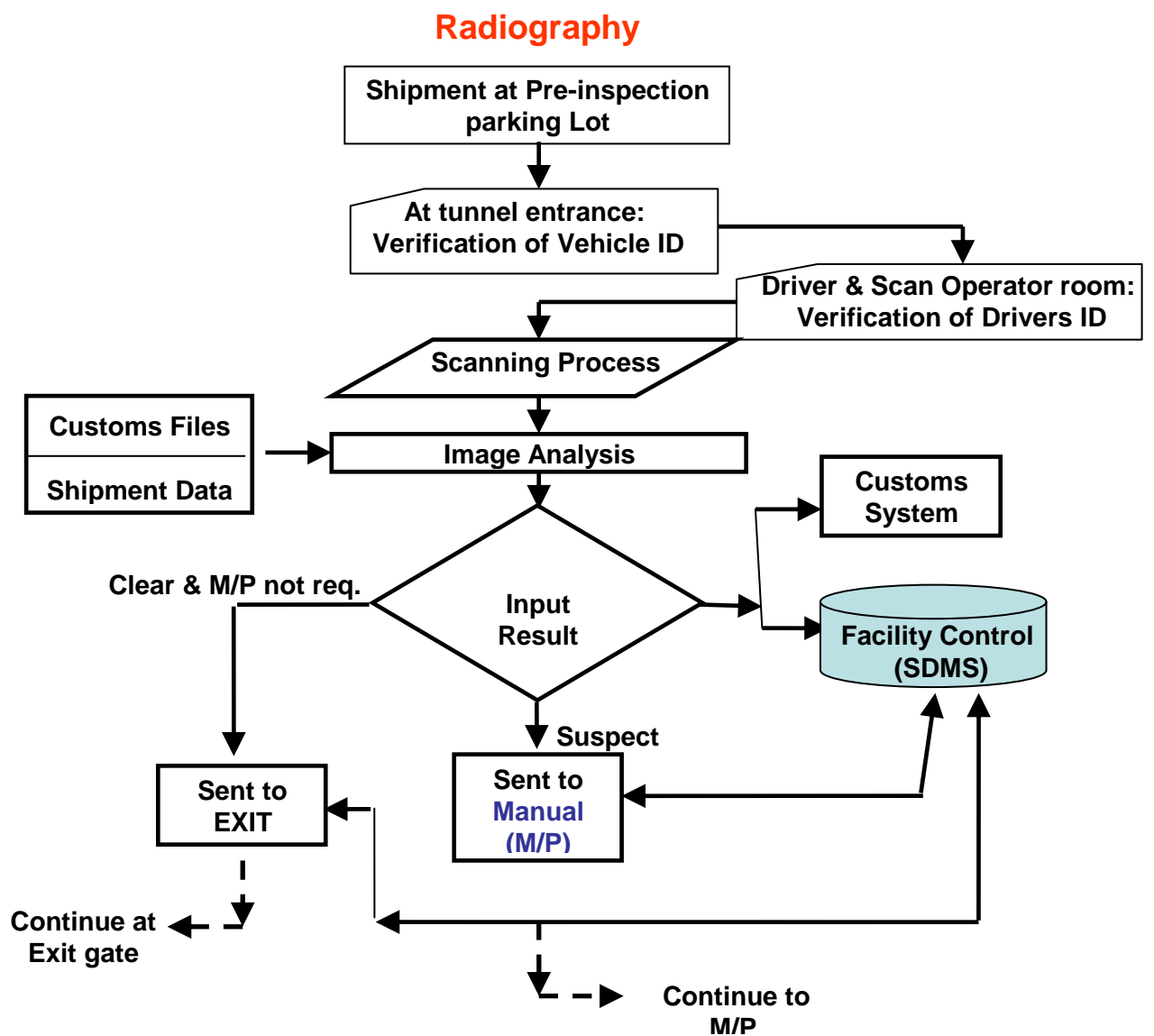
**Drawing 1: Schematic Chart of the Inspection Facility  
- Jordan River Customs Site**

