

NIGERIAN PORTS AUTHORITY



STANDARD OPERATING PROCEDURE (SOP) FOR OPERATIONS AT SEAPORTS

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NIGERIAN PORTS AUTHORITY STANDARD OPERATING PROCEDURE (SOP) FOR OPERATIONS AT SEAPORTS 2015

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NIGERIAN PORTS AUTHORITY STANDARD OPERATING PROCEDURE

1.00 Introduction

The Nigerian Ports Authority Act 1999, Cap. 126 Law of the Federation of Nigeria, 2004 vests the Nigerian Ports Authority (NPA) with the responsibilities and “functions of providing and operating necessary facilities in ports, maintaining, improving and regulating the use of the port and to provide for matters connected therewith”.

Having evolved from an Operating Port into a Landlord Port Authority by virtue of the Federal Government’s Port Reform programme of 2006, NPA remains the technical regulator anchor point for the port community, under the supervision of the Federal Ministry of Transportation, providing the enabling environment for the operations of the following stakeholders:

- i. Nigeria Customs Service (NCS)
- ii. Nigerian Maritime Administration and Safety Agency
- iii. Nigerian Shippers Council
- iv. Nigerian Immigration Services (NIS)
- v. Port Health Services
- vi. Independent Corrupt Practices & Other Related Offences Commission
- vii. Nigeria Police Force (Maritime Police)
- viii. Nigerian Drug Law Enforcement Agency

Statutory duties and functions

- Develop ,own and operate ports and harbours
- Provide safe and navigable channel
- Offer cargo handling and storage services
- Maintain Port facilities and equipment
- Ensure safety and security
- Develop and own property

This system hindered port development and curtailed operational efficiency. The ports became less competitive and a conduit to drain the meagre national resources.

In an attempt to change this trend, the activities of the Authority (NPA) were commercialized and offered greater autonomy in accordance with the recommendation of the Technical Committee on Privatization and Commercialization. However this could not bring the expected improvement because of the public service bureaucracy and interference. It was later revised to the initial status.

In an effort to reposition and enhance the national economy, the Federal Government embarked on various reform initiatives in the public sector, which includes the maritime sub-sector. This initiative was to foster an economy that is responsive, robust, private sector oriented and in line with the international best practices.

2.00 Functions of the Authority

As Landlord Port Authority, NPA's ceded its active cargo handling responsibilities to private operators on concession, while its residual functions remain:

- Ownership and administration of land and water within port limits.
- Planning and development of port operational infrastructure.
- Leasing and concession of port infrastructure and setting benchmark for tariff structure
- Responsible for nautical/Harbour operations and hydrographic survey.
- Marine incidents and pollution
- Maintenance of safety and security at the common user areas.
- Enacting port regulations and bye-laws as well as monitor and enforce them
- Day to day monitoring of operations and enforcement of relevant sections of respective agreements.

The Terminal Operators' (Concessionaires') functions are as follows:

- Cargo handling, stevedoring, warehousing and delivery.
- Acquisition of cargo handling and operations related equipment
- Development and maintenance of ports' superstructure
- Maintenance of safety and security within the terminal
- Bunkering, ship chandelling and ship repairs

3.00 Port Operations (Marine) By NPA

3.01 Berthing Of Vessel:

Ship reception into harbour and berthing is broadly categorized into 3 main functions carried out by the relevant Departments as outlined hereunder.

i. Ship Pre-Arrival

- **Traffic Department** - Ship Entry Notice Office (SEN) & Central Office for Planning & Information (COPI)

ii. Ship Arrival and Berthing

- **Harbours** – Pilotage and Towage

iii. Sailing

- Traffic (Port Manager) and Harbours

3.02 Procedure

- i. Shipping agents apply and obtain Ship Entry Notice (SEN) from the operations department in the zone. Electronic version of the SEN is now accessible to customers by logging into NPA portal www.nigeriaports.org.
- ii. Shipping agent obtains Rotation Number for the vessel from Customs.
- iii. Shipping agent submits manifest and all applicable document (such as stowage plan) etc. to Control Office for Planning and Information (COPI) in Operations Department in the port.
- iv. The manifest is submitted days before the ship arrival depending on the vessels status and there is penalty for late submission.
- v. Shipping agent declares the Estimated Time of Arrival (ETA) and Estimated Time of Departure ETD at the Berthing Meeting.
- vi. COPI retains copy of the manifest and circulates copies to the relevant Departments (Commercial, Audit, Statistics) to enable them raise the provisional bill, certify and keep records. Settlement of the provisional bill by the shipping agent serve as a deposit of money with the Authority towards services that the Authority would render to the vessel for that particular voyage.

