



NIGERIAN PORT PROCESS MANUAL





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ABBREVIATIONS

ABTL	Apapa Bulk Terminal Limited
ADR	Alternative Dispute Resolution
ASYCUDA	Automated Systems for Customs Data
ATL	Authority to Load
APMT	APM Terminals Nigeria
BOL	Bill Of Lading
CA	Clearing Agent
CAL	Container/ Cargo Arrival List
CAC	Customs Area Controller office
CBN	Central Bank of Nigeria
CCI	Clean Certificate of Inspection
CCVO	Combined Certificate of Value and Origin
CEMA	Customs & Excise Management Act
CESS	Comprehensive Export Supervision Scheme
CFS	Container Freight Station
CISS	Comprehensive Import Supervision Scheme
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CIU	Customs Intelligence Unit
COPI	NPA Central Office for Planning & Information
CPC	Customs Processing Centre
CRFFN	Council for The Regulation of Freight Forwarding in Nigeria
CSO	Chief Security Officer
CVO	Chief Veterinary Officer
DI	Destination Inspection
DMLC	Declaration of Maritime Labour Compliance
DN	Debit Note
DO	Delivery Order
DPR	Department of Petroleum Resources
DTI	Direct Trader Input
DWT	Deadweight Tonnage
EEZ	Exclusive Economic Zone
EHO	Environmental Health Officer
EIR	Equipment Interchange Report
END	Exit Note Desk
ESOS	Export Stevedoring Operation Summary
ETA	Estimated / Expected Time of Arrival
ETD	Estimated / Expected Time of Departure

FIRS	Federal Inland Revenue Service
FMITI	Federal Ministry of Industry Trade and Investment
FPIS	Federal Produce Inspections Services
FPR	Final Point of Rest
FSC	Facility Status Clearance
FSL	Five Star Logistics Limited
GMS	Guild of Marine Surveyors
GPO	Gate Pass Officer
GRT	Gross Registered Tonnage
HOD	Head of Department
HACCP	Hazard Analysis Critical Control Points
HSE	Health Safety and Environment
ICD	Inland Container Depot
ICPC	Independent Corrupt Practices & Other Related Offences Commission
ICTN	International Cargo Tracking Note
ICVP	International Certificate of Vaccination or Prophylaxis
ILO	International Labour Organisation
IMO	International Maritime Organization
IMS	Integrated Safety Management System
INTELS	Integrated Logistics Services Nigeria Limited
IOPC	International Oil Pollution Compensation
IPPC	International Plant Protection Convention
ISOS	Import Stevedoring/Shipment Operation Summary
ISPM	International Standard for Phytosanitary Measure
ISPS	International Ship and Port Facility Security
JBSN	Julius Berger Services Nigeria Limited
LAWMA	Lagos State Waste Management Agency
LNG	Liquefied Natural Gas
LOA	Length Overall
MARPOL	Marine Pollution Convention
MEM	Marine Environment Management Unit
MINS	Minutes
MLC	Maritime Labour Convention
MOU	Memorandum of Understanding
MSDS	Material Safety Datasheet
NAFDAC	National Agency for Food and Drug Administration and Control
NARTO	Nigerian Association of Road Transport Owners
NASC	National Association of Stevedoring Companies
NAQS	Nigerian Agricultural Quarantine Services
NCS	Nigeria Customs Service

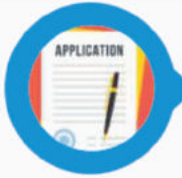
NDLEA	National Drug Law Enforcement Agency
NEPC	Nigerian Export Promotion Council
NESS	Nigerian Export Supervision Scheme
NESREA	National Environmental Standards & Regulations Enforcement Agency
NIBSS	Nigeria Inter-Bank Settlement System
NICIS	Nigeria Integrated Customs Integrated System
NIMASA	Nigerian Maritime Administration and Safety Agency
NIS	Nigeria Immigration Service
NNCI	Non-negotiable Certificate of Inspection
NPA	Nigerian Ports Authority
NPHCDA	National Primary Health Care Development Agency
NSC	Nigerian Shippers' Council
NSITF	Nigerian Social Insurance Trust Fund
NVOCC	Non-Vessel Operating Common Carrier
NXP	Nigeria Export Proceeds
OGV	Ocean Going Vessels
OIE	Organization of Animal Health
OWS	Oil-Water Separator
PAR	Personnel Accountability Report
PAAR	Pre-Arrival Assessment Report
PAV	Post Audit Visit
PCHS	Ports & Cargo Handling Services Limited
PD	Protocol Desk
PH	Port Health
PHO	Port Health Officer
PHEIC	Public Health Emergencies of International Concern
PHENC	Public Health Emergencies of National Concern
PHS	Port Health Services
PICOMMSS	Presidential Implementation Committee on Maritime Security
POE	Point of Entry
PPPRA	Petroleum Products Pricing Regulating Agency
PR	Payment Receipt
PRA	Pest Risk Analysis
PSSP	Port Service Support Portal
PPE	Personal Protective Equipment
PTML	Port and Terminal Multiservices Limited
QIC	Quarantine Integrity Certificate
RAR	Risk Assessment Report
RFI	Request for Information
RFF	Registered Freight Forwarder

RTEAN	Road Transport Employers Association of Nigeria
SGD	Single Goods Declaration
SEN	Ship Entry Notice
SON	Standard Organization of Nigeria
SOP	Standard Operating Procedure
SPS	Sanitary and Phytosanitary measures
TDD	Terminal Delivery Desk
TDO	Terminal Delivery Order
TDP	Terminal Delivery Process
TIN	Tax Identification Number
TICT	Tin Can Island Container Terminal
TO	Terminal Operator
TS	Technical supervisors
TSA	Treasury Single Account
TTP	Truck Transit Park
UNCTAD	United Nations Conference on Trade and Development
VAT	Value Added Tax
VHF	Very High Frequency
WTO	World Trade Organization
WACT	West Africa Container Terminal Nigeria Limited



ARRIVAL AND DEPARTURE OF SHIPS

PRE-ARRIVAL OF SHIP



STEP 1

Registered Shipping Companies/ Agents apply For Ship Entry Notice (SEN) 3-7 days before ETA:

Electronically: Registered Shipping Companies/Agents create their company profile on the e-SEN application (this is a one-time operation). They use their NPA Customer ID and Password, logon to (www.sen.nigerianports.org), fill the SEN application, pay and submit online.

STEP 3

Shipping companies/Agents submits the following for NIMASA 3% levy within 2 weeks before ETA: *Ship manifest, the voyage order, stowage plan or manifest of the vessel; Certificate of quantity for wet cargos and their haulage report Certificate of transfer, if any; DPR permit to ensure the genuineness/quality of the cargo (this applies to wet Cargo only); any other document that facilitates the payment of the 3% levy*



STEP 2

Shipping Agents Obtains rotation number for the Vessel from Customs (3-7 days to ETA) by submitting: NPA SEN Certificate; Cargo Manifest; Stowage Plan; Additional/Export Manifest; Part Discharge Certificate; Jetty/Area of call; Type of Vessel. This is granted within 24 hours.



STEP 4

Shipping Agent submits 4 copies manifest and all applicable documents (such as stowage plan, manifest, ship entry notice, ship inward report) etc. (hard or soft copies) **at least 3 days prior to the arrival of the ship to NPA Central Office for Planning and Information (COPI) in Operations Department in the port.** Note: there is penalty for late submission.



STEP 5

NPA issues Provisional Bill to the Agent/Owner to facilitate payment within 24 hours of receipt of vessel manifest.





STEP 6

Shipping agent declares the ETA and ETD at the Berthing Meeting.

Note: Shipping company must declare vessel at NPA's Daily Berthing Meeting. Terminal operators harbour coordinator must declare vacant berths, draft and length to enable determination of vessel type to berth and ships position published and submitted to NPA.



STEP 7

Shipping agent applies to the Port Manager for berthing of the vessel after making payment.



STEP 8

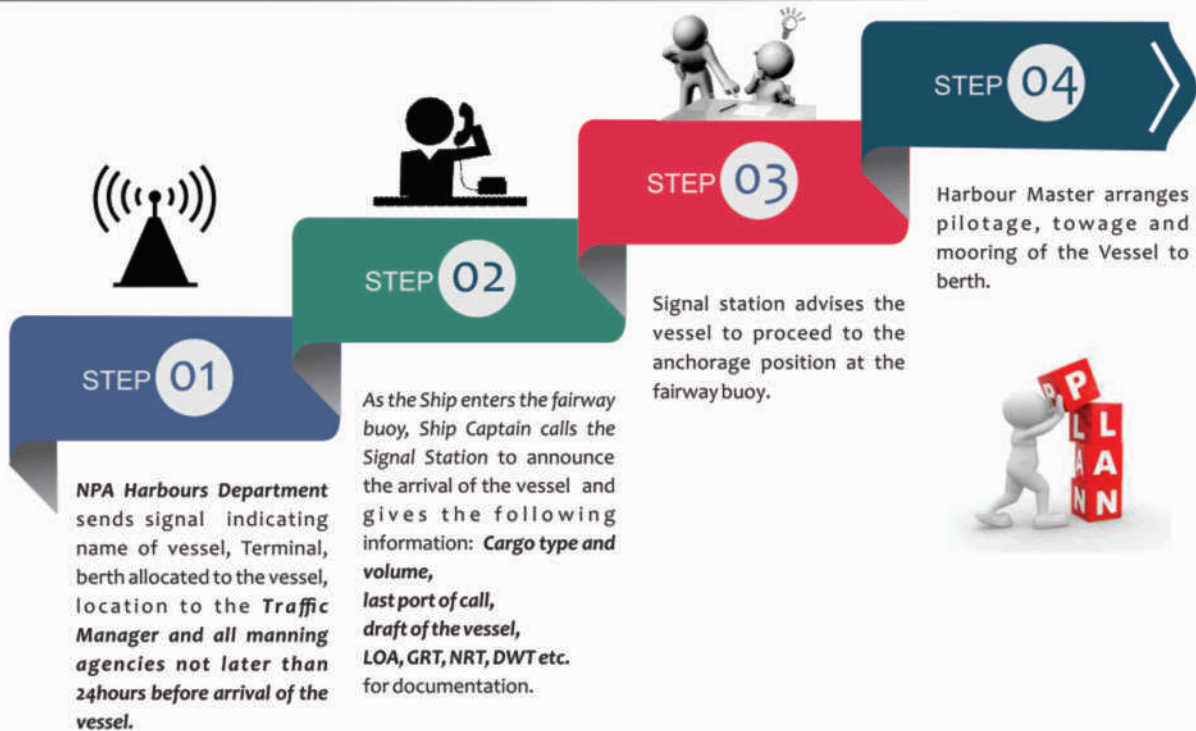
Port Manager approves within 1 hour and declares the vessel allocated terminal and circulates same to relevant departments.



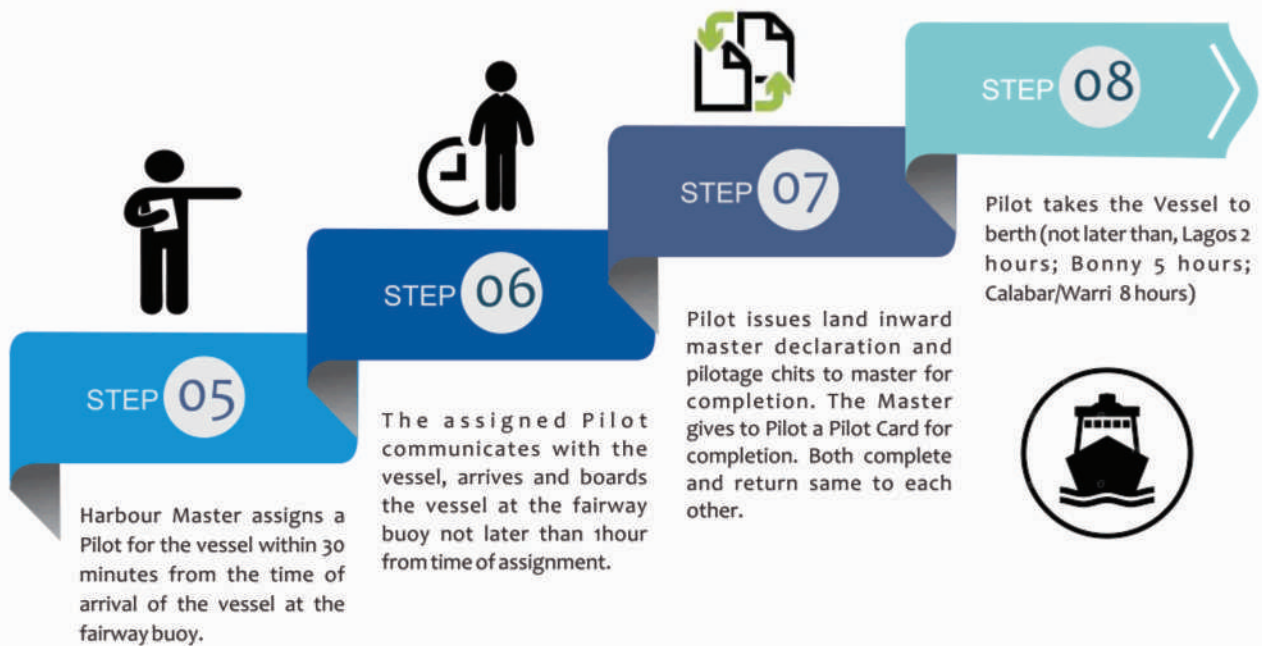
TERMINAL PRE-OPERATIONAL MEETING



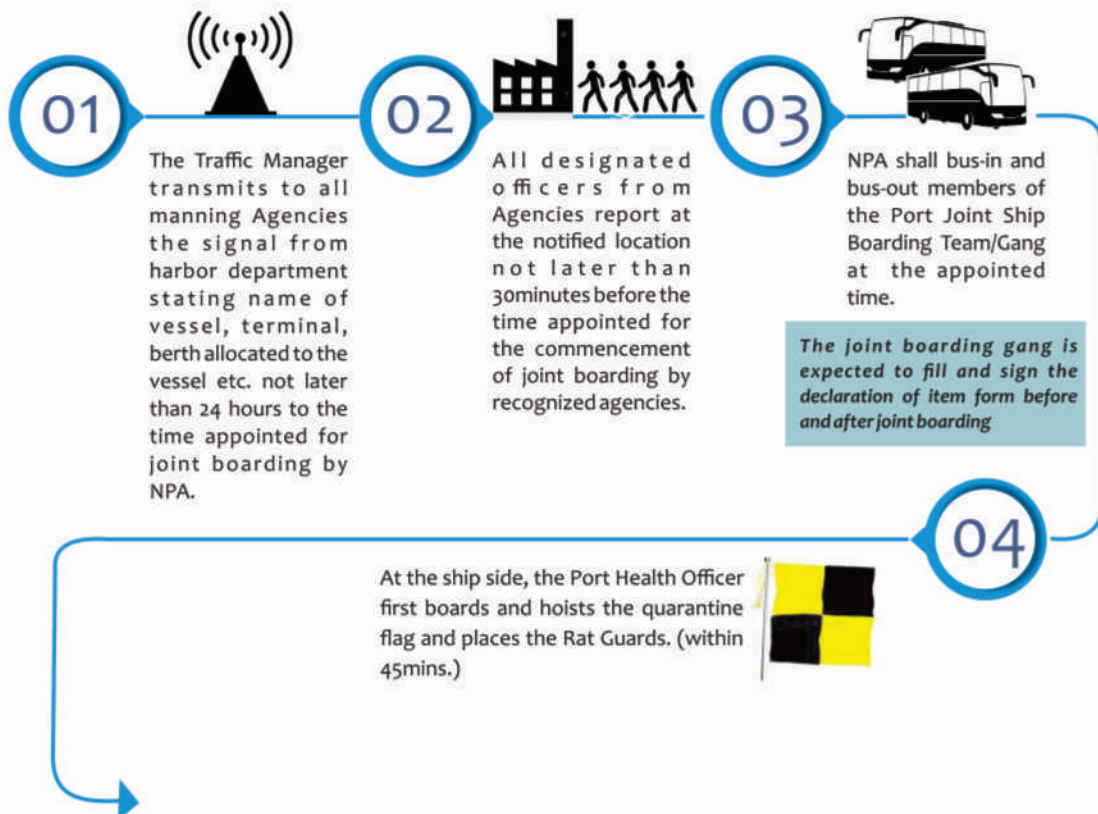
SHIP ARRIVAL AND BERTHING



SHIP ARRIVAL AND BERTHING... continued.



JOINT BOARDING OF SHIPS FOR RUMMAGING



05



Documents verification is undertaken to certify the ship safe before other members of the Team Board.

The documents to be presented to Port Health by the captain/rep are as follows:

- i. Maritime Declaration of Health
- ii. Crew list/Passenger list
- iii. Ship Sanitation Control Certificate or Ship Sanitation Control Exemption/Extension Certificate
- iv. Medical chest certificate
- v. Koo boy list
- vi. Stowaway list
- vii. Crew vaccination list
- viii. Provision/store list
- ix. Narcotic list
- x. Medicine list
- xi. Ship particulars (history of the ship)
- xii. Nil list



07

Every member of the joint boarding gang boards the ship for their operation.

❖ For immigration clearance, ship captain or representatives shall submit the following:

- i. Crew list in duplicate;
- ii. List of ports of call on inward journey;
- iii. List of disembarking passengers showing the port of embarkation;
- iv. List of passengers in transit showing the Port of embarkation and intended port of disembarkation;
- v. List of all persons on board including stowaways;
- vi. Seaman book.

