

GREENVIEW DEVELOPMENT NIGERIA LIMITED

STANDARD OPERATING PROCEDURE (SOP)

The step by step operating procedures is as outlined below;

- Vessel Declaration/ Pre-arrival Notice (Operation Depts)
- Documentation (Commercial and Operation Dept)
- Vessel Planning (Operation Dept)
- Issuance of Bills (Commercial Dept)
- Payment and Confirmation/Issuance of Receipt (Accounts Dept)
- Berthing and working of vessels (Operations Dept)
- Sailing of vessels (Operations dept)
- Delivery of Cargo (Commercial and operations Depts.)
- Exiting the Terminal Gate (Security and Operations Depts.)
- Cleaning and maintenance of Terminal Facilities (HSE and Engineering Depts)

❖ **VESSEL DECLARATION/PRE-ARRIVAL NOTICE**

The shipping agent is required to give at least 7 days notice at the Terminal Operational committee meeting before arrival of vessel. This notice must come with detailed vessel information.

❖ **DOCUMENTATION**

The manifest of the expected vessel with information on stowage plan, ship entry notice, ship inward report, cargo arrival list and expected time of arrival must be submitted by shipping agent to the Commercial and Operations departments. This is to allow for proper planning before vessel arrives.

❖ **VESSEL PLANNING**

Pre-arrival plan for expected vessel is discussed at the operational committee meeting which is held three times weekly; this is where issues like mode of operation, equipment involved, type of delivery and stevedoring services required are discussed.

❖ **ISSUANCE OF BILLS**

Upon receipt of the above information, the Commercial department shall process provisional bill electronically.

❖ **PAYMENT AND CONFIRMATION/ISSUANCE OF RECEIPT**

The shipping agent make full payment of provisional bill to the Terminal designated bank through electronic payment system, confirmation of payment is made by the accounts department and receipt of payment is issued to the shipping agent.

❖ **ISSUANCE OF BERTHING CLEARANCE**

Berthing Clearance is issued to the shipping agent after confirmation of payment of provisional bill and presentation of Custom Clearance.

❖ **BERTHING AND WORKING OF VESSEL**

- i. Boarding Formalities by relevant government agencies such as Port Health, Nigerian Customs and Immigrations.
- ii. Commencement of Discharge; deployment of stevedore, cargo handling equipment and record clerks to both quayside and stacking areas.
- iii. Cargo Transfer: Most cargo handled is by direct transfer into the Dangote Factories. However, few third party and Dangote Group are by indirect transfer to various stacking areas within the Terminal.

❖ **SAILING OF VESSELS**

Two hours before completion of discharge, Shipping agent must obtain sailing clearance from NPA, NIMASA, CUSTOMS and GDNL. Vessels must depart our berths not later than 2hrs after completion of discharge.

❖ **DELIVERY OF CARGO**

1. a) Clearing agent is expected to submit bill of lading, letter of authorization with designated signatories to the Commercial department.
b) Issuance of handling/delivery charges to clearing agent by Commercial Department
c) Issuance of delivery order and other bills like rent and plant hire where applicable.
d) Payment and confirmation of same by Accounts department
e) Issuance of receipt to clearing agent by Accounts department.
2. a) Issuance of Customs exit to clearing agent on the Customs ASYCUDA electronic network by the Commercial department.
b) Delivery of Cargo to clearing agent by operation department

❖ **EXITING THE TERMINAL GATE**

Tally sheet and cargo pass is presented by clearing agent at point of exit before cargo exits the terminal.

❖ **CLEANING AND MAINTENANCE OF TERMINAL FACILITIES**

Cleaning/Degreasing of quay apron and equipment used is carried out before arrival of next vessel by HSE and Engineering departments.