- vii. Based on the documents received from COPI: Manifest, SEN, Stowage Plan, Ship's Inward Report) the Commercial Department opens a specific ship's file for the voyage. The cargo manifest is broken down into cargo types (Container, Car, Bulk Liquid, Dry Bulk, and General Cargo). Containers and cars are measured in units while bulk liquid, dry and general cargos are measured in metric tonnes.
- viii. Appropriate rates are applied against the units and metric tonnes of cargo types to obtain the Harbour Dues, Environment Protection Levy. Also appropriate rates are applied against the ship's particulars (against the Gross Registered Tonnage (GRT) to obtain the ship dues and against the Length Overall (LOA) to obtain the Berth Rent.
- ix. Other components of the provisional bill are MOWCA Levy and Value Added Tax (VAT). All provisional bills are raised in US \$.
- x. The Provisional Bill is checked, approved by a supervisor and a manager respectively and despatched to the Audit Department for certification.
- xi. The Audit department cross-checks bills and the documents accompanying it to verify if appropriate rates and tonnages are used to compute all the revenue headings.
- xii. Bills are certified and returned to the Commercial department while the Audit department retains a copy.
- xiii. Commercial department retains a copy of the bill in the ship's folder and distributes other copies: (Original copy to the shipping Agent, copies to the Account Department and Statistics Department).
- xiv. The Chief Port Accountant directs the Manager, Revenue section to update the relevant books, namely the Revenue Day Book and the Debtors' Ledger.
- xv. Shipping Agent settles the bill using the electronic platform and proceeds to obtain receipt of payment from the Chief Port Accountant.
- xvi. Shipping Agent applies to the Port Manager for berthing of the vessel having made payment.

- xvii. Port Manager approves the application and circulates same to the relevant Departments (Harbours, Operations, Commercial, Audit and Accounts).
- xviii. Harbours Department relates to the Signal Station, the approval given by the Port Manager stating the name of the vessel and the berth (Terminal) allocated to the vessels.
- xix. Harbours Department produces and relates a signal stating name of vessel, Terminal, berth allocated to the vessel, location and rummaging function is carried out by the Traffic Manager because he plan Operations. He relates to all manning Agencies for the ship handling Operations at the Nigerian ports not later than 24hrs before the time appointed for joint ship boarding.
- xx. Signal Station calls the vessel to obtain certain particulars (Cargo type and volume, last port of call, draft of the vessel, LOA, GRT, NRT, DWT etc. for documentation.
- xxi. Signal station advises the vessel to proceed to the anchorage position.
- xxii. Harbour Master makes arrangement to bring the vessel to berth by arranging for pilotage, towage and mooring of the Vessel.
- xxiii. Harbour Master assigns a Pilot for the vessel within 30 minutes from the time of arrival of the vessel at the fairway buoy and or availability of berthing space whichever one is later. The Pilot immediately upon being assigned to a vessel shall communicate with the vessel and proceed to and arrive the fairway buoy not later than one hour from being assigned to a vessel. The pilot shall upon arriving the fairway buoy, board and take her to the allocated berth not later than one hour in Lagos, five hours in Bonny, six hours in Calabar and Warri pilotage district from time of arriving the fairway buoy
- xxiv. The Harbour Master makes arrangement for necessary logistics (tug boat, pilot cutter, mooring launch and personnel).
- xxv. Pilot proceeds on the pilot cutter to the fairway buoy to board the vessel.
- xxvi. Pilot and Master exchange information regarding the pilot plans (Number of tugs, tidal condition, allocated berth, order of mooring lines arrangement. Master informs pilot of type of vessel (right or

left handed, condition of engine, stopping distance of the vessel, behaviours of the vessel etc.)

Pilot issues blank Inward Master's Declaration and Pilotage Chits to Master for completion. Master gives to Pilot a Pilot Card for completion.

Master completes the Inward Master's Declaration and Pilotage Chit and returns same to the Pilot, while the Pilot returns the completed Pilot card to the Master.

Pilot communicates to the Tug Master to proceed to a suitable location to couple with the vessels while the mooring men should proceed to the allocated berth and wait to receive the vessel.

No Pilot/Assistant or Captain of a tug boat, crew or any person working with them shall whilst on duty be found with any item, material, equipment or monies not required directly for carrying out their functions.

A random check is carried out to ensure enforcement.

Vessel proceeds to the berth. After going alongside the pilot disembarks.

Pilot returns to the Pilot Station, transfers the information on the Master's Declaration and the Pilotage Chit to the logbook and sends the documents to the Harbour's Personnel Office for further action.

Harbour's Personnel Office retains copies of the Inward Masters Declaration and Pilotage chits until the vessel completes her operations and sails.