❖ For NDLEA inspection, the ship captain submits to NDLEA the following:

- i. Port(s) of call list;
- ii. nil list;
- iii. medical list of medicine in the hospital;
- iv. narcotic list in the captain's cabin;
- v. containers list as the case may be.

❖ For NIMASA inspection, the ship captain submits to NIMASA officials:

- i. The voyage order;
- ii. Stowage plan or manifest of the vessel for the payment of the 3% levy;
- iii. Certificate of quantity for wet cargos and their haulage report;
- iv. Certificate of transfer, if any (where the cargo is transferred from one vessel to the other);
- v. DPR permit if a petroleum product;
- vi. Any other document that facilitates the payment of the 3% levy;
- vii. Relevant anti-pollution documents/certificates to ensure compliance with relevant IMO conventions;
- viii. Declaration of Maritime Labour Compliance (DMLC) parts 1 & 2.



06

if found safe, Yellow flag (safe for pratique) is hoisted and quarantine flag is lowered. If not safe, either of Double Yellow flag (suspected) or Yellow Blue flag is hoisted and boarding occurs at Mooring Station along with Medical Team.

08



Boarding/inspection operations by members of the boarding gang to last no more than 90 minutes in normal situations.

DOCUMENTS TO BE ISSUED IMMEDIATELY AFTER INSPECTION

- ❖ Port Health issues Ship Sanitation Control Certificate or Ship Sanitation Control Exemption/Extension Certificate
- ❖ Immigration issues immigration clearance upon satisfactory inspection
- ❖ Customs issues custom clearance
- ❖ NDLEA issues **clearance duly stamped and signed by both the officer in charge of boarding and the captain**
- ❖ NIMASA inspection team members issues inspection report no later than 1 hour from the expiration of 90 minutes inspection time line to the Ship Development Unit of NIMASA for the purposes of issuance of sailing certificate.



Declaration in writing to NPA of justification for spending more than ninety minutes in a boarding operation.

09

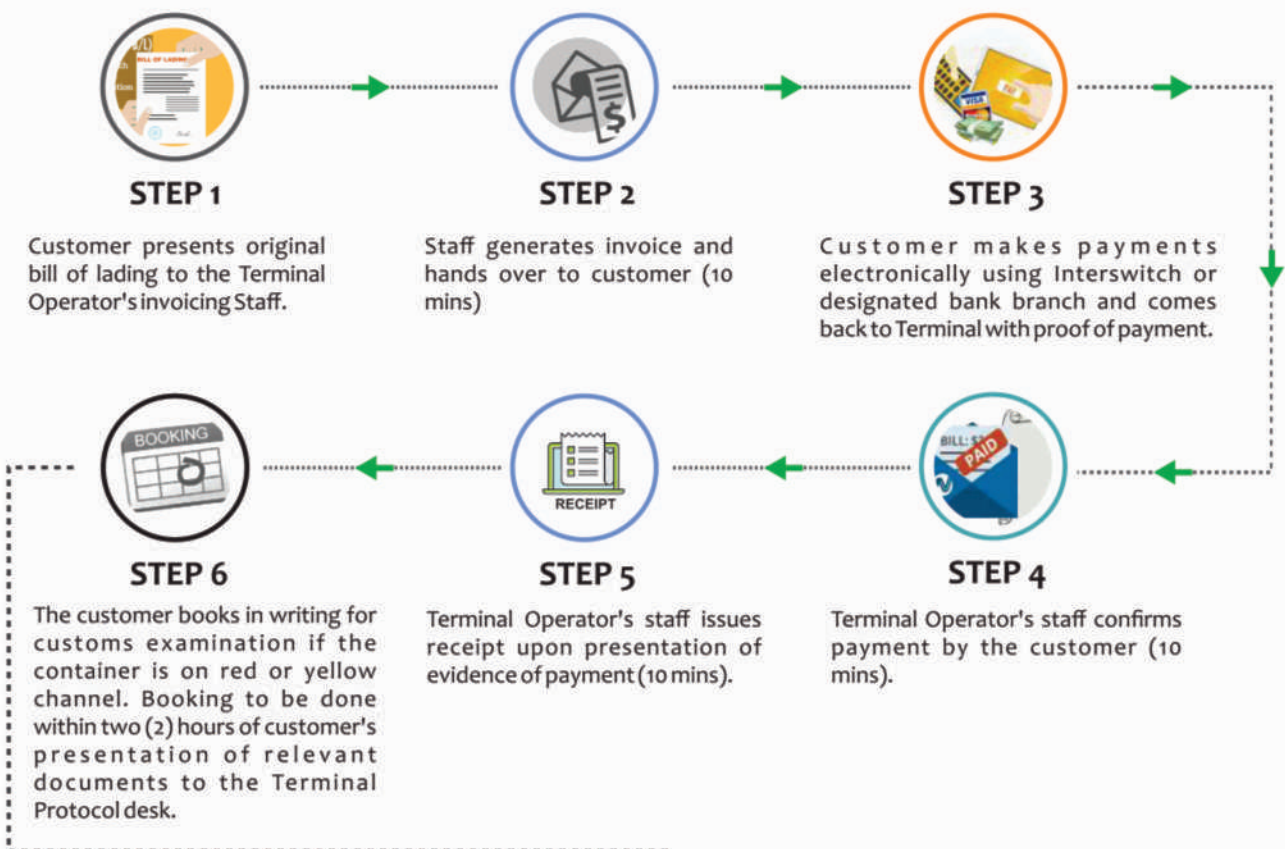
An aerial photograph of a busy port terminal. In the foreground, there are several rows of stacked shipping containers in various colors (blue, red, yellow, green, white). A large gantry crane is visible in the background, extending over the water. The sky is overcast. The text "TERMINAL OPERATIONS" is overlaid in the center of the image, flanked by two horizontal white lines.

TERMINAL OPERATIONS

VESSEL RECEPTION



INVOICING, BOOKING AND OBTAINING TERMINAL DELIVERY ORDER





STEP 7

Terminal Operator confirms booking and positions container for examination within 24 hours of booking confirmation. Where examination is not conducted due to non-positioning of the container, all costs arising, inclusive of third-party costs e.g Shipping Companies demurrage on those dates of the default shall be borne by Terminal Operator.

NB. No storage charge shall accrue where a shipper/Agent has been refused booking confirmation. Should demurrage accrue as a result of Terminal Operator's inability to confirm booking, Terminal Operator shall bear responsibility for accrued demurrage.



STEP 8

Customer collects receipt from the bank and presents same at the Terminal Operator's City office for electronic verification (5 minutes)



STEP 9

Presentation of invoice and receipts to the TDO section, where an on-line confirmation is done and "pre-gate ticket" is generated (5 minutes).



STEP 10

Pre-gate ticket is then presented at Terminal Operator's Terminals as valid authorization to pick up container



STEP 12

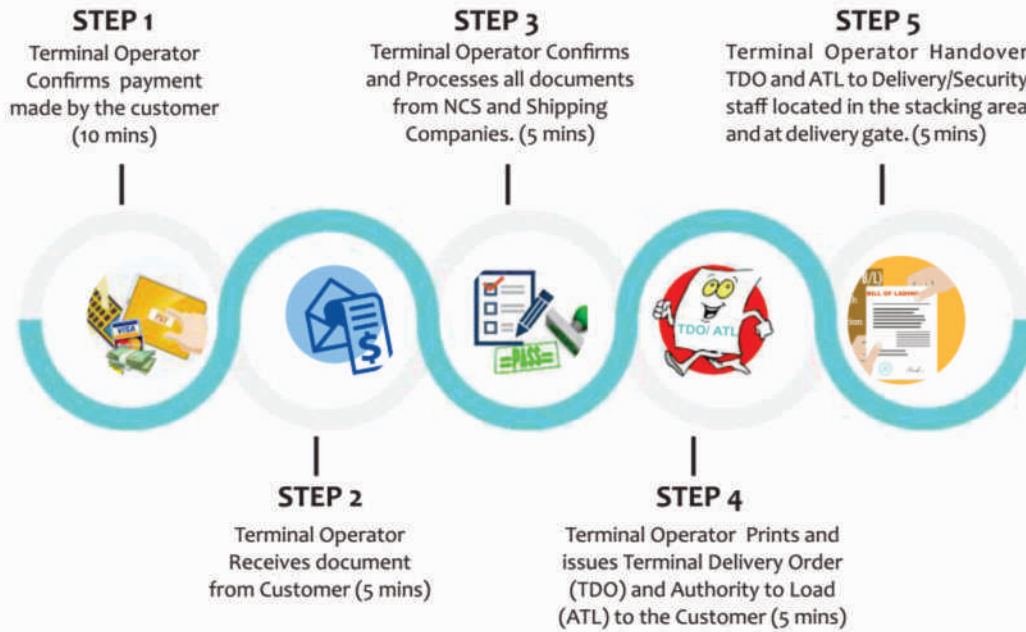
The customer is issued receipt by Terminal Operator on electronic confirmation of payment from the Bank (5 minutes)



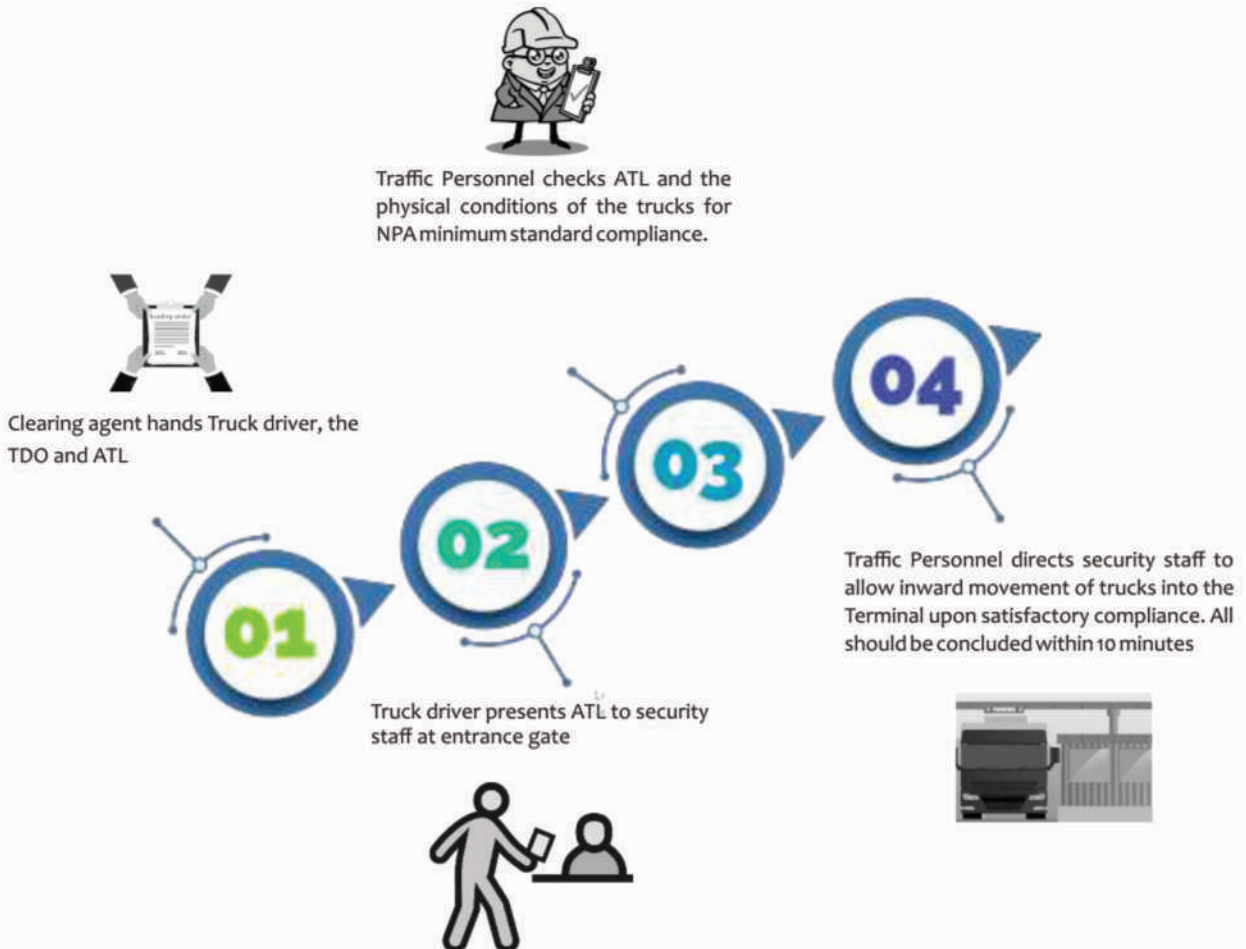
STEP 11

The customer goes straight to Terminal Operator for invoice, receipt and TDO if the container is for scanning.

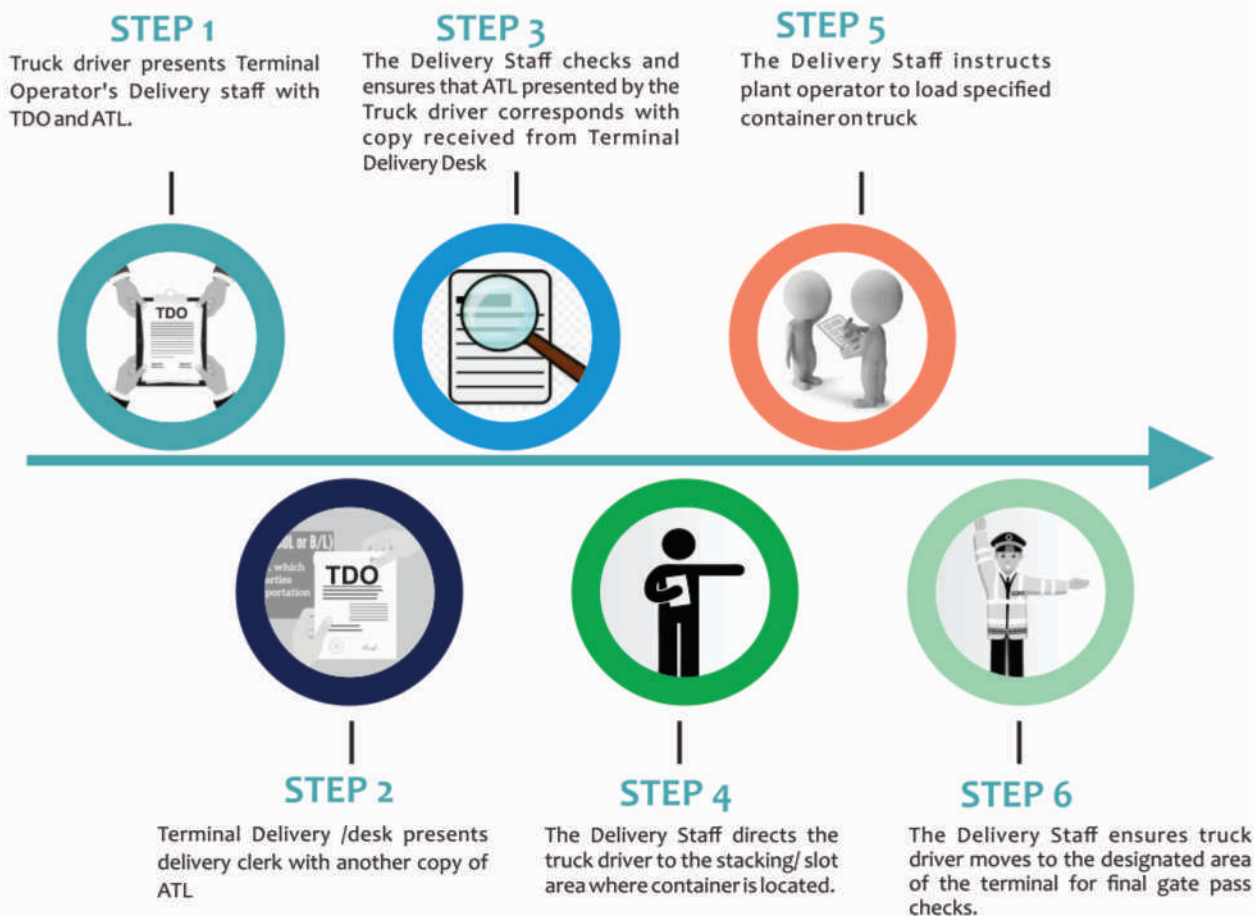
PROCEDURE FOR OBTAINING TERMINAL DELIVERY ORDER AND AUTHORITY TO LOAD (TDO & ATL)



PROCEDURE/FUNCTIONS OF THE TRAFFIC PERSONNEL AT THE NPA GATE



PROCEDURE/FUNCTIONS OF THE DELIVERY CLERK AT THE STACKING AREA



PROCEDURE FOR GATE PASS

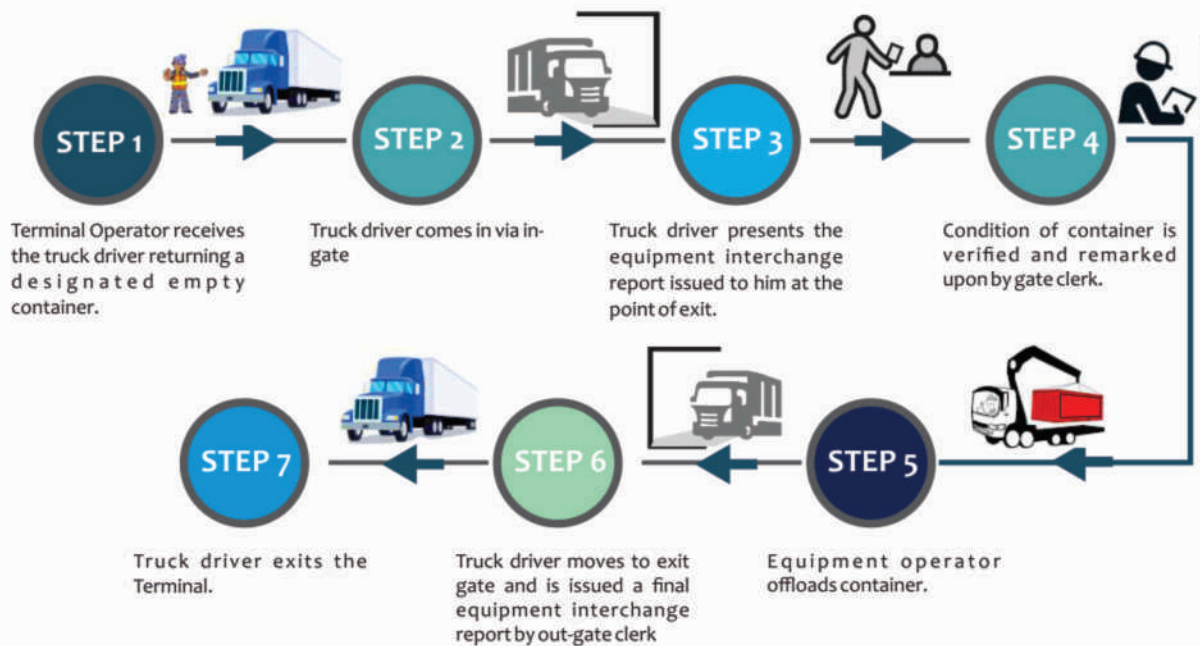
STEP 01

Terminal Operator's Gate Pass Officer (GPO) verifies that the documents presented are genuine and tally with details on the cargo and consequently confirms final delivery in the electronic releasing system.