**Remark:** Actually, Gate 2 may be positioned adjacent to Gate 1

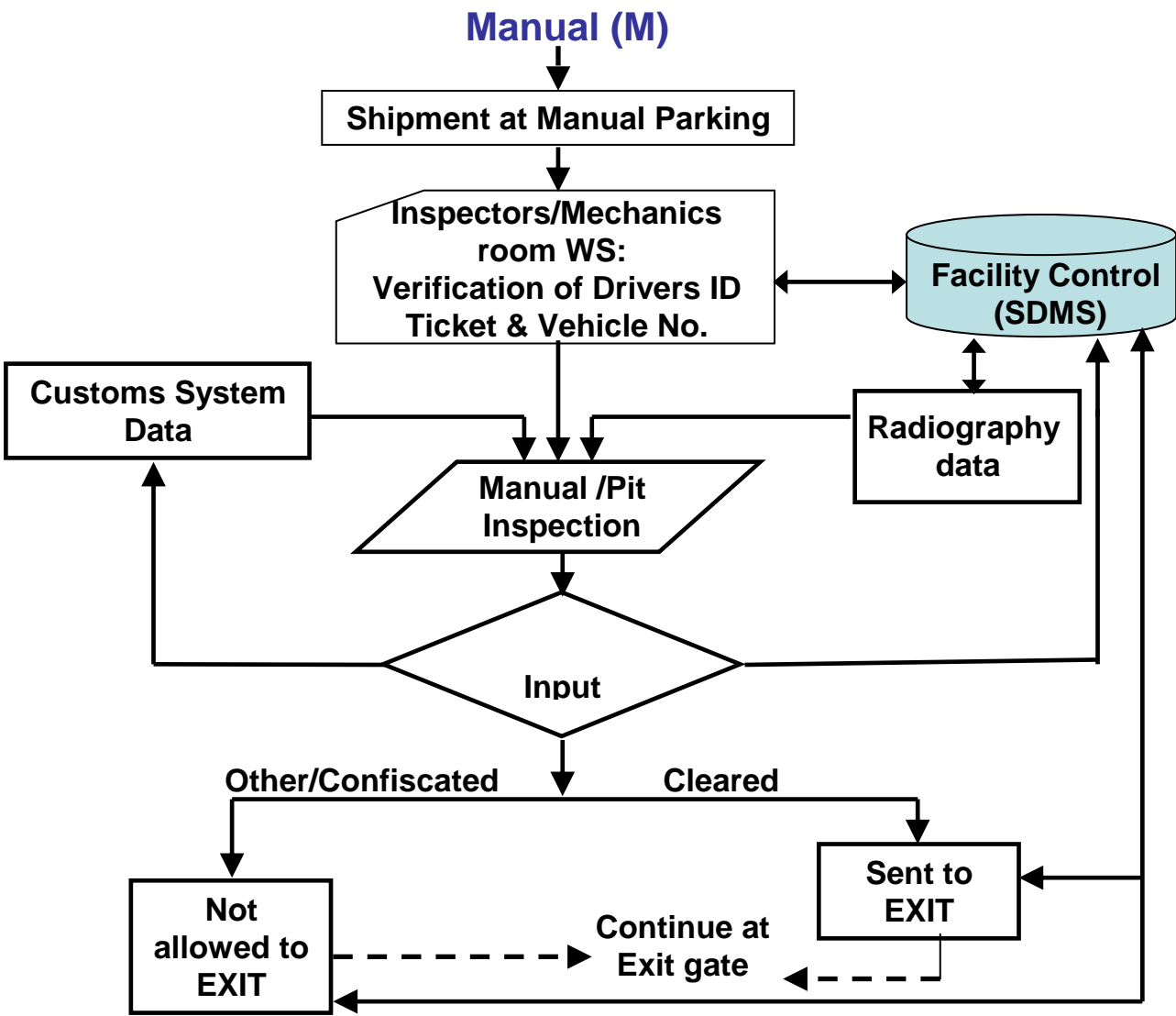
# Flow- Chart of Inspection Process Jordan River Customs Site



**Flow- Chart of Inspection Process  
Jordan River Customs Site  
(Continued)**



**Flow- Chart of Inspection Process  
Jordan River Customs Site  
(Continued)**



**Flow- Chart of Inspection Process  
Jordan River Customs Site  
(Continued)**