3.03 PROCEDURE FOR JOINT BOARDING OF SHIPS FOR RUMMAGING

NPA shall bus-in and bus-out members of the Port Joint Ship Boarding Team/Gang

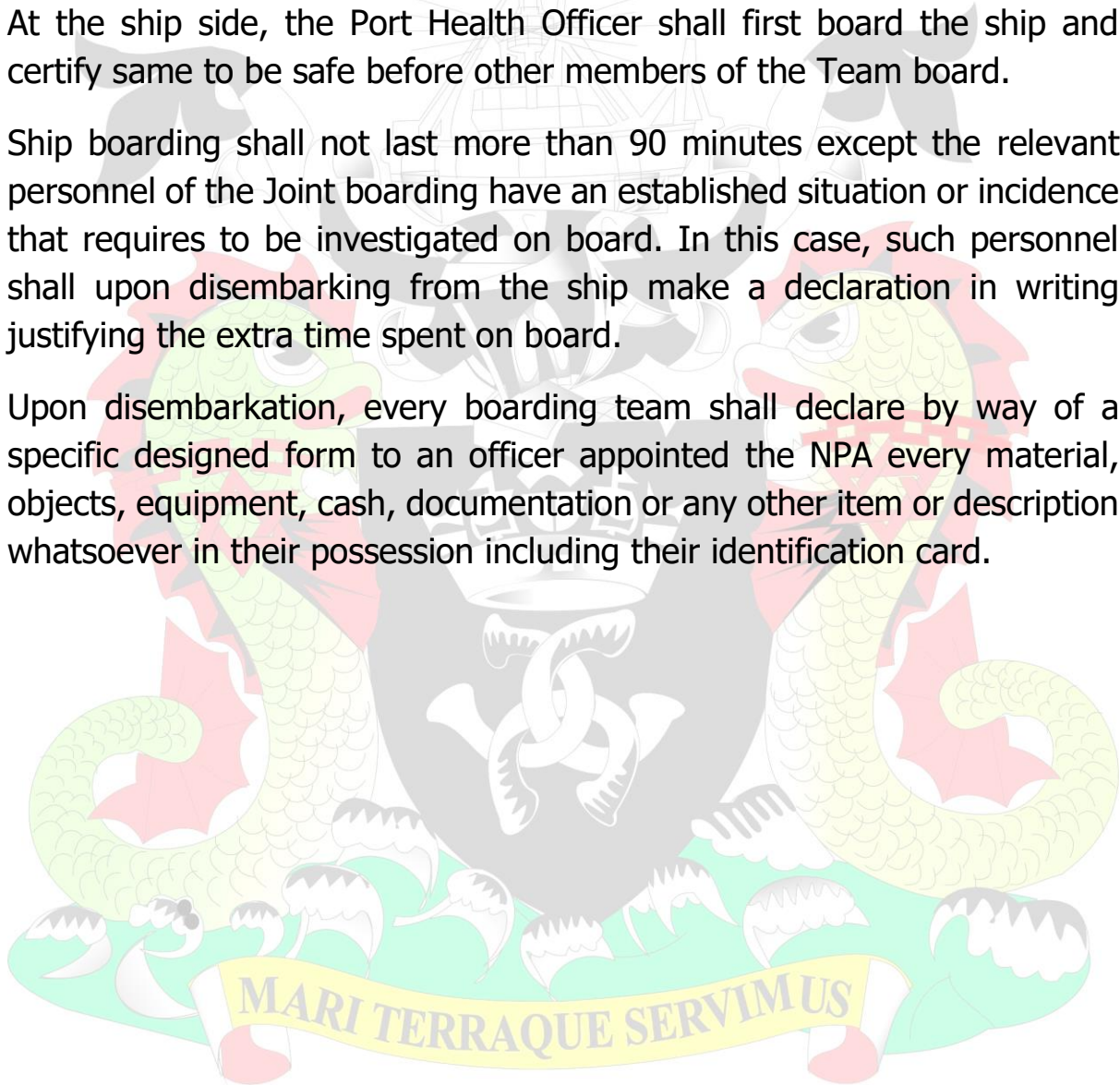
Following notification as in section 2.2 (xviii) above, all designated officers from Agencies required to board a ship shall be at the notified location not later than 30 minutes before the time for commencement of joint recognized manning agencies.

Before commencement of joint boarding, every member of the joint boarding team representing an Agency shall declare by way of a specific designed form to an officer appointed by the NPA every material, objects, equipment, cash, documentation or any other item or description whatsoever in their possession, including their identification card and shall not proceed to board the ship or disembark therefrom with any item not required for ship boarding and operation on board.

At the ship side, the Port Health Officer shall first board the ship and certify same to be safe before other members of the Team board.

Ship boarding shall not last more than 90 minutes except the relevant personnel of the Joint boarding have an established situation or incidence that requires to be investigated on board. In this case, such personnel shall upon disembarking from the ship make a declaration in writing justifying the extra time spent on board.

Upon disembarkation, every boarding team shall declare by way of a specific designed form to an officer appointed the NPA every material, objects, equipment, cash, documentation or any other item or description whatsoever in their possession including their identification card.



4.00 Sailing of Vessel

Agent applies and obtains from the Port Manager a Sailing Certificate when the vessel is getting set to sail.

