



NIGERIAN PORTS AUTHORITY OPERATIONS DEPARTMENT

STANDARD OPERATING PROCEDURE FOR EXPORT OPERATIONS

STAGE 1

All laden export containers shall arrive Lagos Ports from:

1. The waterfront using barges
2. The road corridor by trucks
3. The Rail where applicable
4. All boxes arriving the port from 1 above shall be conveyed ONLY by NPA approved barge operators. Export Processing Terminals (EPTs) will remain fully responsible for containers and cargo until discharged into the port.
5. All boxes arriving from 1 and 2 above shall be through NPA approved Export Processing Terminals (EPTs).
6. All reefer containers carrying perishable export products shall have unhindered access into the ports at all times regardless of the time belt.
7. Shipping lines shall send their 4-week vessel schedules to the EPTs on weekly basis.
8. The EPTs shall advise Shipping Lines on all Export boxes scheduled to be gated-in for each Shipping Line daily.
9. All EPTs shall advise the terminal operator on export boxes released by Nigeria Customs Service (NCS) and other relevant agencies due to arrive at the terminal at least ninety-six (96) hours prior to vessel arrival.

10. All trucks accessing the ports must have obtained a valid Eto ticket having complied with the Electronic Call Up procedures.
11. All Agro export trucks leaving the export processing terminals shall carry ONLY export boxes duly released by the Nigeria Customs Service (NCS) and other relevant agencies at the EPTs.
12. All export boxes released by the Nigeria Customs Service (NCS) and other relevant agencies at the EPTs shall be issued electronic call up tickets or Eto based ONLY on the list forwarded to TTP by the respective EPTs provided it has met all other conditions.
13. All cleared export boxes shall arrive the ports during the time belts approved for movement latest 72 hours to vessel arrival.
14. Terminal Operators shall ensure all boxes accepted from EPTs have met all conditions laid down by shipping lines for loading on board scheduled voyages.
15. For this purpose, it shall be the responsibility of shipping lines / Terminal Operators to outline these conditions clearly to their customers to avoid boxes already in the terminal missing their voyages.
16. Shipping lines shall ensure that export boxes scheduled for a particular voyage are loaded on board relevant vessels for such voyages.
17. EPTs shall exercise their best endeavors to ensure all boxes leaving their terminals comply with extant provisions as outlined to them by the terminal operator.

STAGE 2

1. EPTs to ensure ONLY containers cleared by Nigeria Customs Service (NCS) and other relevant agencies are forwarded to TTP for the Eto ticket.
2. EPTs shall work with shipping lines & Terminal operators to agree on information exchange and management for this operations.
3. Export related services which shall be provided by the EPTs e.g. examination, shall no longer take place inside the Port Terminals.
4. The Terminal Operator shall not charge for any of these services except it is requested to be carried out in their terminal by relevant government agency.