Document the following information, available (often from coordination meetings) through the country’s national Transport or Port Authority, donors and NGOs who already use port services.

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| **Authority** |
| ⬜ | Governmental port authority, quasi-governmental, or private |
| **Load and Discharge Port Restrictions** |
| ⬜ | Maximum port draft (submerged depth) allowable when ship enters harbor |
| ⬜ | Overall length of vessel and beam |
| ⬜ | Locks/bar restriction |
| ⬜ | Bridge heights |
| ⬜ | Use, size, capacity, and age of lighters, if applicable |
| ⬜ | Any special dues or taxes on vessels |
| **Berth Restrictions** |
| ⬜ | Maximum draft allowable along loading/unloading facility (What size vessels can dock? Will lighters be needed?) |
| ⬜ | Berth length and beam allowable |
| ⬜ | Heights above waterline (elevator spout interference) |
| **Labor Practice** |
| ⬜ | Normal working hours, overtime, and holidays |
| ⬜ | Labor wage rates |
| ⬜ | Productivity (tons per hour) of cargo operations and stevedores |
| **Types of cargo discharge and handling equipment** |
| ⬜ | Shore-based cranes and lift capacity |
| ⬜ | Equipment for containers (discharging and loading onto ground transport) |
| ⬜ | Vacuator equipment for removing bulk cargo from ships to port storage silos  |
| ⬜ | Accurate bagging machines |
| ⬜ | Average discharge rates per shift or day |
| ⬜ | Types of loading and discharging facilities (elevator loading and discharge, pneumatic or grab discharge) |
| **Transit Sheds and Port Storage** |
| ⬜ | Types of storage capacity within the port (outside storage, or open or locked warehouses) |
| ⬜ | Container yard storage |
| ⬜ | Number of days free (from demurrage) |
| **Port Take Off** |
| ⬜ | Rail access directly to dockside |
| ⬜ | Adequate space for trucks to maneuver within the port |
| ⬜ | Waterways |
| **Tallying Services** |
| ⬜ | Qualified tally and survey companies that can provide an out-turn report |
| **Port Lighting and Security** |
| ⬜ | Flood-lights |
| ⬜ | Dependability of electricity supply |
| ⬜ | Fencing to control access |
| ⬜ | Security personnel and services |
| **Commodity-Specific Import Restrictions** |
| ⬜ | GMO approval requirements |
| ⬜ | Duty and levy requirements |
| ⬜ | Axel load restrictions |
| ⬜ | Excess cargo restrictions |
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| **Recommendations on usage of port:** |
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