The Shipping Agent attaches the receipt of payment and the paid Provisional bill to his application for sailing of the vessel to the Port Manager.

The Port Manager grants approval on the application letter and minutes same to the Commercial department to issue Sailing Clearance Certificate.

NPA issues sailing certificate.

The set of Sailing Clearance Certificate contains seven copies that shall be distributed as follows:

1. Chief Port Accountant (White)
2. Chief Port Commercial Officer (Blue)
3. Port Manager (Green)
4. Chief Port Harbour Master (Pink)
5. Customer or Shipping Agent (Yellow)
6. Traffic Manager (pink)
7. Chief Port Internal Auditor (Green)

Shipping Agent obtains the endorsed copy from the Port Manager's Office.

Other copies are distributed from the Port Manager's Office to the departments and persons listed above.

The Shipping Agent concludes sailing arrangement with agencies such as Immigration, Terminal Operator and obtains sailing clearance from other Agencies such as NIMASA etc.

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

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

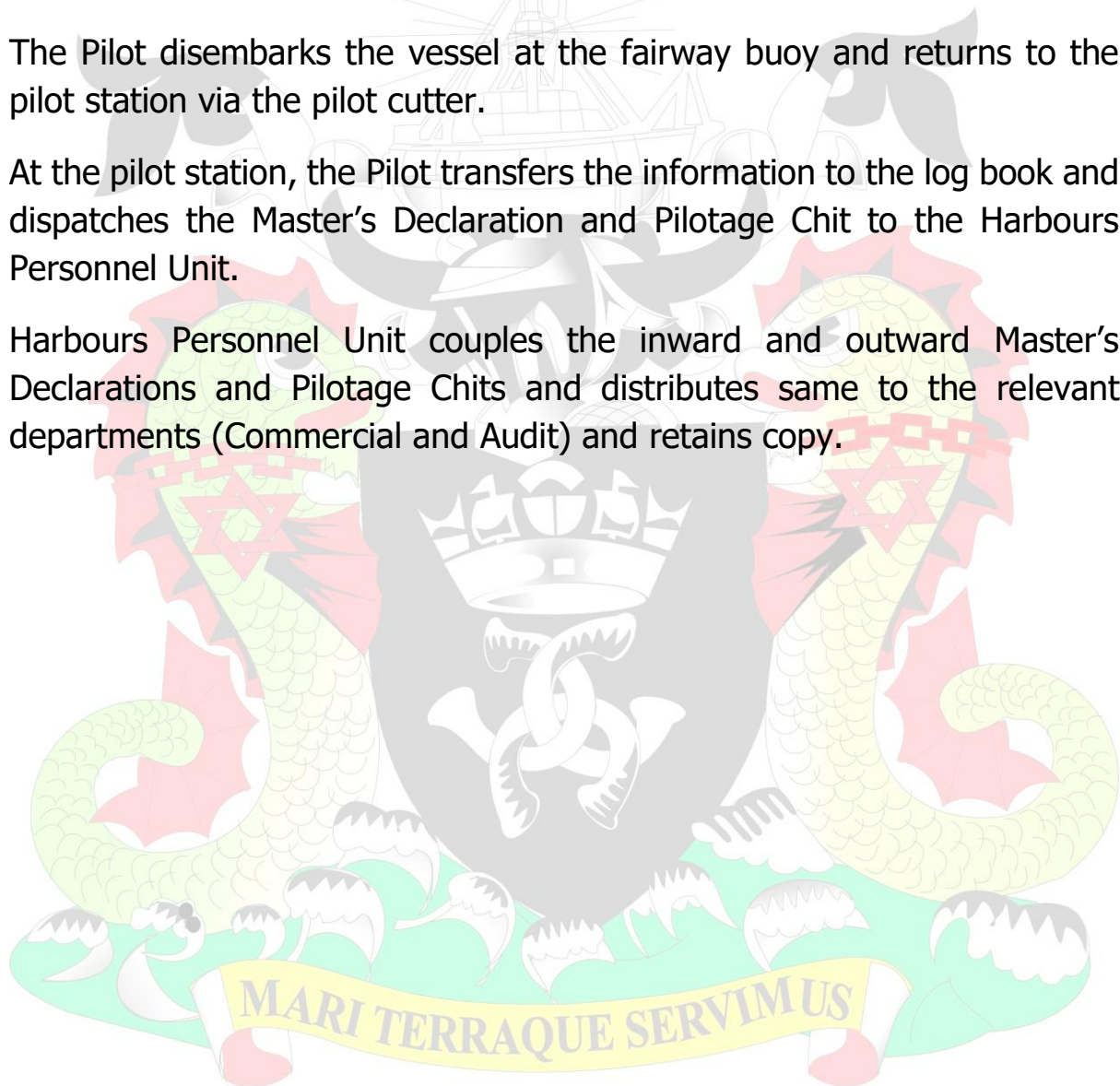
Harbour Master instructs the tug Master and the mooring men to move to the berth and assist him in sailing the vessel and the pilot cutter to move to the fairway buoy on standby, to convey the pilot back to the pilot station after disembarking from the vessel.