STEP 02

The truck with container unit is then allowed to exit and the delivery process is completed. **This activity should be completed within 5 minutes.**

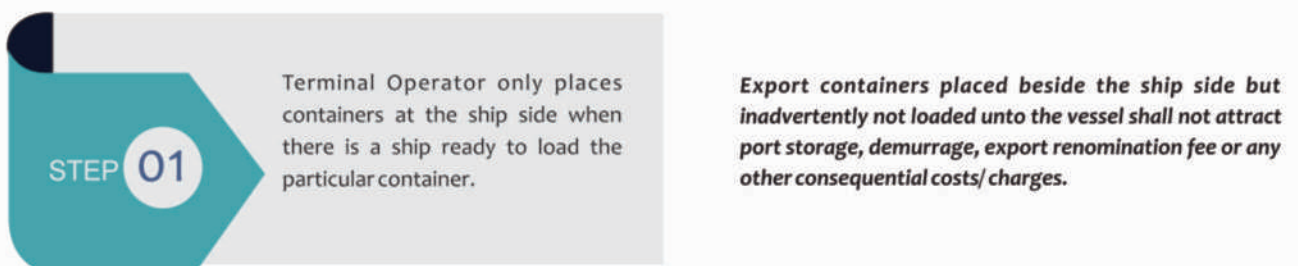
PROCEDURE FOR EMPTY CONTAINER RETURN



PROCEDURE FOR EXPORT CONSIGNMENT



PROCEDURE FOR EXPORT OF CONTAINER AT SHIP SIDE

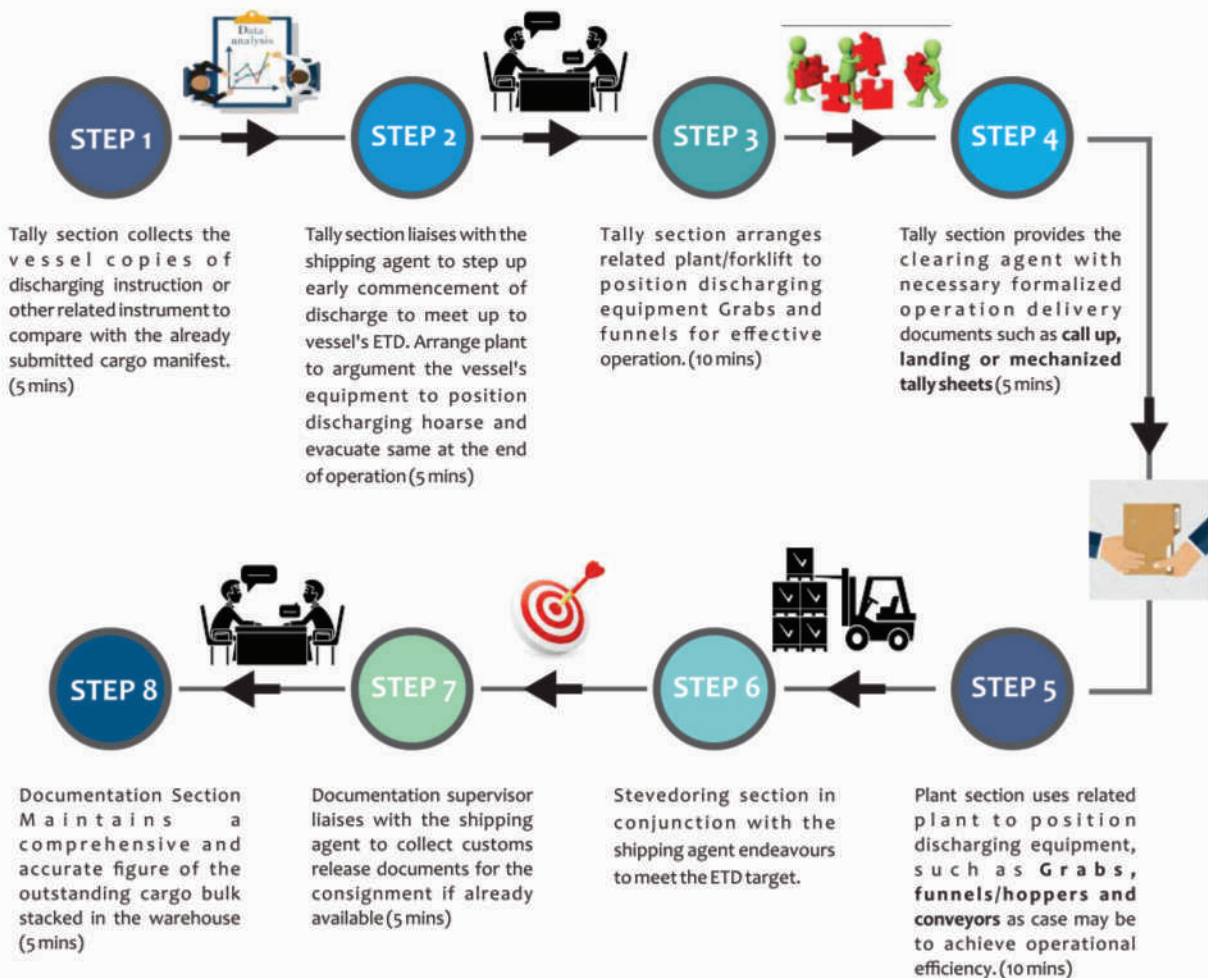


TERMINAL OPERATIONS FOR NON-CONTAINERIZED CARGOES

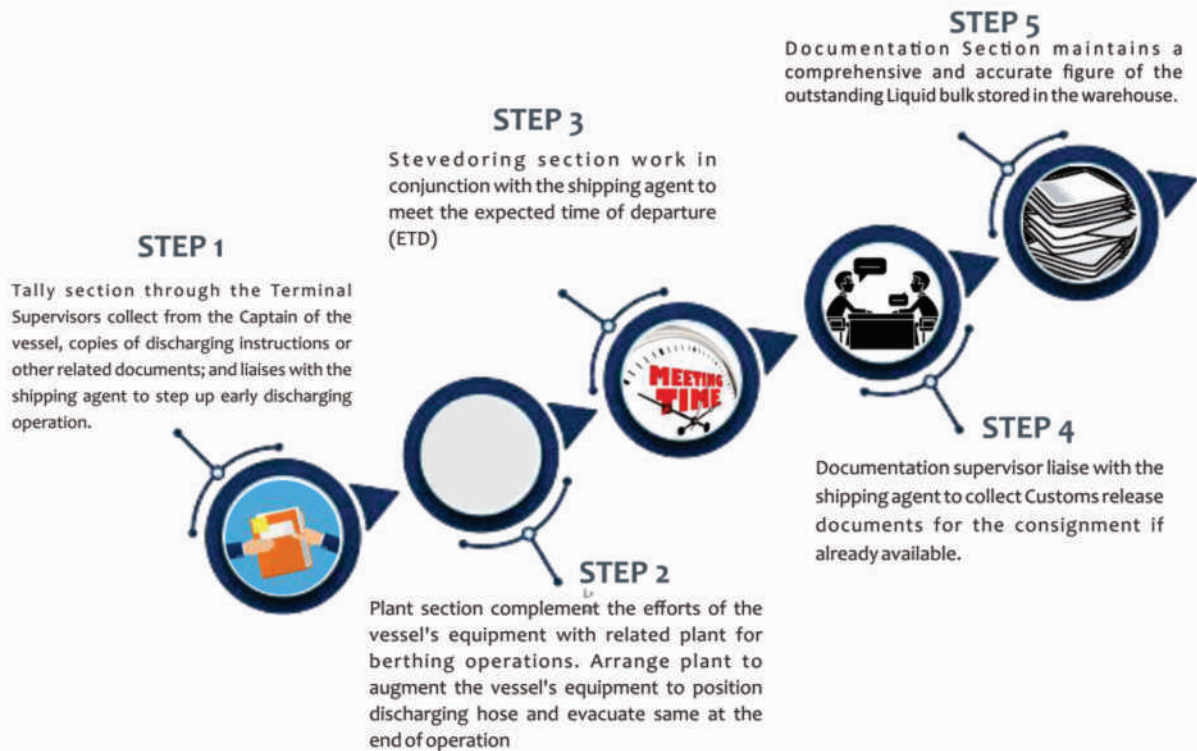
STEP 01

Commencement of Discharge; deployment of stevedore, cargo handling equipment and record clerks to both quayside and stacking areas.

TERMINAL OPERATIONS REGARDING SOLID BULK

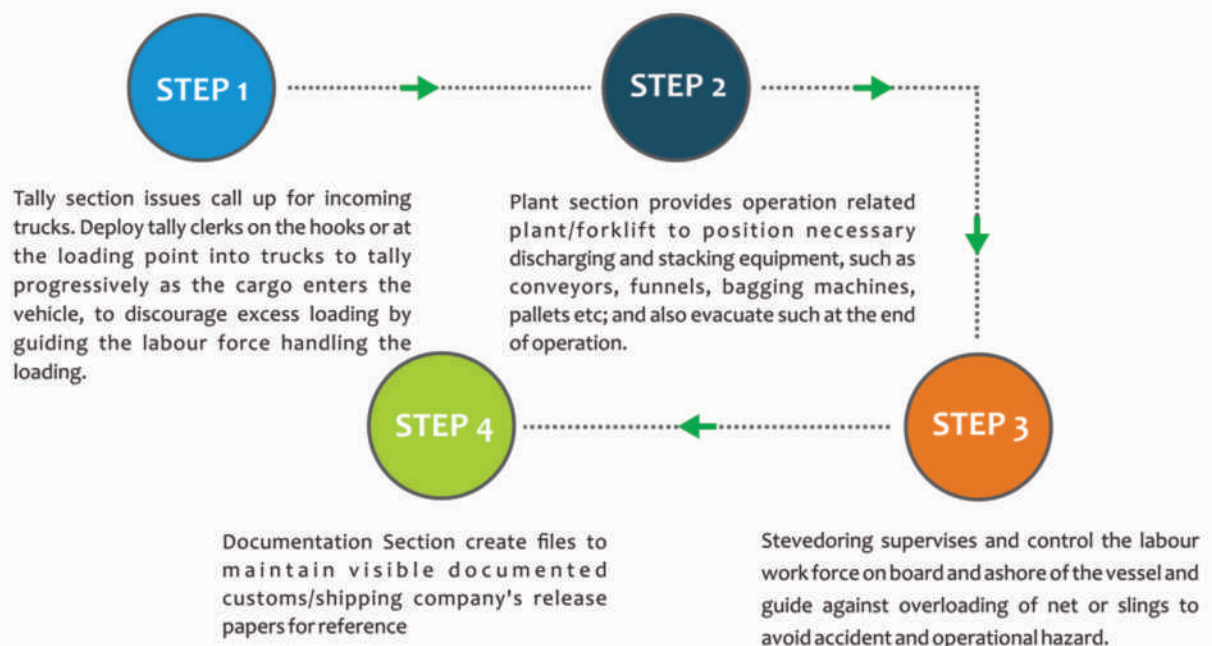


TERMINAL OPERATIONS REGARDING LIQUID BULK

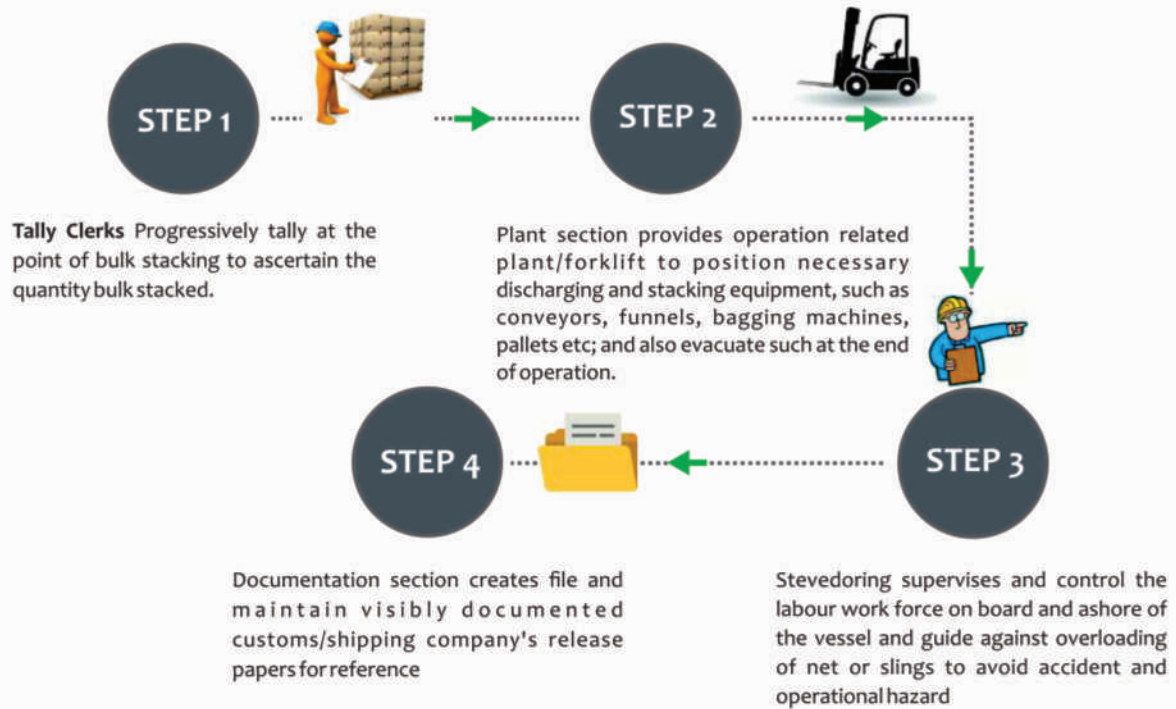


TERMINAL OPERATIONS REGARDING SOLID BULK BAGGED OR BAGGING

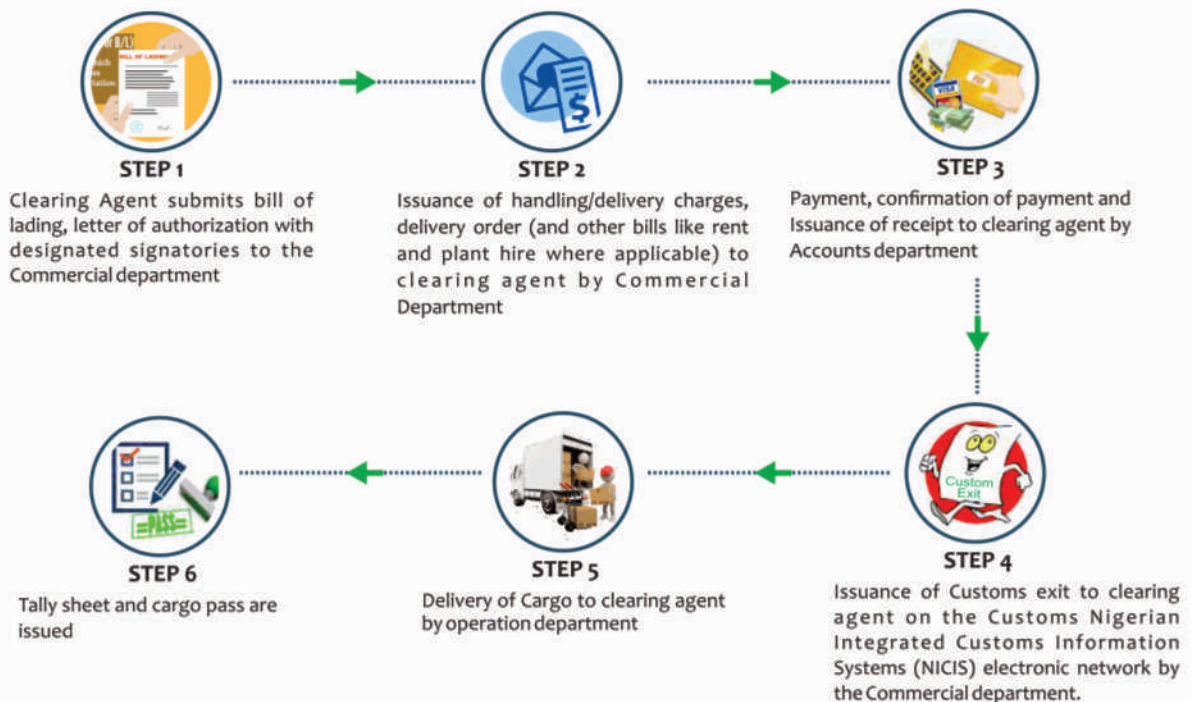
Procedure for direct operation



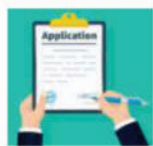
Procedure for indirect operation



DELIVERY BY TERMINAL OPERATOR



SAILING OF VESSEL



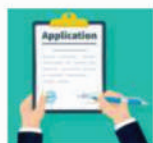
1

Shipping Agent applies to the Port Manager for a Sailing Certificate when the vessel is getting set to sail (Application to be accompanied by receipt of payment and provisional bill paid).



