

Vessel Berthing Clearance SOP

Activity Overview

Generally, Vessels are berthed based on first arrived, first paid and first berthed.

Policy

Vessel Berthing and Sailing Policy for Container, Bulk and General Cargo

Berthing Policy for Agents

- Vessel MUST be declared in the NPA berthing meeting
- Application to berth any vessel must be submitted with attached vessel particulars, ship entry notice (SEN), manifest and should be addressed to the General Manger, ECM Terminals
- Five (5) copies of vessel manifest, ship entry notice (SEN), stowage plan, ship particulars, parking list, and other related documents shall be submitted to the operations department.
- Ship manifest and other related documents for foreign vessel shall be submitted two (2) weeks before vessel arrival and one (1) week for TWA vessels
- Vessel Provisional bills should be collected from the commercial department for immediate payment at the designated banks- only applicable to customers without service contract.
- Documents of payment confirmation should be tendered to the accounts department for issuance of receipt
- Agent is to attend operational meeting for plant/labor bookings, planning and to coordinate the vessel operations
- Agent to advice updates of vessel ETA- where applicable
- Agent to advice vessel needs e.g. fresh water, if any, forty-eight (48) hours before vessel arrival.

On Arrival at Berth:

- Operations Ship Supervisor to board the vessel after the Nigeria Custom Service Boarding Officers had issued the vessel Break Bulk Certificate
- The Supervisor shall board the vessel with the vessel arrival declaration form and fully geared with PPE
- He shall request for and retrieve from the vessel Captain/Chief Officer, the ship's particulars, stowage plan, ship discharge list/manifest, last port of call list and any other relevant document as issue by them
- He shall ensure that all the documents retrieved from the vessel are duly signed and stamped
- He shall enquire from the Captain/Chief Officer ship's needs/ requirements for supplies and immediately inform the office where such supplies are required.

At Berth

- The supervisor on duty shall board the vessel (bulk and liquid) every morning: 0700 Hrs each day of her stay, with the DAILY DISCHARGE REPORT form to obtain her ROB for immediate reporting and update
- He shall routinely board the vessel to supervise Stevedores on board