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.

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

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.

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



5.00 Voyage Reconciliation

The Harbours Department prepares the list of all vessels that have sailed prior to the regular Voyage Meeting and circulates copies to the relevant departments (Port Manager, Audit, Commercial, Accounts, Operations and Statistics) and furnishes copy to the Shipping Agent and Terminal Operator.

The Voyage Meeting shall be held in all Ports every Thursday, chaired by the Port Manager to discuss and plan voyages.

Relevant stakeholders including the following shall attend the meeting.

- i. Chief Port Commercial Officer NPA
- ii. Traffic Manager - -
- iii. Harbour Master - -
- iv. Chief Port Accountant - -
- v. Chief Internal Auditor - -
- vi. 2 officers from the Commercial Department in charge of provisional and final bill respectively.
- vii. 1 officer from the Statistics Department as Secretary
- viii. NPA appointed Cargo Surveyors
- ix. NIMASA Representative
- x. Terminal Operators
- xi. Shipping Agents

At the voyage meeting, particulars of the vessels and volumes of cargo discharged and/or loaded thereon are declared and reconciled by the relevant stakeholders.

The reconciliation is based on information derived from documents presented by the parties listed below:

- i. Manifest (import & export)
- ii. Master's Declaration (in & out)
- iii. Pilotage Chit (in & out)
- iv. NPA appointed Cargo Surveyor's report
- v. NPA appointed Tally Clerk's report
- vi. Terminal Operator's report
- vii. Shipping Agent report

The reconciled data is captured in the voyage reconciliation sheet and endorsed by all parties concerned, as the actual data relevant to the vessels' voyage.

This data is used in raising the Final bill for the vessel's voyage, by the Commercial Department.

Single Billing entails a deposit of a certain amount with a bank by the shipping company to offset services rendered by the Authority to their vessels. This account must always maintain a credit balance with respect to Single Billing; the Shipping Agent is expected to comply with all the steps enumerated above before the arrival of the vessel.

The documents tendered by the Shipping Agent as guide to the Commercial Department in simulating a provisional bill for the ship file only and not for settlement.

Shipping Companies that fall under single billing attend Voyage Reconciliation Meetings too, where their vessels particulars and volumes of cargo for the period are reconciled.

The Single Billing meeting is chaired by the Chief Port Accountant and is held every Friday with the Chief Port Commercial Officer, Chief Internal Auditor, Traffic Manager and the Shipping Companies concerned in attendance.

After the reconciliation, the Shipping Agent must settle the final bills in order to bring the credit balance back to the agreed amount.

6.00 Miscellaneous Bills

6.01 Estate Rent, Fire Service Charge, Electricity Bill Fines etc. in the Port

The application and approval before the demand note procedure is despatched from the relevant Department enumerated above (Estate Department, Fire Service Department, Engineering Department, Security Department etc.) to the Commercial Department stating the following:-

1. Date
2. Customer
3. Applicable Rate
4. Period
5. Amount
6. Reason for the billing i.e. service rendered to customer or based on the above information requested by customer. The Chief Port Commercial Officer directs bills to be raised (Debit note) against the customer.

The Debit Note is checked and approved by Manager and Senior Manager respectively. The Debit Note is despatched to the Audit Department for certification.

In the Audit Department, the Chief Internal Auditor directs Manager and Senior Manager to check and certify the Debit Note respectively. After certifying the Debit Note Audit Department retains a copy and despatched other copies to the Commercial Department. Commercial Department distributes the Debit Note to the customer and Accounts Department while it retains the book copy.

Customer proceeds to settle the Debit Note through the bank.

In the Accounts Department, the Chief Port Accountant directs the Manager Revenue section to update the relevant books.

Customer proceeds to Accounts Department to obtain receipt of payment.