2

Shipping Agent concludes payment of 3% payment levy and NIMASA issues its clearing certificate not later than 6 hours after payment.



3

Shipping Agent applies for clearance from Immigration with the following document: List of embarking passengers showing Port of destination; List of outward Port of Call; List of embarking crew; List of any crew members or other persons missing from the ship on departure.
(1 hour, however time line can be extended by 30 mins where infractions/issues are found on board)



4

Port Manager grants approval on the application letter and minutes it to the Tariff and Billing department of the NPA to issue Sailing Clearance Certificate within (1) hour. Port Manager distributes endorsed copy of the Sailing Clearance Certificate containing Master Declaration, Pilotage Chit, NIMASA Clearance to their various departments.



5

Shipping Agent proceeds to Harbour Master with copy of the Sailing Clearance Certificate to request for sailing of the vessel



6

The Harbour Master assigns a Pilot to sail the vessel. Harbour Master relates with Harbour Port Operations unit for logistics arrangements (tugboats, pilot cutter, mooring launch and the personnel). (15 mins)



7

Harbour Master instructs the tug Master and the mooring men to move to the berth and assist him in sailing the vessel and the pilot cutter to move to the fairway buoy on standby, to convey the pilot back to the pilot station after disembarking from the vessel.



8

On boarding the vessel at berth, the Pilot and Master exchange information on outward Master's Declaration and Pilotage Chit as well as Pilot Card for acknowledgement respectively. (20 mins)

SAILING OF VESSEL... continued



9

The Pilot disembarks the vessel at the fairway buoy and returns to the pilot station via the pilot cutter.



10

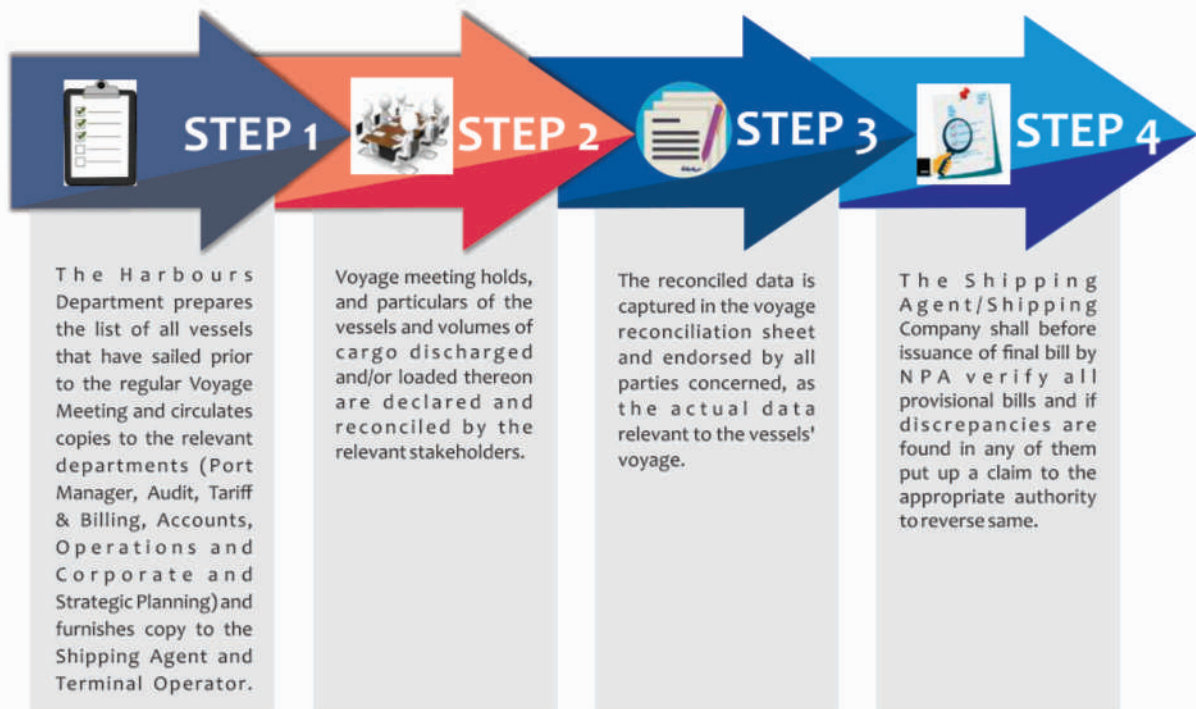
At the pilot station, the Pilot transfers the information to the log book and dispatches the Master's Declaration and Pilotage Chit to the Harbours Personnel Unit. (20 mins)



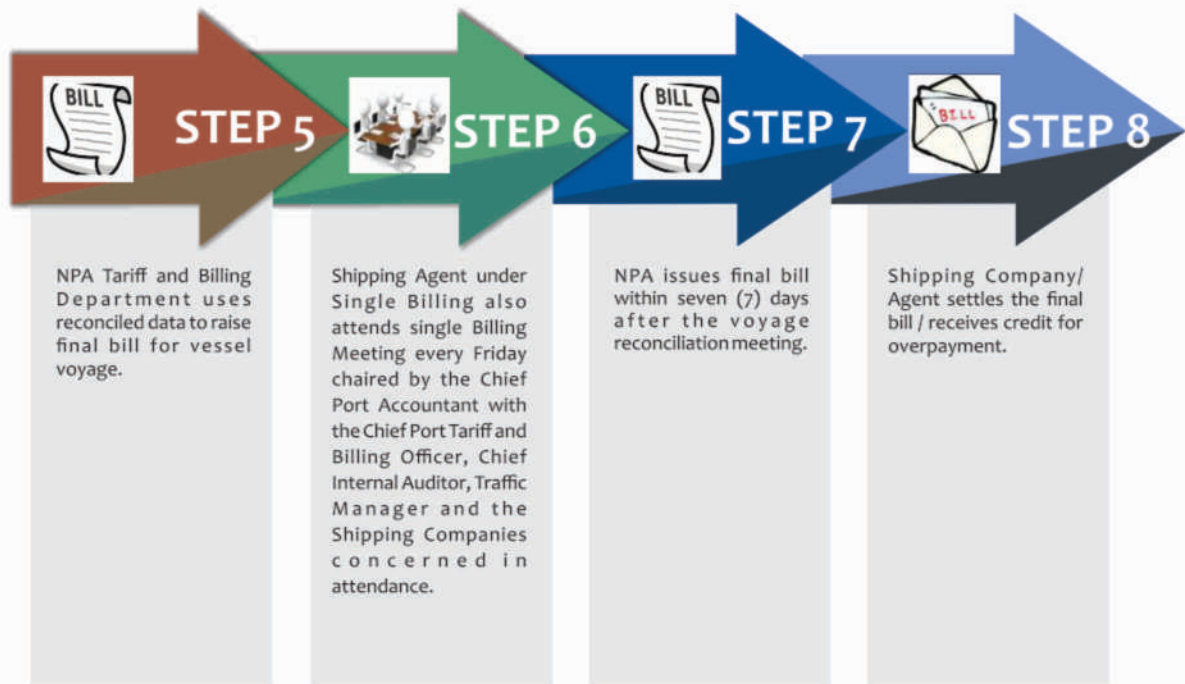
11

Harbours Personnel Unit couples the inward and outward Master's Declarations and Pilotage Chits and distributes same to the relevant departments (Tariff & Billing and Audit) and retains copy. (10 mins)

VOYAGE RECONCILIATION



VOYAGE RECONCILIATION . . . continued

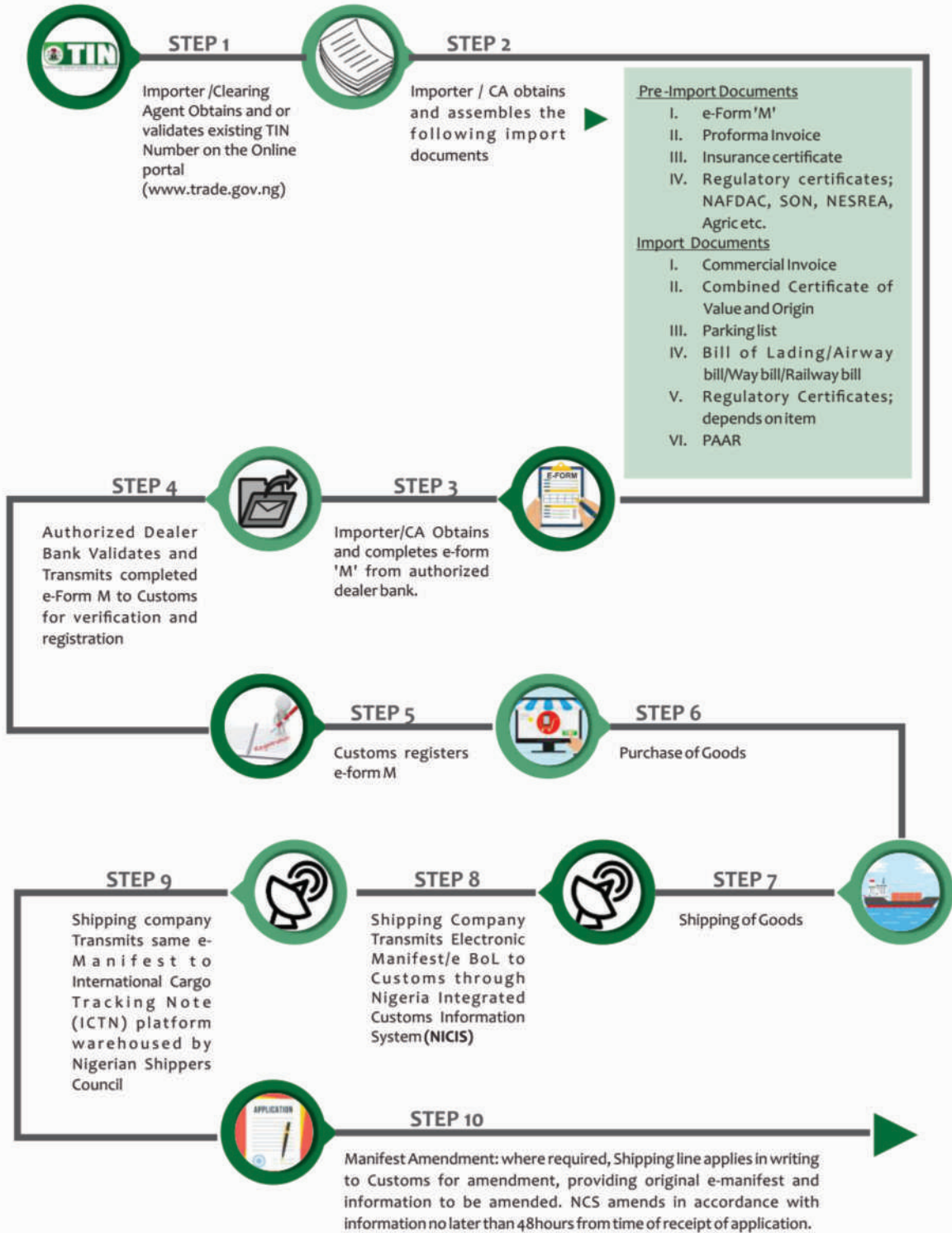


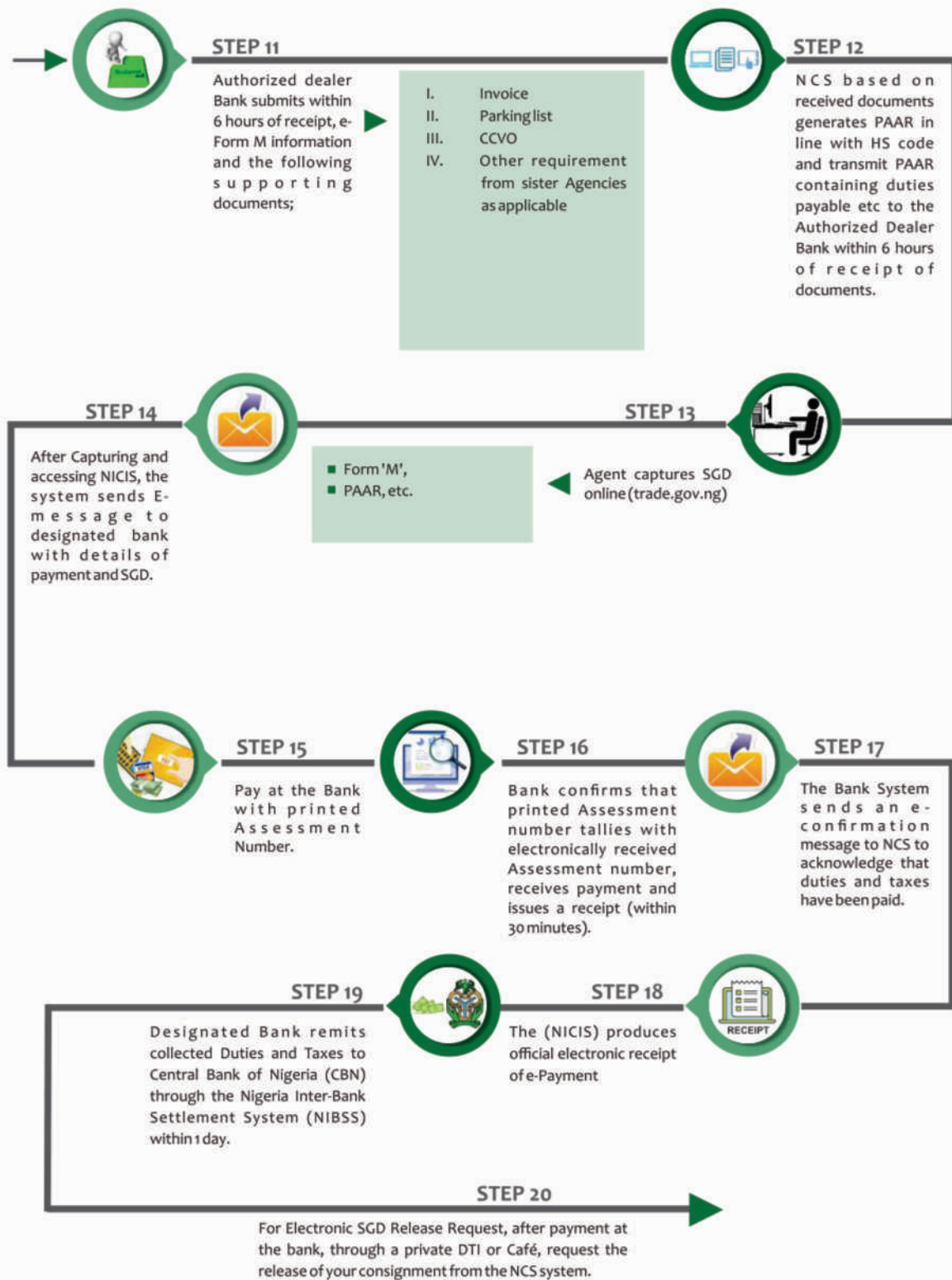


CLEARING OF GOODS FROM CUSTOMS

CLEARING OF GOODS FROM CUSTOMS

Mandatory Documents

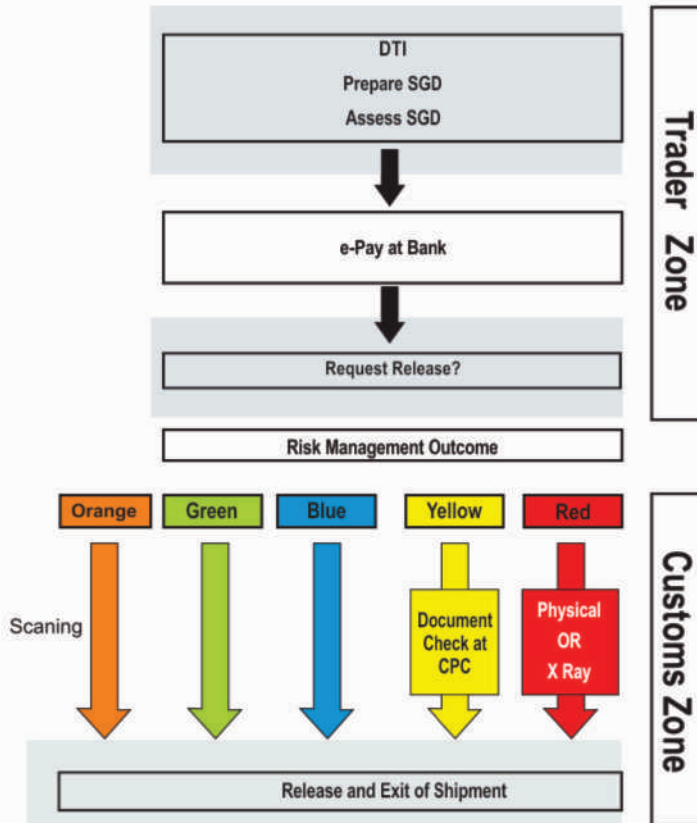






STEP 21

NCS Risk Management Information automatically determines and indicates immediately the selectivity lane.



