



REF: ADT-COM / 012 / 2012

Date: 05.07.2012

**ALL SHIPPING LINES, AGENTS, TRADERS AND PORT USERS**

**Working hours for the Holy Month of Ramadan**

Abu Dhabi Terminals would like to extend its sincere wishes to all our customers on the advent of the Holy Month of Ramadan.

With this in mind we would like to draw your attention to Abu Dhabi Terminal's working hours from the 1<sup>st</sup> day of Ramadan.

Iftar & Suhoor Break – All of ADT		
<b>Iftar</b>	18:30 – 20:30	Complete stoppage
<b>Suhoor</b>	03:45 – 04:45	

No	Department	Timing
1.	<b>Administration</b>	08:30 to 14:30 (Sunday to Thursday)
2.	<b>Marine Department</b>	The Marine department operations will continue as normal, except during indicated Iftar and Suhoor Breaks  Emergency services are available during these periods and charged per overtime (1.5 times of the normal rates).  Duty pilot, tug masters and mooring seamen will complete any berthing, un-berthing or shifting of any vessel that commences prior to official break times.  Agents may request a sailing or berthing of a vessel in special circumstances. Such a request may be fulfilled during Iftar break only.
3.	<b>Documentation</b>  Operations documentation will continue as normal.	Morning 08:00 – 13:00 Afternoon 12:00 – 17:00
4.	<b>Token</b>	Morning 07:00 – 12:00 Afternoon 12:00 – 17:00 Night 20:00 – 01:00
5.	<b>Container Terminal</b>	A Shift 07:00 – 17:30 Normal shift B Shift 20:30 – 04:00 Normal shift



No	Department	Timing
		C Shift 17:30 – 20:30 Overtime D Shift 04:00 – 07:00 Overtime
6.	<b>CFS</b>	A Shift 07:00 – 13:00 Normal shift B Shift 13:00 – 17:00 If O/T required
7.	<b>Borouge &amp; Cold Stores</b>	A Shift 07:00 – 13:00 Normal Shift B Shift 13:00 – 07:00 Overtime
8.	<b>GC – Mina Zayed</b>  <b>Vessel Operations</b>  <b>Deliveries</b>	Morning 07:00 – 13:00 Normal shift After hours 13:00 – 07:00 Overtime  Morning 07:00 – 13:00 Normal shift Afternoon 13:00 – 21:00 Overtime Night 21:00 – 03:00 Normal shift 03:00 – 07:00 Overtime
9.	<b>GC - Musaffah Port</b>  <b>Operations</b>  <b>Deliveries</b>	Morning 07:00 – 13:00 Normal Shift After hours 13:00 – 07:00 Overtime  Morning 07:00 – 13:00 Normal shift Afternoon 13:00 – 21:00 Overtime Night 21:00 – 03:00 Normal shift 03:00 – 07:00 Overtime
10.	<b>GC - Freeport</b>	Morning 07:00 – 13:00 Normal Shift Afterhours 13:00 – 07:00 Overtime
11.	<b>Security</b>	The Control room, Main Pass Office, Shift Security Supervisors, Port exit / entry gates will work as normal on a 24 hour basis  Security Main office & ISPS: 08:30 – 14:30 (Sunday to Thursday)
12.	<b>HSE</b>	HSE Safety Team – On Duty 24 hours  One hour break for Friday prayers  HSE Main Office: 08:30 – 14:30 (Sunday to Thursday)



**Important Note:-**

Services required / availed, will be charged at appropriate ADT Tariff rates as amended from time to time.

In case of further clarification, you may contact Customer Service Dept:  
[CustomerService@adterminals.ae](mailto:CustomerService@adterminals.ae)

Tel: 02- 6975423, 02-6975289 & 02-6975566 / Fax 02- 6730432

For Abu Dhabi Terminals

**Customer Service**