6.02 Lease Fee

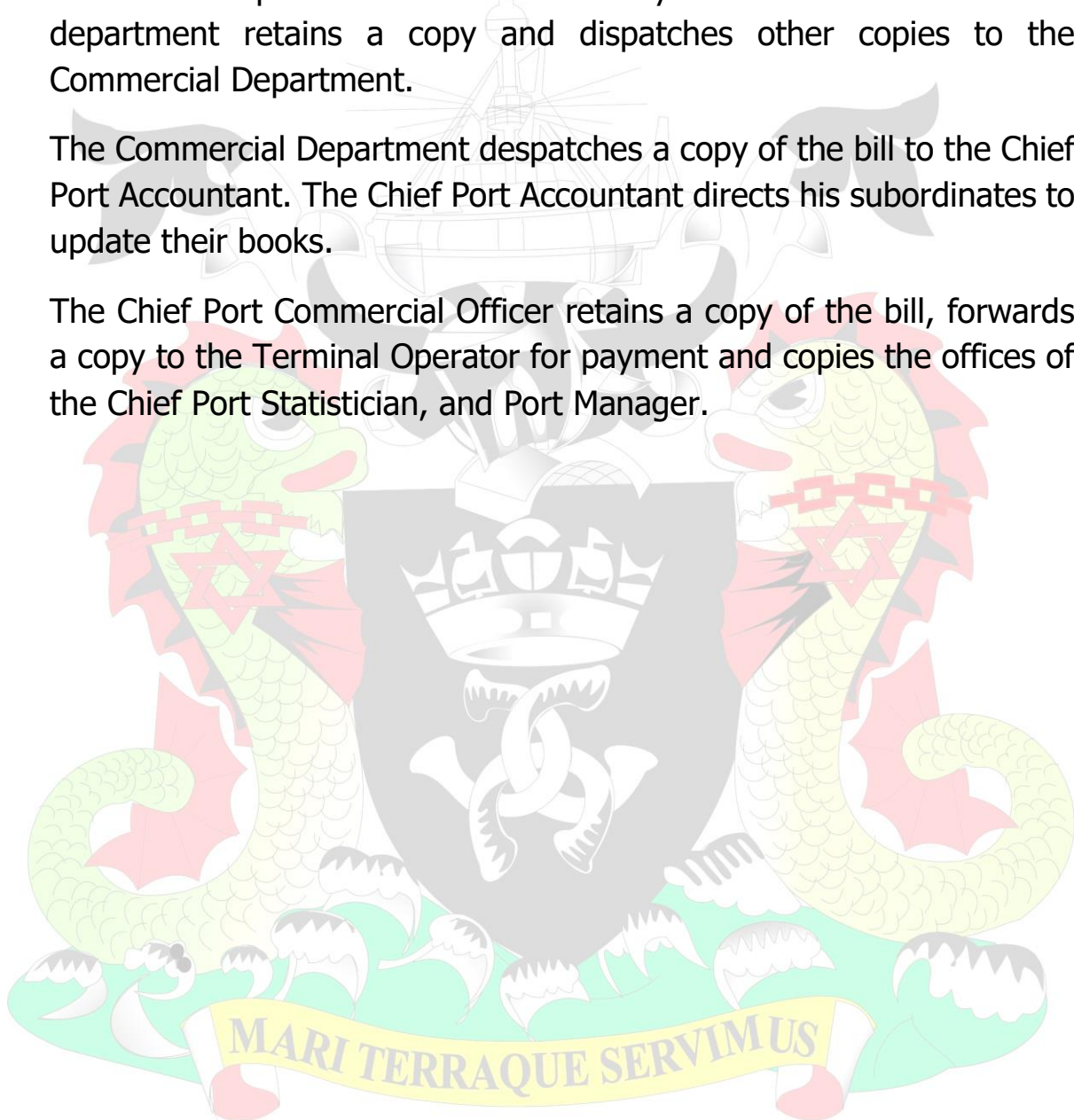
The Commercial Department raises debit note in accordance with respective terms in agreement executed with the Authority.

The Chief Port Commercial Officer approves the bills after cross checking and forward same to Audit Department for certification.

The Audit Department check and certify the bill after which Audit department retains a copy and dispatches other copies to the Commercial Department.

The Commercial Department despatches a copy of the bill to the Chief Port Accountant. The Chief Port Accountant directs his subordinates to update their books.

The Chief Port Commercial Officer retains a copy of the bill, forwards a copy to the Terminal Operator for payment and copies the offices of the Chief Port Statistician, and Port Manager.



7.00 Claims Section

The claim section handles all claims with respect to over-billing, erroneous billing and cancellation of voyage of vessels.

7.01 Procedure

The complainant writes officially to the Port Manager stating the claims attaching relevant documents. The Port Manager minutes letter to the Chief Port Commercial Officer to treat and revert.

The Chief Port Commercial Officer carry out investigation depending on the claim matter, he may need to get comments from relevant departments before advising the Port Manager.

If considered valid, the Port Manager gives approval to raise a Credit Note in favour of the complainant. A letter is written to the complainant conveying findings on the claims. In the event that approval is granted for a Credit Note to be issued, the Chief Port Commercial Officer directs his subordinate to raise the necessary Credit Note.

- i. An officer prepares the Credit Note.
- ii. Checked by a Manager.
- iii. Authorised by the Chief Port Commercial Officer.

The authorised Credit Note is dispatched to the Audit Department for certification.

The certified copies are returned to the Commercial Department, which forwards the Credit Notes to the Port Manager for approval.

The Port Manager approves and returns the approved Credit Notes to the Commercial Department.

The Commercial Department despatches copy of the Credit Notes to the agent, a copy to the Accounts Department and retains a copy in the claims file.