STEP 22

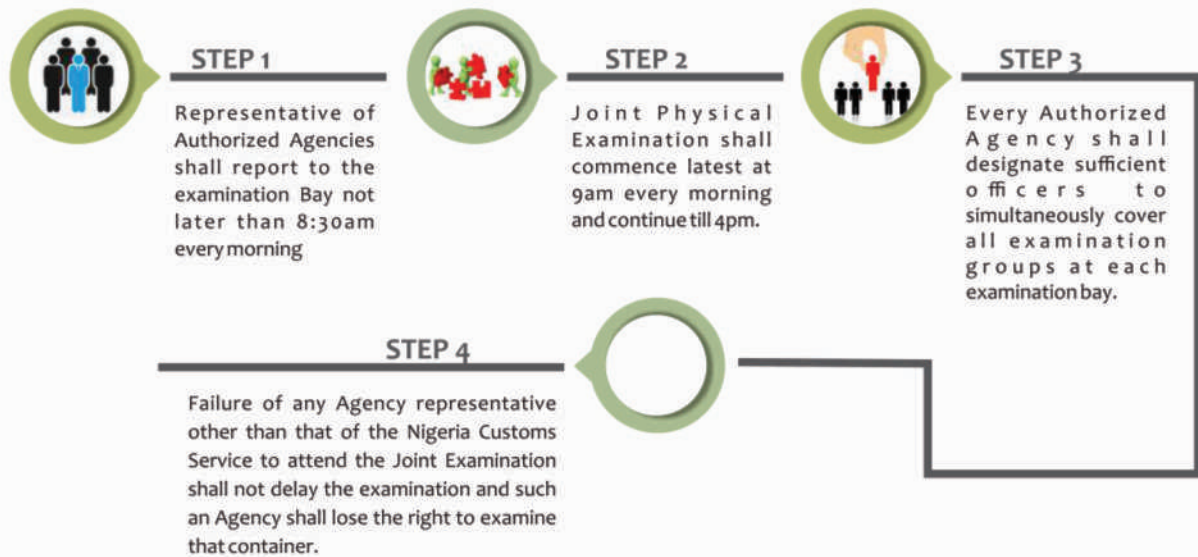
For Physical SDG release, upon arrival of Cargo Freight forwarder/consignee books for examination at the terminal depending on the lane cargo has been routed by Customs system. Positioning and examination shall not in any instance occur later than 24 hours from time of booking confirmation.



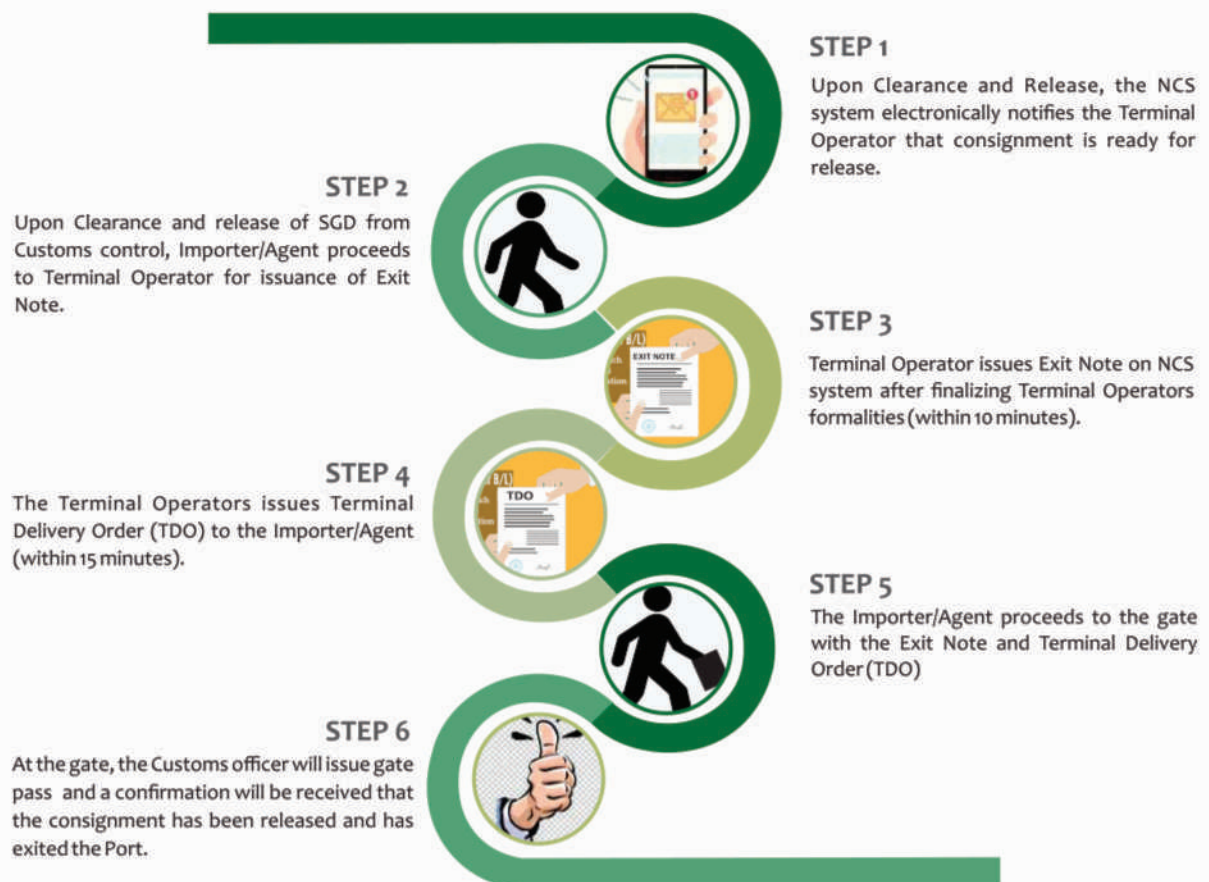
STEP 23

After Joint Examination by all designated Agencies, the Assistant Controller of Customs in charge of the group (AC Group) releases Consignment. (2 Hours)

Procedure for Joint Examination of Cargo

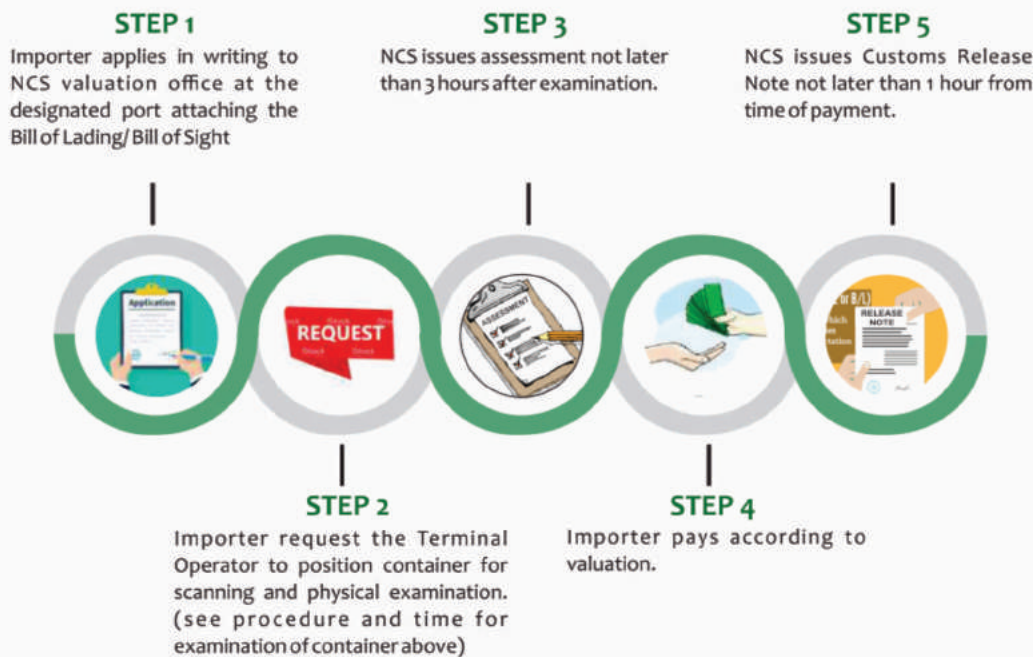


Procedure for Electronic EXIT of SGDs from NCS Authorized Terminals

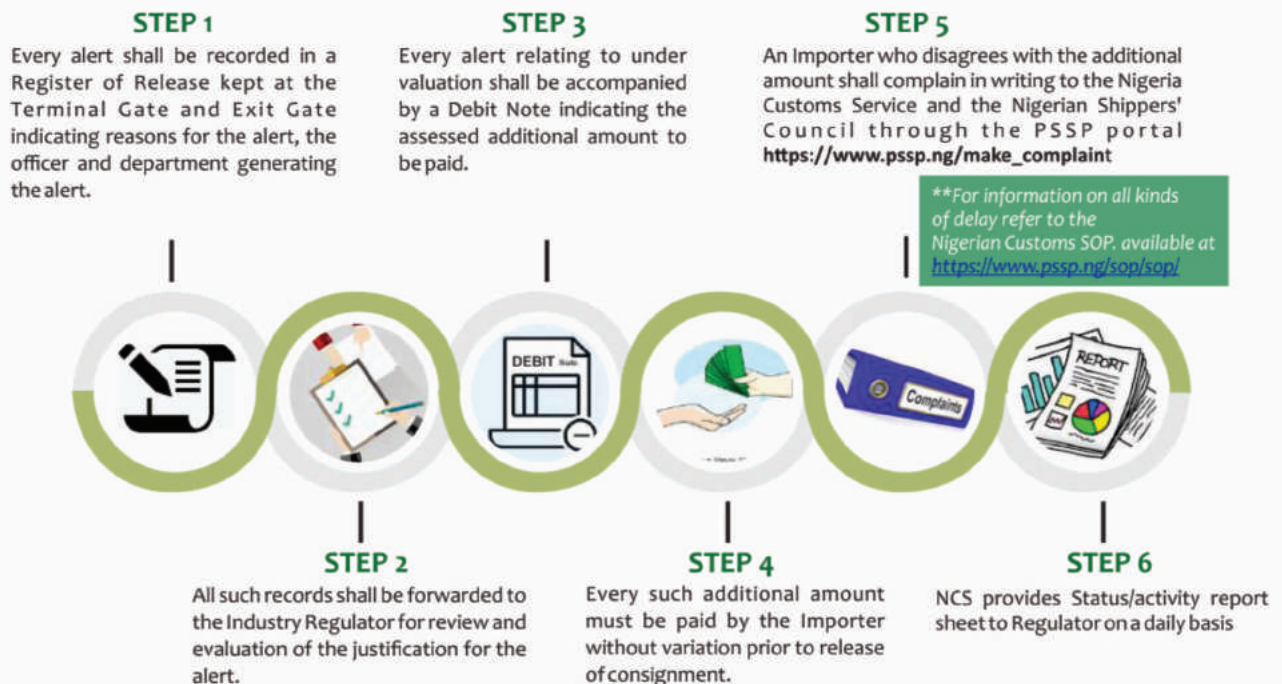


Procedure for Import without Destination Inspection

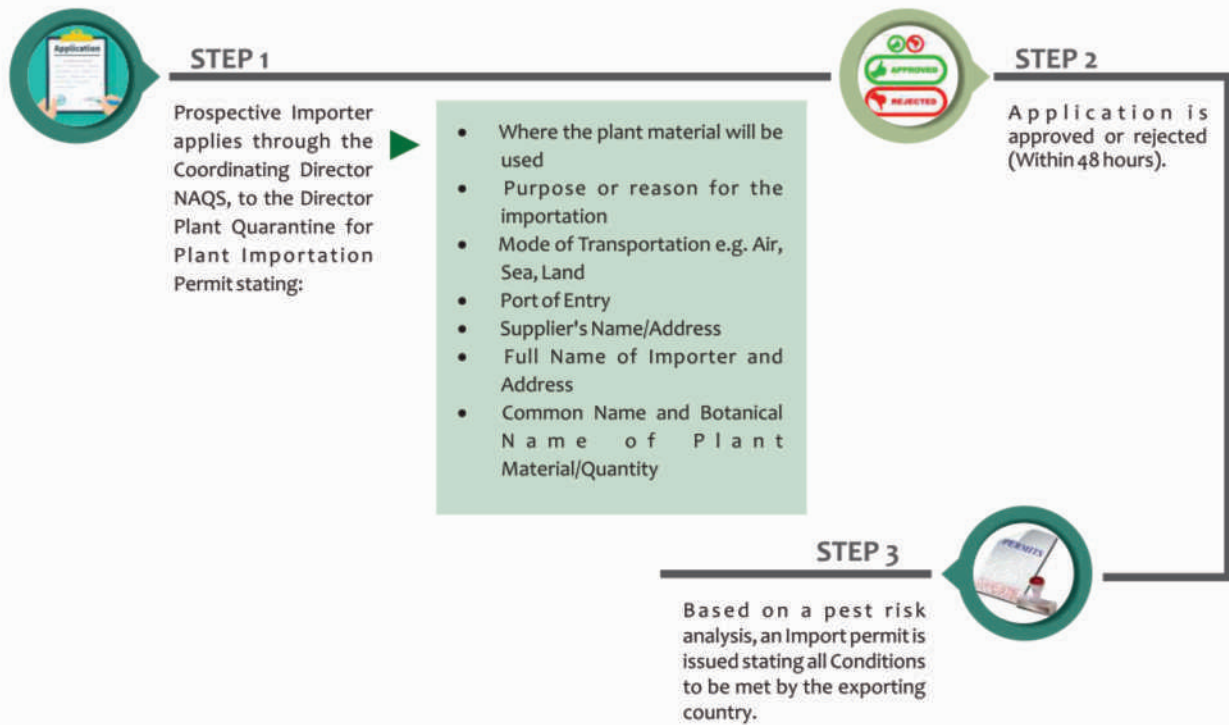
Where an Importer is exempted from DI according to Import Guideline.



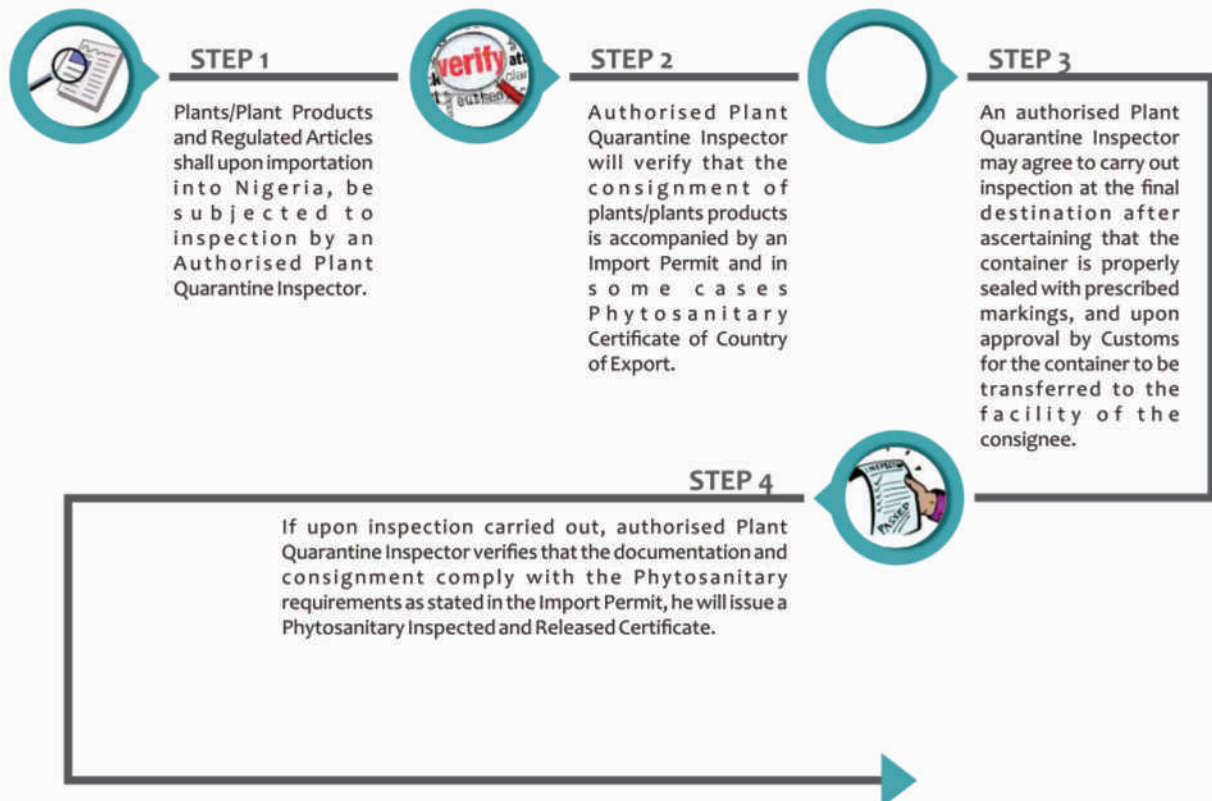
Procedure for Gate Control Alerts



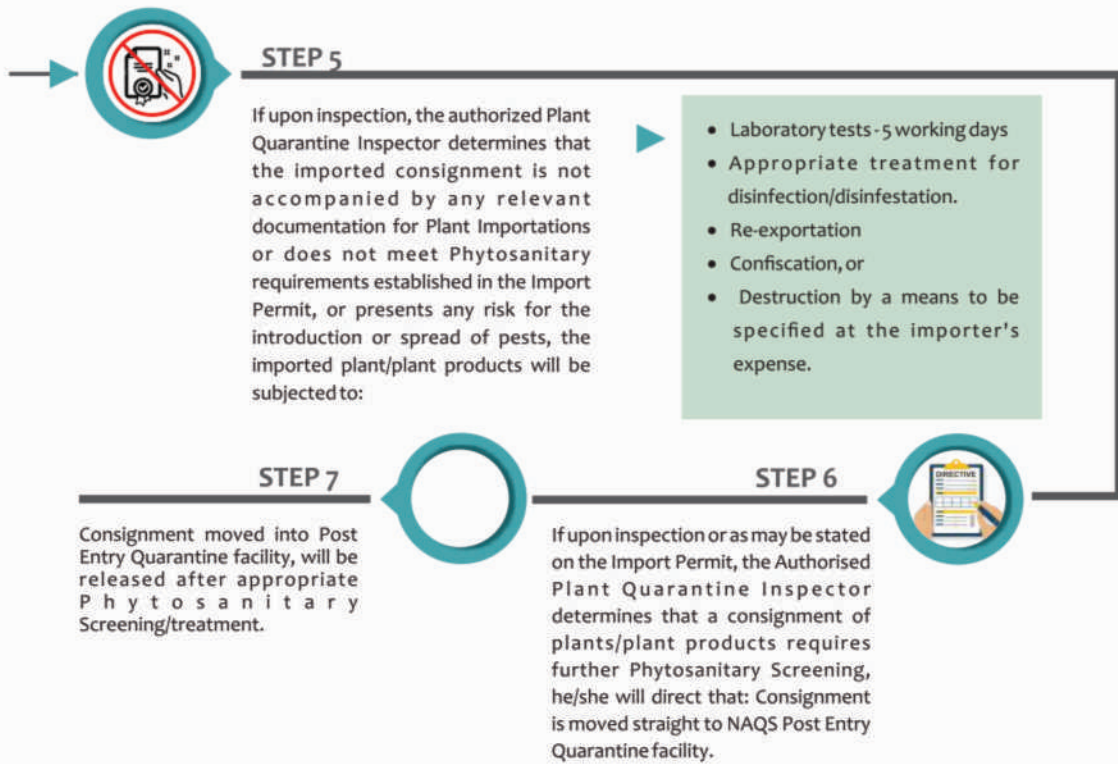
Pre-Import Procedure for Plants/Plant Products



