

FONASBA PORT PROCEDURES SURVEY 2009

01. Tugboats Service provided by () Private Companies () Port Authority () Other - please specify
 Tariff is () Negotiated () Set by Authorities
 If Negotiated, who negotiates? () Agent or Owner directly with Providers () Ship Agents Association with Providers () ShipOwner Association with Providers
 If no Agreement, who arbitrates?

02. Pilotage Service provided by () Pilots Association () Port Authority () State controlled
 Tariff is () Negotiated () Set by Authorities
 If Negotiated, who negotiates? () Agent or Owner directly with Providers () Ship Agents Association with Providers () ShipOwner Association with Providers
 If no Agreement, who arbitrates?

03. ISPS Is it charged? () Yes () No
 If yes, it is charged by Marine Terminals to () Directly to Cargo Interests () Owners/Agents () Either, depending on agreement with Carrier

04. Working hours
Customs Authority () 24x7 () Working days/hours only () Working days/hours + skeleton staff at night/weekends
Port Authority () 24x7 () Working days/hours only () Working days/hours + skeleton staff at night/weekends
Port Health (Sanitary) Authority () 24x7 () Working days/hours only () Working days/hours + skeleton staff at night/weekends
Federal Police (Immigration) () 24x7 () Working days/hours only () Working days/hours + skeleton staff at night/weekends
Harbour Master/Port State Control () 24x7 () Working days/hours only () Working days/hours + skeleton staff at night/weekends

05. Cargo documents **Import Cargo**
 Cargo Documents to be presented at () First port only () At each Port of Discharge () Both - At first POD and then again at each POD

Which/How far in advance cargo/vessel's documents must be presented to

Cargo manifest
 Copy of Bills of Lading
 Stowage Plan
 Dangerous cargo list
 Full Containers list
 Empty containers list
 Others, pls specify

Customs Authority						Port Authority							
In advance		Prior vessel's		Presented via		In advance		Prior vessel's		Presented via			
Hours	Days	ETA	ETB	EDI	H/C	Both	Hours	Days	ETA	ETB	EDI	H/C	Both

Documents are presented for () Inbound Cargo () Transit (passage) cargo () Both
 Documents refer to () Cargo only () Empty containers () Both

Documents are presented to other Authorities? If yes, which ones?

Any other data is required from the Agents?

Do Customs apply fines for late () No () Yes () Per B/L () Per container () Other, please specify
 submittance of cargo documents? **Amount:** US\$ US\$ US\$

Correction of Manifest/Bills of Lading

How many days after vessel's arrival can the B/L or Manifest still be corrected? () days () Any time () Not allowed

What documents are necessary to make correction before Customs? Correction Letter New copy of B/L Others, please specify
 Can necessary documents be issued by local Agent or must come from the Agent at Port of Origin? Agent at Load/Origin Port Agent at Discharge Port
 Correction Process is electronically or manually? EDI Hard copies Both
 In case documents must come from Origin, do they need to be notarized? Yes No
 What is the average time for the correction to be approved/processed by Customs? Automatically Hours Days Running Working
 Are the Agents subject to any fines for ammendment of cargo documents? No Yes Per B/L Per container Other, please specify
Amount: US\$ US\$ US\$

Import Cargo Control

Upon discharge, the full containers stay At the marine terminal At an inland customs bonded terminal (CFS) Either
 Can the Consignees pick up the cargo without authorization from the Carrier/Agent? Yes No
 If negative, how the Agents provide the release of the cargo? Delivery order Other means - please specify
 If by means of delivery order, it is done Electronically Hard copy
 In this case, such control by the Carrier/Agent is supported by Law or is it just custom of port? Law Custom of Port
 If Custom of Port, do Consignees accept such condition or are there any disputes in Court to force the Terminals to deliver the cargo? Accepted Disputes
 How many days in average the import cargo stays in Port before it is cleared by Customs and picked up by the Importers? Days
 Are import containers weighed? Upon discharge Before delivery to Importers Not weighed

Abandoned Cargo

How long can the cargo remain in port without clearance before it is considered as abandoned by the Authorities? Days Months
 Once considered abandoned, is the container immediately devanned/returned to Carrier? Yes No
 If not, how long does it usually take for the Carrier to recover the empty unit? Months
 Once considered abandoned by Customs, how long does it take for cargo to be auctioned? Months
 The money resulting from Auction goes to Customs only Part to Customs part to Terminal Part to Carrier

Export Cargo

Which documents and how far in advance same must be presented to

Cargo information
 Cargo manifest
 Bills of Lading
 Stowage Plan
 Dangerous cargo list
 Others, pls specify

Customs Authority									
In advance		Prior vessel's			Upon	Presented via			
Hours	Days	ETA	ETB	ETD	ETD	EDI	H/C	Both	

Documents are presented to other Authorities? If yes, which ones?
 Any other data is required from the Agents?