The Chief Port Accountant directs his subordinates to update the books.

8.00 Throughput Fees

8.01 Billing Procedure;

Throughput fee is raised on monthly basis by the Throughput Fee section in Commercial Department.

The weekly voyage Reconciliation sheets form part of the inputs for the throughput fee billing.

These reconciliation sheets carry information for cargo types, date of arrival, date of departure, rotation number and name of vessel.

At the end of each month, there shall be a throughput Reconciliation meeting with the following in attendance;

- i. Traffic Manager (Chairman)
- ii. Audit Department Representative
- iii. Account Department Representative
- iv. Harbour Department Representative
- v. Commercial Department Representative
- vi. Statistic Department Representative
- vii. Representatives of all terminal operators

After reconciliation, the spread sheet is signed by those present at the meeting.

The reconciled data is then used in raising a Debit Note and checked by the Commercial Department.

The bill is dispatched to Audit Department. The Chief Internal Auditor directs his subordinates to crosscheck and certify the bill.

The certified bill is dispatched to the Commercial Department.

The Commercial Department despatches the bill to the relevant Terminal Operator, sends a copy to the Accounts Department retains a copy and notifies the Port Manager.

8.02 Contractors Bills

This section treats claims from the cargo surveyors; and the stevedoring contractors that provide tally clerk and security men on board vessels.

8.03 Procedures

The Stevedoring Contractor submits a letter of claims, tally sheet, and Debit Notes to the office of the Port Manager.

The Port Manager minutes on the letter directing the Traffic Manager, Chief Port Statistician, Chief Internal Auditor, Chief Port Accountant and Chief Port Commercial Officer to treat the claims.

The Traffic Manager crosschecks the documents and verifies the claims with respect to the number of men and hours that they worked.

Also the Traffic Manager prepares the Import Stevedoring Operation Summary (ISOS) as well as Export Stevedoring Operation Summary (ESOS) as the case may be.

The Traffic Manager forwards the ISOS/ESOS (as the case may be), the debit notes, the letter of claims to the Chief Port Commercial Officer for further action.

The Chief Port Commercial Officer directs the Senior Manager and Manager to raise and certify the bill for payment to the contractor.

For the Cargo Surveyor, the procedure is similar to the aforementioned, except that Cargo Survey Assessment Report accompanies the letter of claims.

The Commercial Department raises the bill in 5 copies. Three copies of the bill are despatched to the Chief Port Statistician, accompanied by a copy of the claims letter, the Traffic Manager's memo and a copy of the customer's debit note. One copy of the bill is sent to the customer and a copy retained by Commercial Department.

The Chief Port Statistician directs the Statistician to crosscheck the bill and certify for further processing by the Audit Department.

The Chief Internal Auditor directs an Auditor to crosscheck the bill and certify for further processing by the Accounts Department.

The Chief Port Accountant directs an Account Officer to prepare the payment voucher and certify for further processing to the General Manager of the zone.

The General Manager of the zone forwards the bills to the Executive Director, Marine and Operations and recommends same for payment.



9.00 Service Boat Operations

The surveillance of service boat movements has been contracted to Messrs Integrated Logistics Services Nig. Ltd. (INTELS).

In order to operate as a service boat operator in the Port a company has to apply to the NPA E-SEN office and pay the sum of **N100,000 (One Hundred Thousand Naira)** renewable annually and be licenced by the Operations Department for the operations

INTELS submits Master's Declaration and pilotage chits in respect of the boat movements to the Harbour Master.

The Harbour Master directs his subordinates to despatch the Master's Declaration and pilotage chit to the Chief Port Commercial Officer to raise the bills.

The Chief Port Commercial Officer directs his subordinates to raise the bill and check for further processing to Audit Department. All the bills are raised against Messrs INTELS.

The Chief Internal Auditor directs subordinates to crosscheck the bill certify and return same to the Commercial Department.

The Commercial Department despatches a copy of the certified bill to Accounts Department, which retains a copy and gives other copies to INTELS.

The Chief Port Accountant directs the relevant officers to update their books. Various customers settle their bills through the Treasury Single Account (TSA) as advised by the Chief Port Accountant.

SHIP CHANDELING SERVICES

- No Captain or crews are permitted to take or supply any item from the general public except through licensed chandeliers.
- NPA shall develop and publish within 3 months from issuance of this SOP, conditions for licensing of Chandeliers to operate in Nigerian Ports.
- No person shall supply any item on a ship without a prior license issued by the Nigerian Ports Authority.

- The Procedures and Conditions for licensing of chandeliers shall include all appropriate security checks and identification of all individuals, companies and their listed staff who shall participate in their operations as Chandeliers.