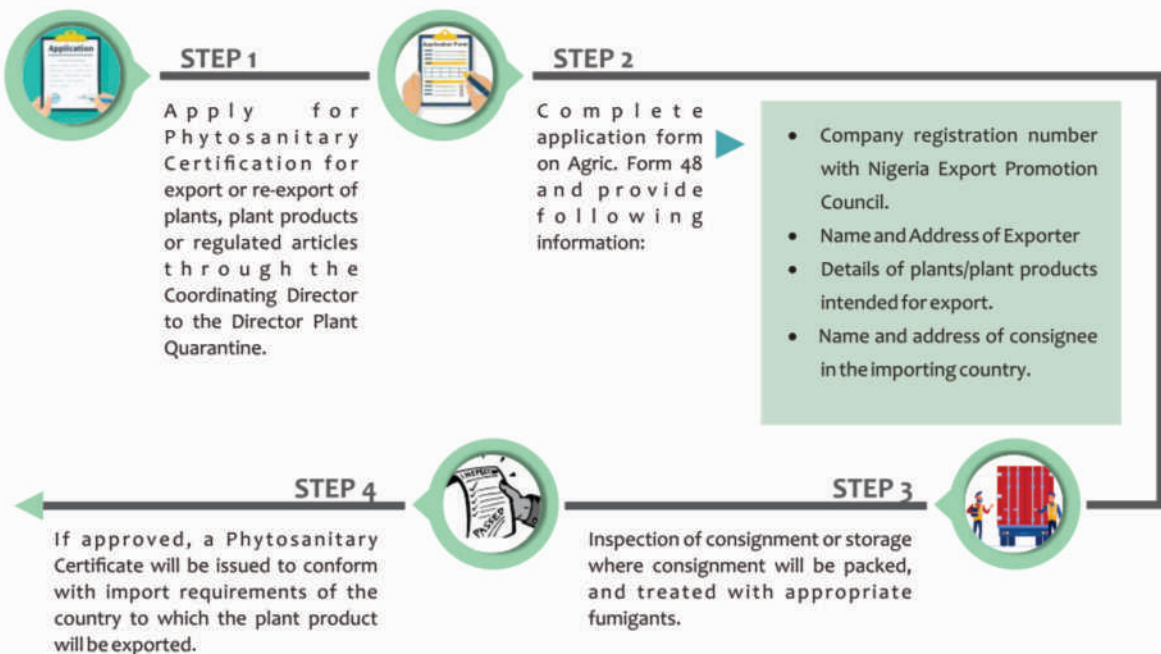
Import Clearance at Port of Entry (where NAQS is not invited for joint examination)



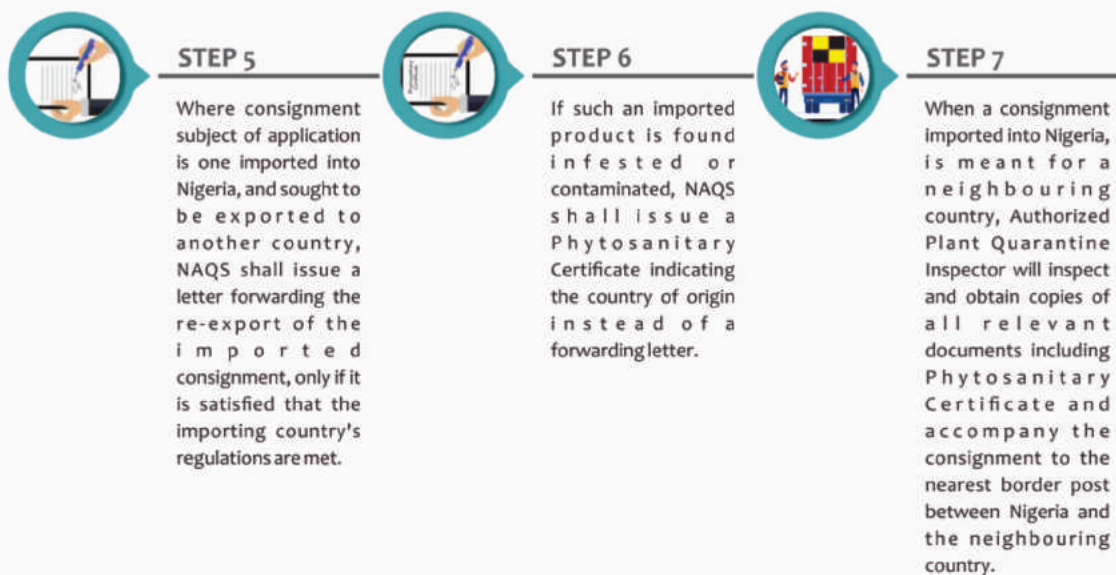
Import Clearance at Port of Entry . . . continued



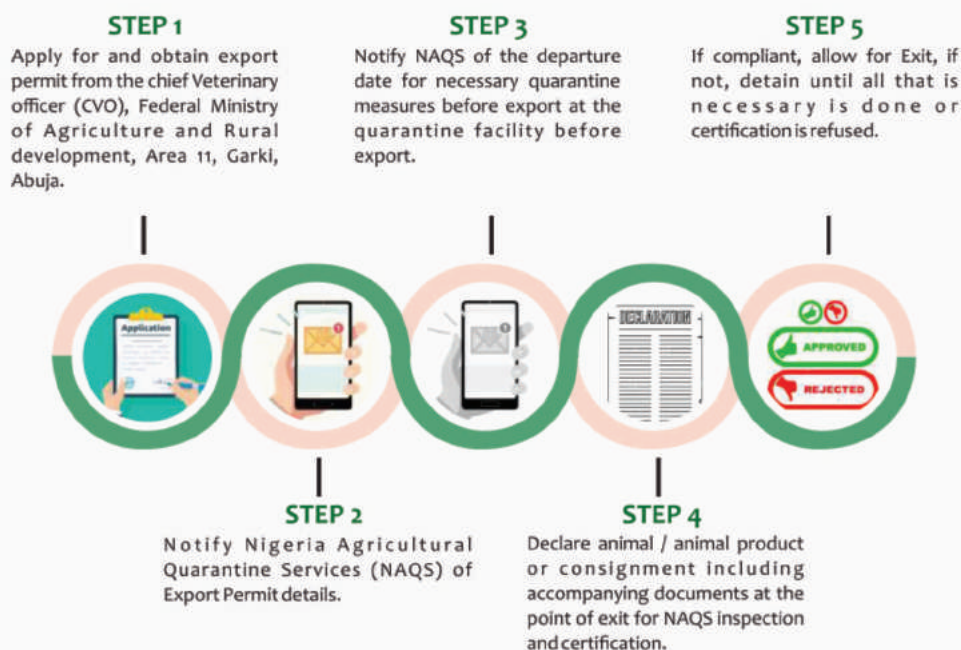
Export of Plants/Plant Products



Re-export of Plant/Plant Products



Procedure for Export of Animals/Animal Products.



For information on Importation of Plants/Plant Products, refer to Nigerian Agricultural Quarantine Services (NAQS) SOP Available at <https://www.naqsnigeria.org/>

Importation of Aquatic Resources/Products



1

Apply on company letter head to The Coordinating Director NAQS Attention Director, Aquatic Resources Quarantine and show intent to import aquatic live fish, the scientific and common / local name of the species to be imported, the quantity, total weight and mode of transportation, with Certificate of registration, CTC of Memart, valid import permit, health certificate from country of origin. Certificate must show that the import is free from area of contagious diseases, parasites, pests, pathogenic organisms and diseases.

2

At importers cost, the authorized quarantine inspector undertakes source of origin inspection before any import permit can be issued to a prospective importer.



3

NAQS Inspects intended Holding facilities (farm, tanks, ponds etc) for aquatic resources and all related documents.



4

Importer submits a written note to NAQS indicating expected date of arrival, port of entry and mode of transportation.



5

Importer provides sample of import for quarantining by NAQS.



6

Importer completes every column in the DATA Form for every import.



7

NAQS monitors aquatic (Live fish) import for the next three years.

Pre-Arrival



- ❖ All imports of aquatic resources must be subjected to quarantine regulations in accordance with food safety and biosecurity requirements such as:
 - Inspection of Quarantine Approved places
 - Availability of Biologics
 - Issuance of Facility Status Clearance (FSC)

Arrival



- Inspection of quarantine seal
- Physical observation of products
- Assessment of water quality 6.5.3

Sample Collection



- Collection of fish samples according to fish species indicated
- Analysis of qualities of current water
- Special feed (antibacterial and antiviral feed supplements)

Quarantining of Live Fish



- Activation of the Franc-Greco quarantine tank upon the arrival of live aquatic products
- Introduction of fish sample into quarantine tank
- Monitoring of newly introduced fish samples for a period not less than 14 days

Laboratory Analysis

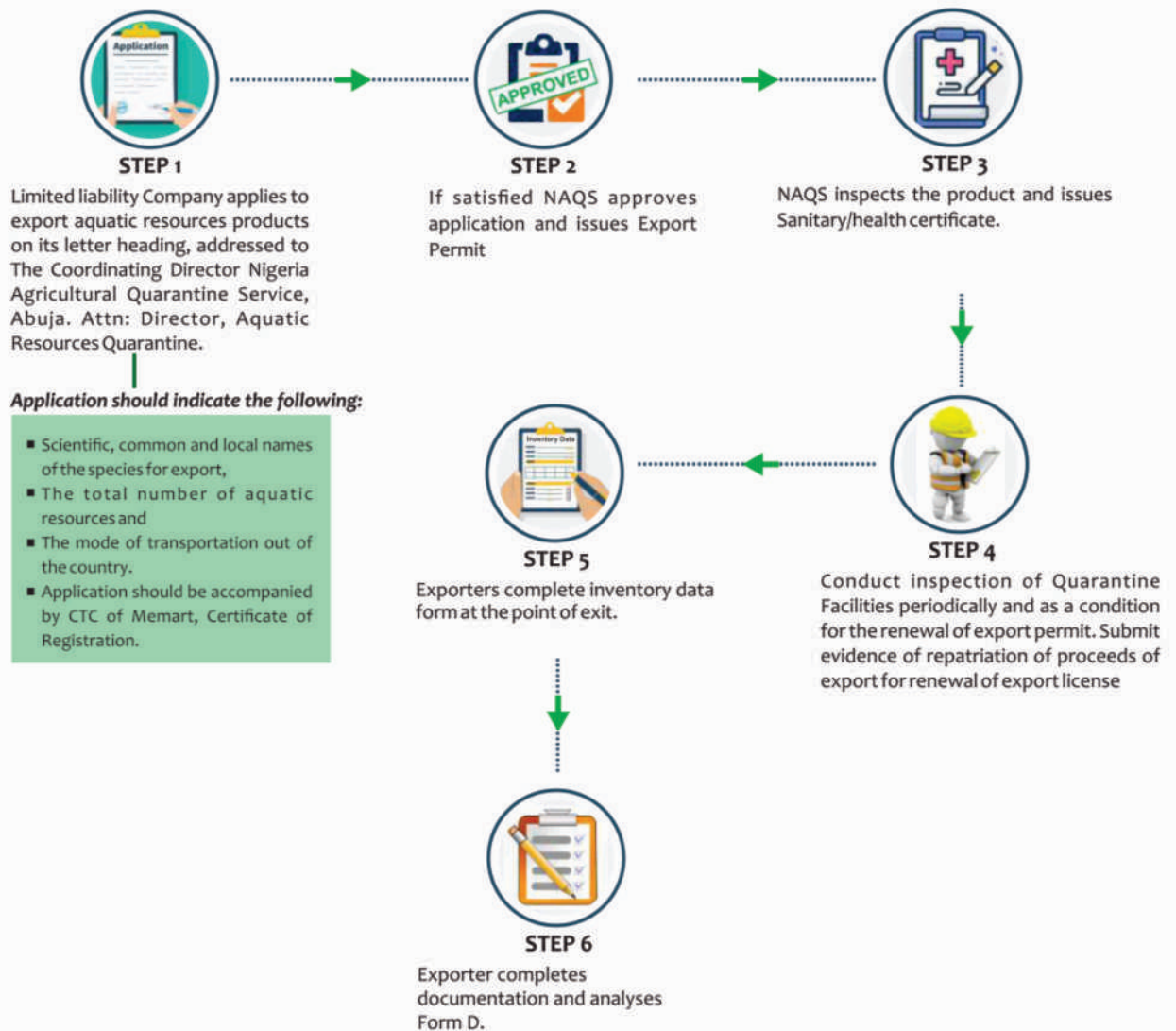


- Analysis of the current water parameters such as temperature, pH values, salinity content, turbidity and water hardness, presence of carbon dioxide gases, ammonia and nitrite compounds.
- Microbiology
- Feeds
 - Feed composition
 - Mycotoxin analysis
 - Others

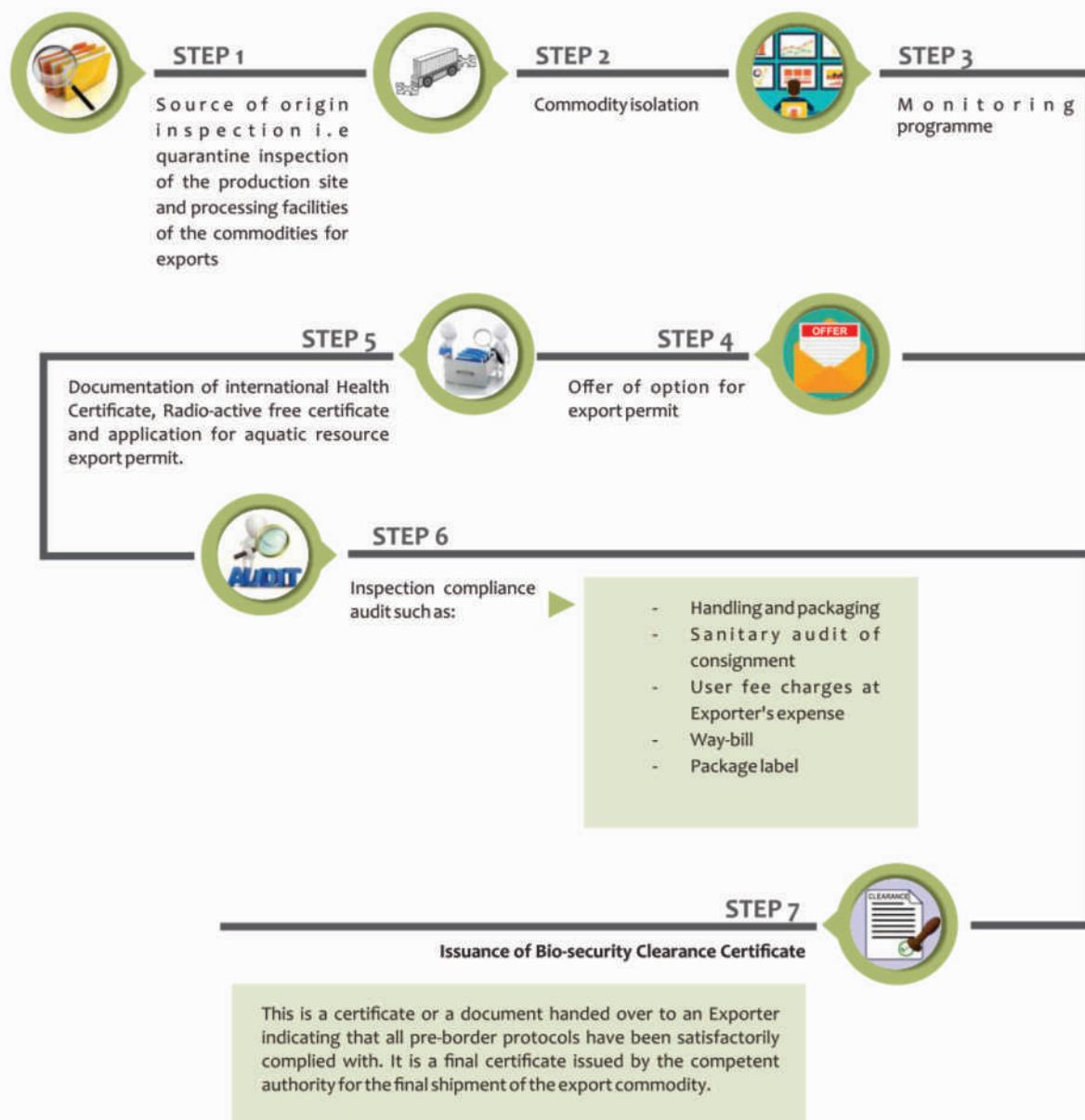
Quarantine Integrity Certificate (QIC)

NAQS issues Quarantine Integrity Certificate after all observations on quarantining and laboratory results are confirmed satisfactory.