06. Agents responsibilities

Who is responsible for eventual environmental damage, like oil spillage, etc? Shipowners Agents
 Are Agents considered (co) responsible in any way? Yes No
 Who is responsible for import duties and/or fines in case of:
 Cargo Shortage/Overlanding Carrier Agent
 Cargo Damage (partial or total) Carrier Agent

Abandoned Cargo () Carrier () Agent () Neither - cargo just auctioned
 Is there a legal allowance for cargo shortage in the case of bulk (solid/liquid) cargoes? () Yes () No
 If yes, what is the percentage?
 Does the Port or Customs Authority require guarantees or bonds for the eventual fines? () Yes () No
 If yes, who must provide the Bond? () Carrier () Agent
 Is there any time limitation for Customs to start proceedings regarding cargo shortage, etc? () No () Yes () If yes, how many years?

07. Ships Clearance

Upon berthing vessel is inspected by which Authorities	() Customs	() Port Health	() Federal Police	() Port State Control	() Others, please specify
How often?	Always ()	()	()	()	()
	Random ()	()	()	()	()
Is the inspection carried out at	First port ()	()	()	()	()
	Last port ()	()	()	()	()
	Every port ()	()	()	()	()

Which documents and when same must be presented to

Crew list
 Personal effects list
 Store list
 Spare Parts list
 Narcotics list
 Others, please specify

Port Health (Sanitary) Authority								Federal Police (Immigration)								
Prior		Prior vessel's		Upon	Presented via			In advance		Prior vessel's	Upon	Presented via			In adv.	
Hours	Days	ETA	ETB	ETB	EDI	H/C	Both	Hours	Days	ETA	ETB	ETB	EDI	H/C	Both	Hours

Can vessel start operations before such clearance? () No () Yes () Yes, after () hours upon berthing
 Do Authorities charge a fee for such inspections? () Yes () No
 If affirmative, which is the Authority involved and the respective cost? () Authorities: Cost: US\$
 Is such charge applied at: () First port of call () Every port () Last port () Otherwise, please specify

Free-Pratique

Is Free-Pratique charged by the Port Health Authorities? () No () Yes Cost: US\$
 If yes, is free-pratique charged at () First port only () First and last port () Every port

08. Sailing Pass

Which Authorities require sailing pass () Port Health () Customs () Port Authority () Federal Police () Harbour Master () Other, please specify
 Is the Sailing Pass charged by the Authorities? () Yes () No
 If affirmative, please indicate the Authority(ies) involved and the respective cost? () Authorities: Cost: US\$

09. Port structure

Is it Port ownership () Regional () State () Private
 Does the port have facilities for receipt of () Bilge water () Sludge () Slop () Garbage () None
 If affirmative, is the service provided by () Port Authority () Marine Terminal () Private companies
 Does the port have Floating Cranes? () No () Yes Quantity () Capacity () tons
 Does the port provide bunkers? () IFO () MGO () No
 If yes, how is it supplied? () Barge () Trucks () Pipeline
 Are there any delays caused to vessels sailing due to bunkering? () No () Yes
 If affirmative, what is the average delay? () Hours

Can the vessel take bunkers (or complete bunkering) at the inner anchorage? Yes No, only alongside
 If affirmative, is there any time limitation for vessel's stay at inner anchorage? No Yes Hours Daylight only
 Is fresh water available for supply to the vessels? Yes No
 If yes, is it supplied by Truck Barge Pipeline
 Is it provided by Port Authority Marine Terminal Private companies

10. Port State Control

Are there sufficient officers to perform the necessary inspections? Yes No
 If negative, what is the average delay caused by PSC? Hours

11. Port Charges

Do the vessels pay for Light Dues? Yes No

12. Crew matters

Crew signing on/off

Do customs check luggage of crew signing off? Yes No Random
 If yes, where is the inspection carried out? On board At Customs premises

Stowaways

Do stowaways need to be scorted to the airport? Yes No
 If yes, who needs to scort the stowaway? Agents Federal Police P&I Club Others, please specify

13. Technicians/Visitors

For technicians coming from abroad for repairs/maintenance, do they require any special visa? Yes No
 If yes, what kind of visa is required? Working visa Business visa
 Is such visa granted on arrival at the airport or do the technician must obtain it at his country? At origin Upon arrival
 Who authorizes the boarding? Federal Police Customs Others, please specify
 For other foreign visitors, do they need special visa to go on board? Yes No
 If yes, what kind of visa? Business visa Other, please specify



Harbour Master/Port State Control						
Advance Days	Prior vessel's		Upon	Presented via		
	ETA	ETB	ETB	EDI	H/C	Both