10.00 Accounts Department

- i. Shippers or shipping agents lodge their ships' manifest with Commercial Department at the ports through Central office of Planning and Information based on the ship's manifest, 8 copies are prepared for this purpose.
- ii. Customer makes **full payment** based on the provisional bill if in foreign currency, into NPA's domiciliary account in a designated bank or its' London US Dollar current account.
- iii. Upon confirmation of payment by Finance department Headquarters and receipt issued by Accounts office of the relevant port, the commercial Department at the port raises **authority to berth** papers which are approved by the Port Manager and forwarded to the Chief Port Harbours Master for berthing purpose.
- iv. All payments are paid directly into the bank, tellers presented and receipt obtained from the Cashier
- v. The cashier issues receipt for payment through a foreign or local bank after confirmation that the payment has been received from the bank in the revenue office.
- vi. The cashier who issued the receipt annotates all copies of the bill with the receipt details and distributes them as follows:
 - a. Customer
 - b. Accounts
 - c. Commercial
 - d. Operations/Traffic
 - e. Harbours
 - f. Audit
 - g. Statistics
 - h. Book
- vii. Traffic Department uses its copy of the bill for planning the Operations on the berthing of the vessel.
- viii. Information is received by the Commercial Department during **voyage reconciliation meeting** from the Agents, Harbours, Traffic, Cargo Surveyor and Terminal Operators: Final bills are raised for reconciled throughput data for ships and harbour dues, stevedoring and quay services and for other miscellaneous services.

- ix. The final bills are pre-audited before being distributed as follows:
 - a) 1st Copy - Customer
 - b) 2nd Copy - Commercial
 - c) 3rd Copy - Accounts
 - d) 4th Copy - Audit
 - e) 5th Copy - Harbour
 - f) 6th Copy - Operations/Traffic
 - g) 7th Copy - Statistics
 - h) 8th Copy - Book Copy
- x. The Accounts department ensures that all bills are posted appropriately into the revenue day books and debtors ledger.
- xi. At the end of every month, standard journal vouchers are used to transfer the monthly totals of revenue daybooks to the control accounts in the nominal ledger
- xii. When paying subsequent bills, customers are given the option of utilizing part of their respective credit balances or obtaining refunds. But these must be approved by the Management.

10.01 Documents Required for Auditing Provisional Bills

- i. Original Manifest with rotation number
- ii. Lloyds Register
- iii. Nigerian Port Authority Dues and Rates Regulation
- iv. Stowage Plan (Original)
- v. Ship Entry Notice (SEN)

10.02 Audit procedure

- i. All manifest(s) must be received and annotated by COPI
- ii. All manifest(s) must be original
- iii. Audit checks and ensures that customers send eight copies of the ship's manifest to the Central Office for Planning and Information (COPI) at least 3 days before the vessel arrives at the port.
- iv. Checks and ensures that manifests are sent to the Commercial department for the purpose of billing

- v. Cross – checks the Gross Registered Tonnage, Net Registered Tonnage, Length Overall (LOA) and the current edition of Lloyd’s register or online sea web/AISLIVE.
- vi. Checks that the Commercial Department codes the manifest and calculates tonnage carried by the vessel
- vii. Checks and ensures that the details on manifest are entered in the manifest register and that copies of the manifest are distributed as follows -2 to COPI (Central office for Planning and Information), 2 copies to the Commercial Department for billing, a copy to the Internal Audit department for checking, and a copy to Statistics
- viii. Checks and ensures that the provisional charges are properly calculated based on the schedules of relevant rates and dues and other shipping regulations; per unit of cargo tonnage and as per the coded manifest.
- ix. Ensures that the manifest is not split, and that the additional manifest lodged is not more than 0.5 percentages. If split, ensures that appropriate penalty is paid.
- x. Tests checks and agrees with the calculations on the provisional bills and verifies accuracy of rates used
- xi. Checks and ensures provisional bill is duly approved by the Chief Port Commercial Officer
- xii. Ensures that all bills are paid in Dollars, except where concession is granted by the Managing Director
- xiii. Checks and traces details on provisional bills, ensures they are entered in the provisional bills register and all sent for pre-auditing and duly certified
- xiv. Ensures provisional bills copies are duly distributed with a copy given to the customer for payment in U.S. Dollar
- xv. Checks and ensures that provisional bills have been duly paid by Swift Transfer in US Dollar into the Authority’s Dollar Current Account in London or Local Domiciliary Account.
- xvi. Confirms and agrees total amount paid on the provisional bill is in agreement with details on Telex messages confirming payment by London Bank and on bank schedules confirming payments by local designated banks

- xvii. Checks and verifies copy of the receipt issued by NPA to acknowledge receipt for payment of provisional bill and that details of receipts are annotated to all copies of provisional bill before all copies were distributed accordingly to Customers, Traffic, Accounts, Internal Audit, Harbours, Commercial and Statistics Department
- xviii. Ensures bills certified by Audit are entered into audit control register
- xix. Ensures that all bills are posted into relevant accounting books within 24 hours of dispatch.