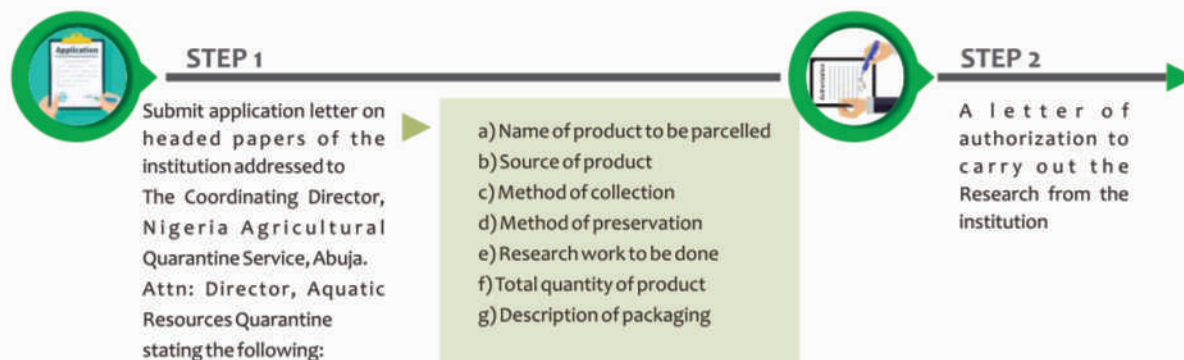
Procedure for Export of Aquatic Resources/Products



Protocol for Intended Export of Aquatic Animals/Products

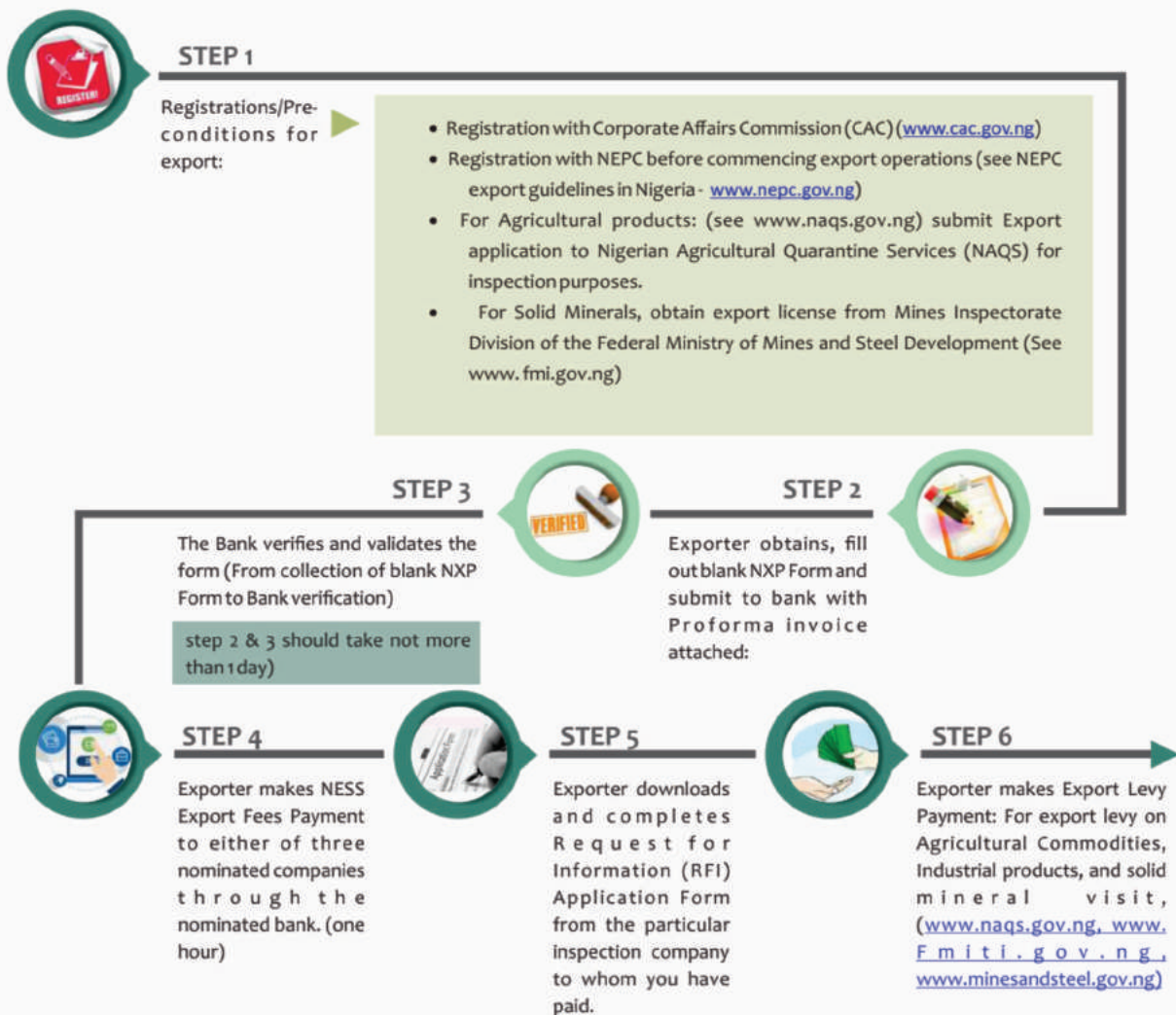


Requirements for Parcelling of Aquatic Products for Research in Foreign Institutions





Procedure for Export



Procedure for Export ... CONTINUED



Pre-Shipment Inspection for Non-Oil Products:



Export Goods Declaration for Non-Oil Products:

 **DURATION**
1 Day



STEP 1

The freight forwarder and Customs clears the containers by processing SGD/Shipping note and submit Joint Examination Form to NCS Export seat.

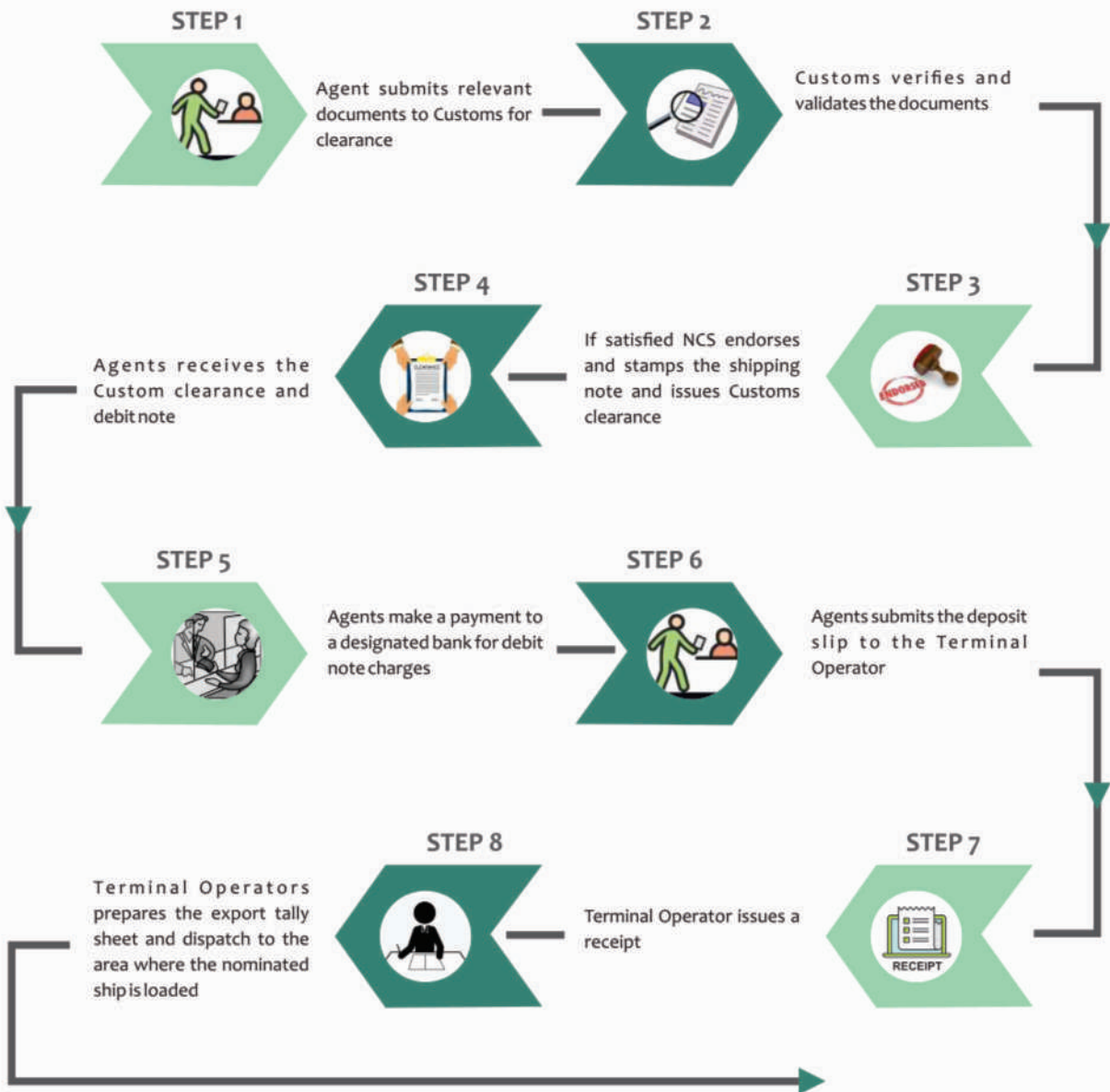


STEP 2

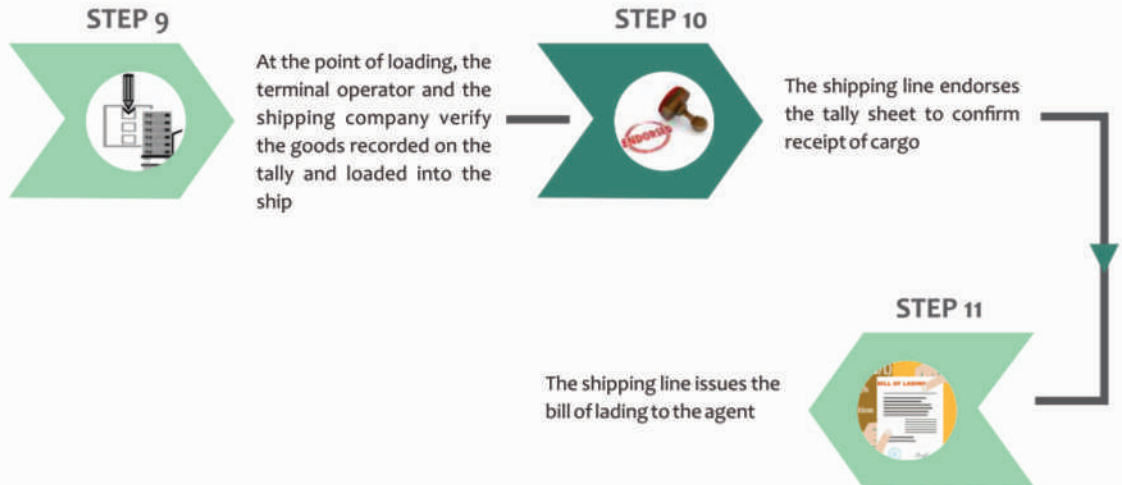
Freight Forwarder submits copy of the Customs cleared documents to the shipping line.

Export Goods Release

 **DURATION**
1 Day



Export Goods Release ... CONTINUED



Procedure for Export Shipment:

 **DURATION**
3 - 5 Days



Export Cargo Declaration



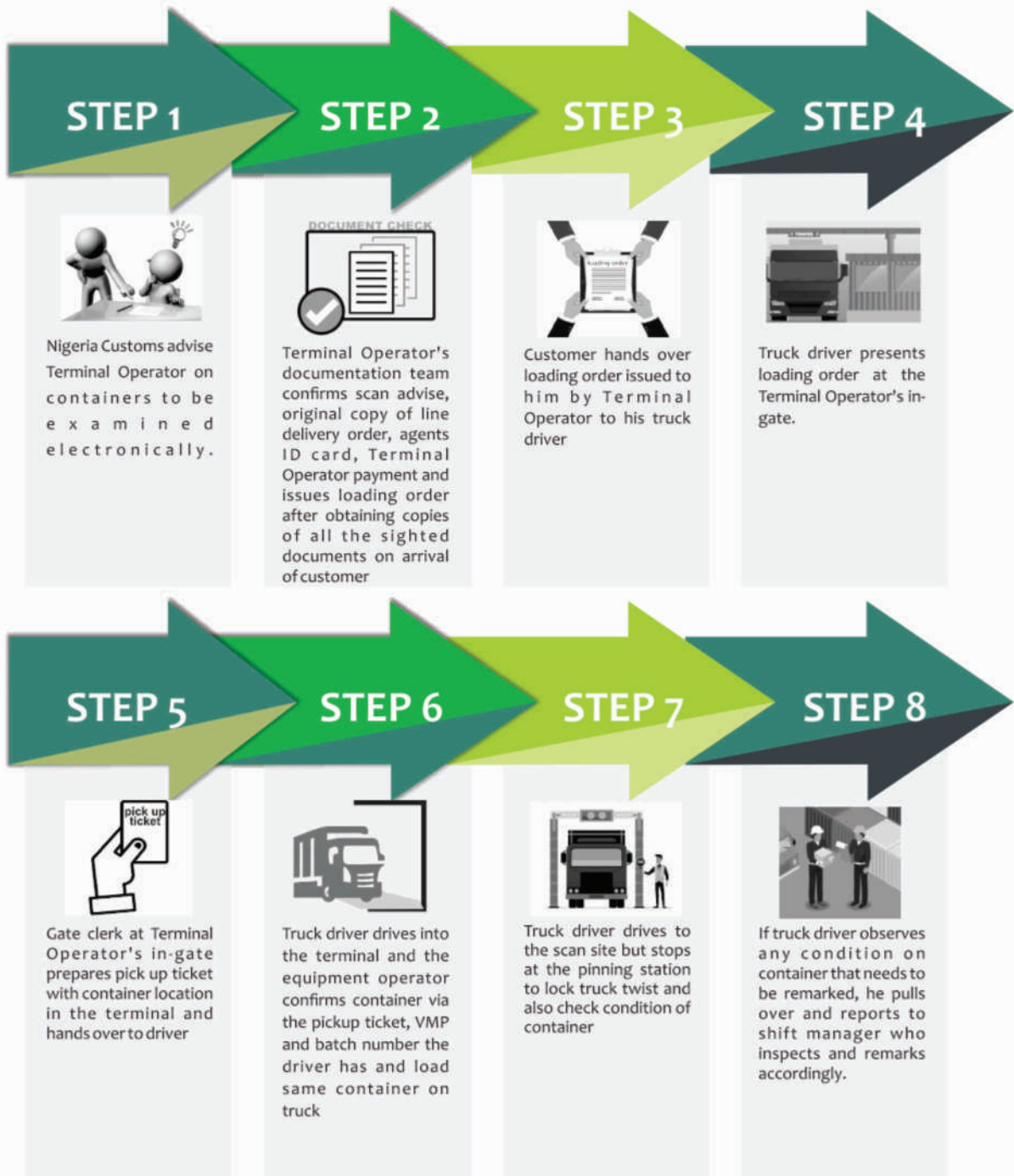
Export Post-Shipment Documentation



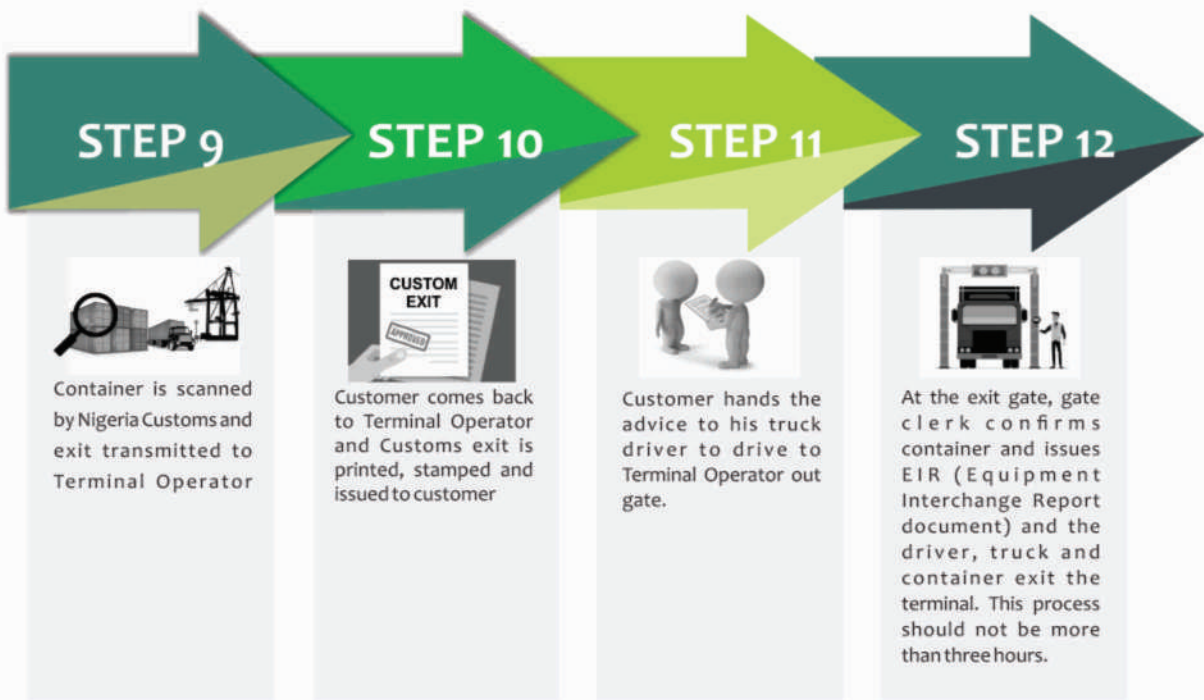
CUSTOM INSPECTION/LOADING ADVISE

There are 2 Customs inspection processes which determine the delivery route of each container.

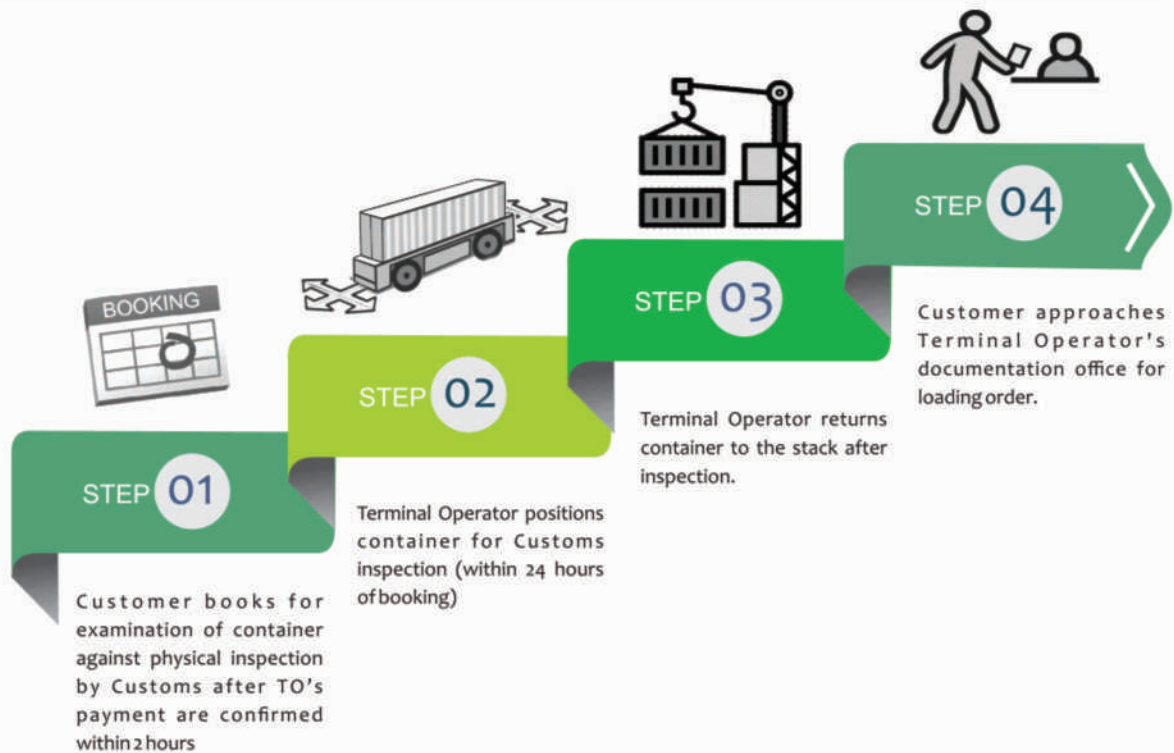
SCAN LOADING

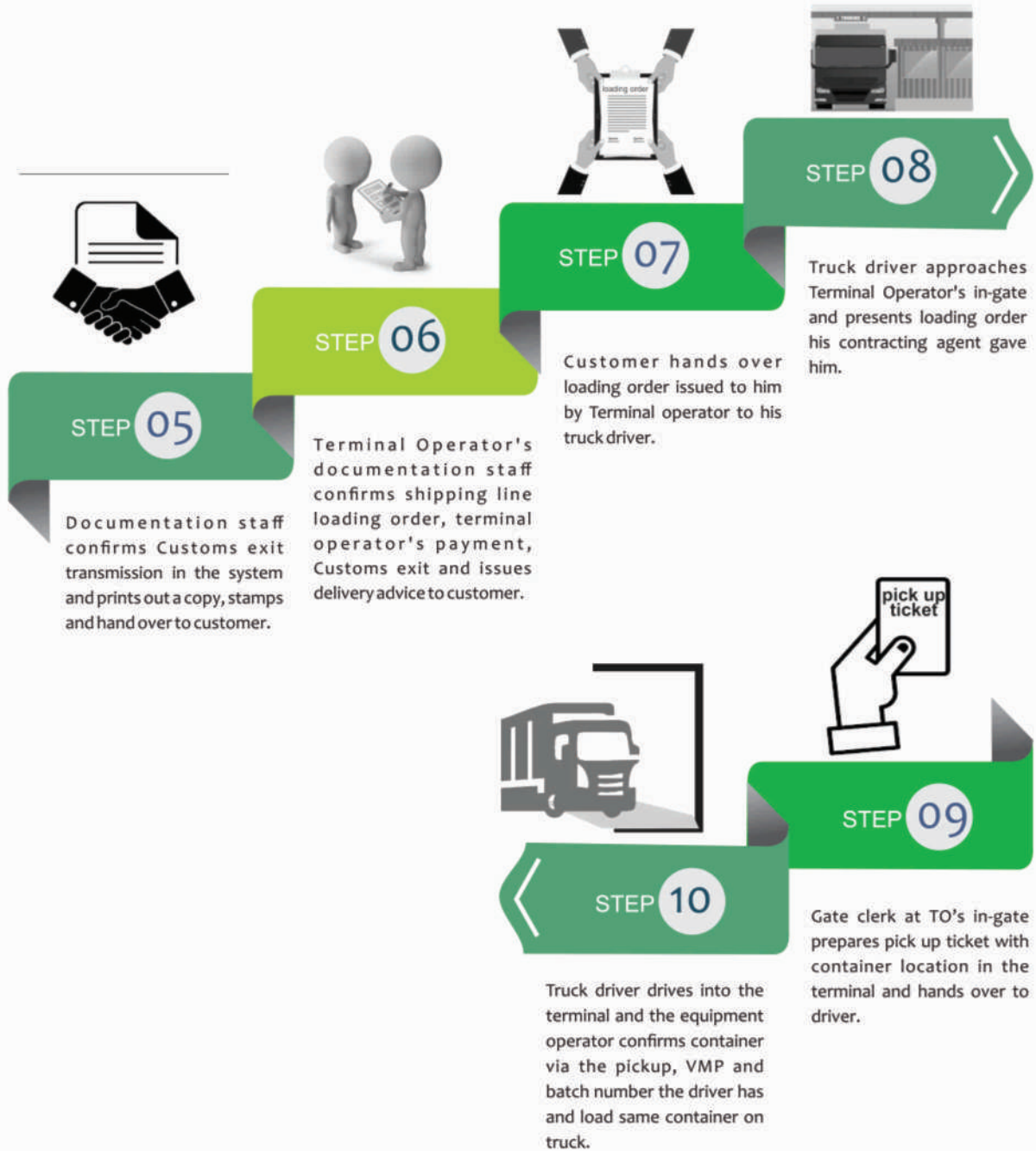


SCAN LOADING ... CONTINUED



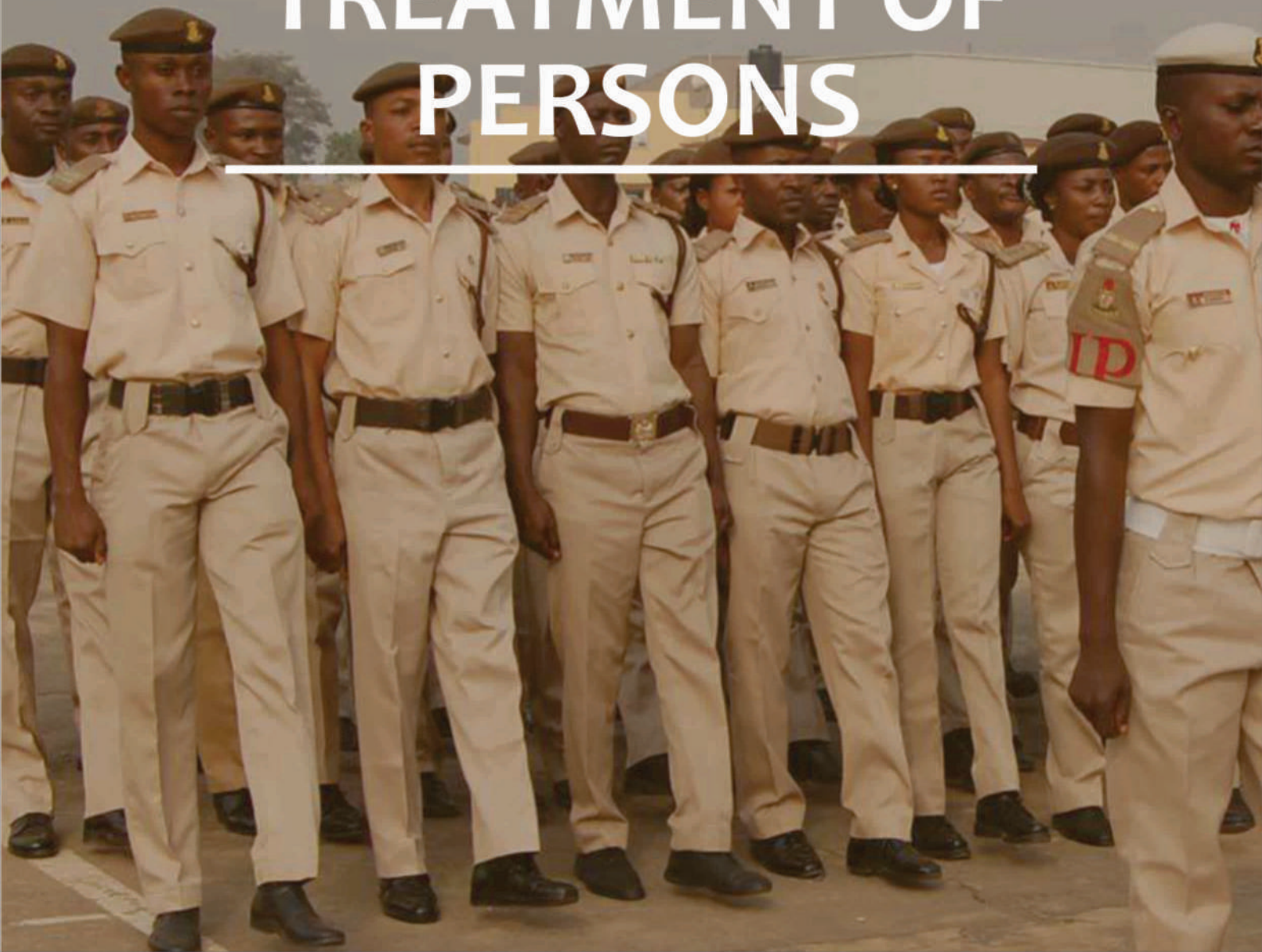
PHYSICAL INSPECTION LOADING







IMMIGRATION TREATMENT OF PERSONS

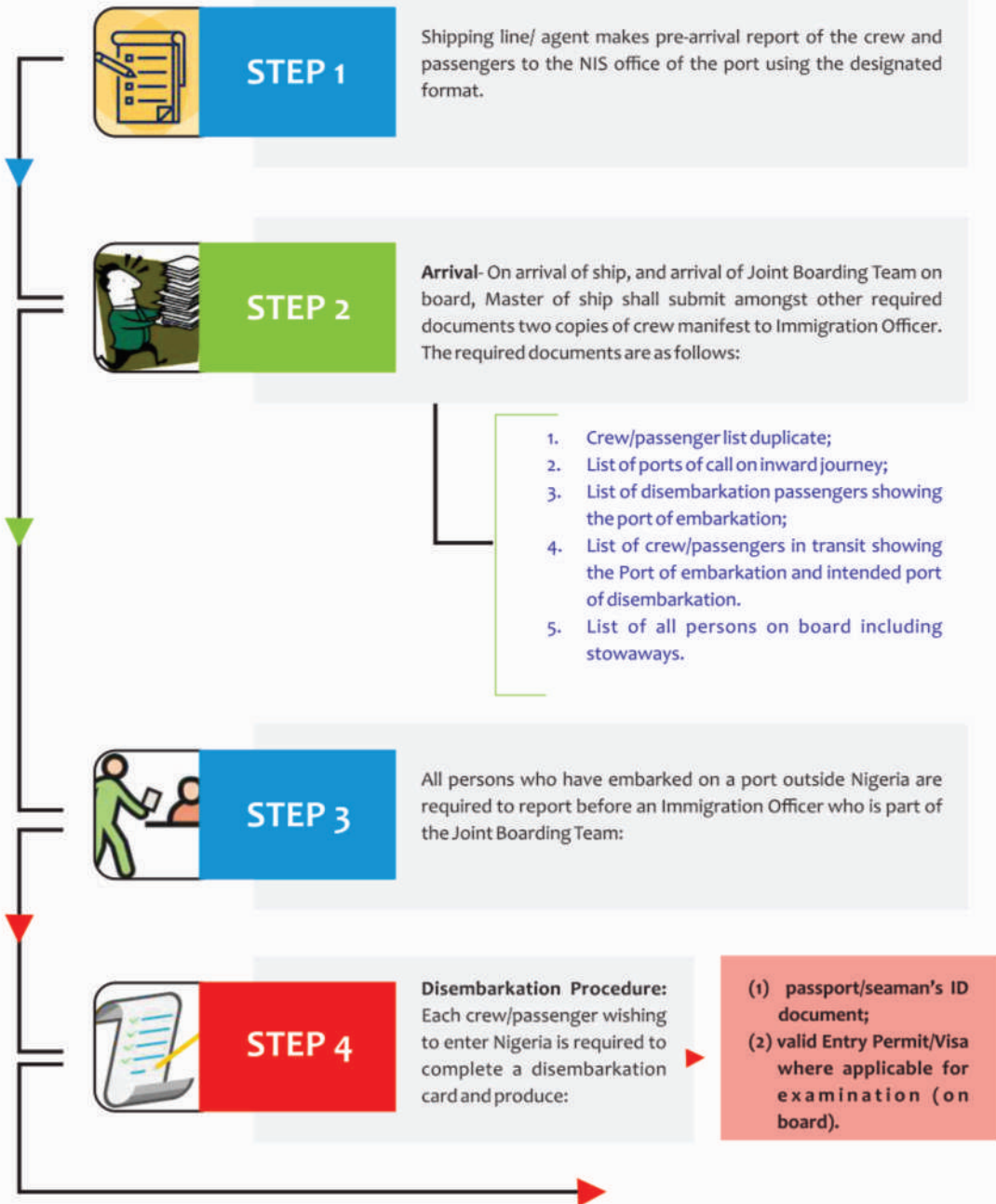


EMBARKATION:



Embarking passengers are to present themselves to an immigration officer and answer such question and/or present such documents for examination as the immigration office may deem necessary in order to determine the conditions under which they are to leave Nigeria.

DISEMBARKATION:






Seaman Arriving in Nigeria to Sign On- On Vessels in Nigerian Ports

Two categories:

Persons joining a foreign vessel registered outside Nigeria:



STEP 1

Present passport and show a letter from the agents of the vessel confirming that he is joining a vessel in Nigeria port.




STEP 2

Complete a disembarkation card.



STEP 3

Immigration issues a transit pass to proceed to the port in Nigeria at where he intends to sign-on on the vessel.




STEP 4

Present passport/seaman's ID/ seaman's discharge book and departure card to sign on to the ship.

Persons boarding Ships registered in Nigeria including vessels operating wholly or partly in Nigerian waters and are based in a Nigeria Port.

STEP 01




Present valid entry permits (commonwealth citizens) or valid visas for residence, (in case of Aliens) to Immigration on Board.

STEP 02

Complete a disembarkation card

STEP 03



Present valid passport/visa/entry permit and or seaman's discharge book and departure card??? to sign on to the ship.



PORT HEALTH TREATMENT OF PERSONS

Screening of Crew on a Ship:

