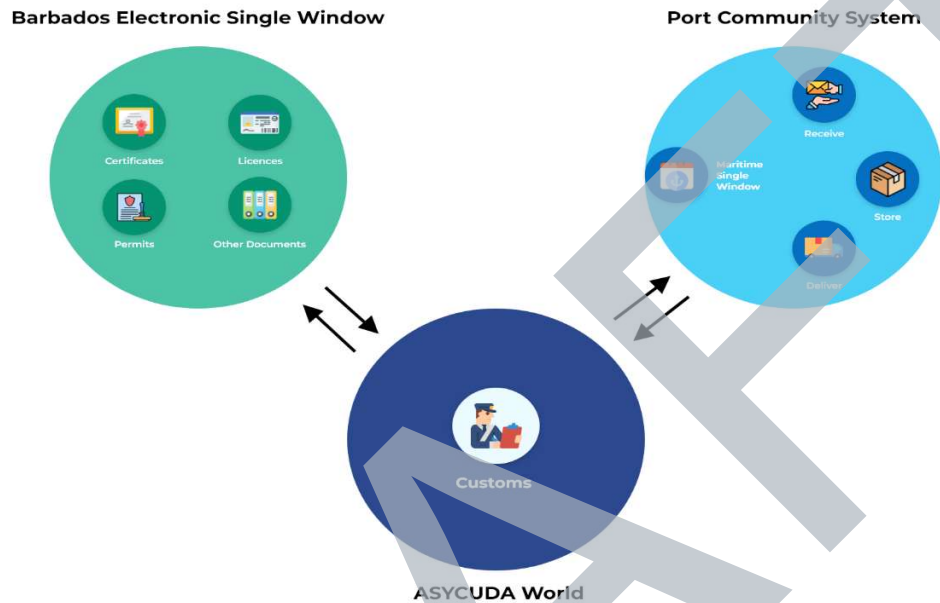


BARBADOS PORT INC.

CARGO RECEIPT, STORAGE & DELIVERY PROCESSES

The Digital Ecosystem



Vessel Pre-arrival

- Mandatory use of the Maritime Single Window (MSW) to automate vessel clearance (24 hr. international / 8 hr. regional) ahead of arrival to expedite the start of work for loading/unloading of cargo vessels as well as the disembarkation of cruise passengers.
- **Agents** upload manifests to ASYCUDA/OCTOPI (Port Terminal Operating System) 24 hours prior to the arrival of vessels.
- **Agents** provide BayPlan including Empties (Baplie) files with associated sequencing (24 hr. international / 12 hr. regional) prior to arrival.
- **Agents** share vessel operational plan and berth locations at Port briefing meeting.
- **Customs** validates submissions.

Customs Operations

- **Importers/brokers** provided with 72 hours for the free amending of manifests.
- Pre-payment account provided for the payment of duties and amendments.
- Duty paid selectivity shall comprise:
 - GREEN – No interest by Customs.
 - RED – Examination required.
 - YELLOW – document check required.
 - BLUE – Post clearance audit.

OGAs

- The Other Government Agencies comprising, Ministry of Commerce (Standards), Ministry of Health (Port Health), Ministry of Agriculture (Veterinary & Plant Quarantine).
- All OGAs to utilize **Risk assessment** for the clearance processes of cargo.
- Customs to provide electronic notification regarding container selectivity.

Berthing

- BPI utilizes priority berthing policy for regular weekly cargo lines.
- On arrival vessels' clearance completed, therefore commence discharge on arrival.

Vessel Operations

- Discharge/loading rates shall be no less than:
 - Container vessel: 20 – 25 moves per hour.
 - Lumber vessels: 60 bundles/hour.
 - Vehicle carrier: 60 vehicles per hour.
 - Cement vessel: 8 picks per hour.
- **Senior Cargo Supervisor** on discharge, verifies the container number in OCTOPI.
- **Shipping Assoc. clerk** uploads seal numbers to OCTOPI.
- **Vessels** are discharged and loaded in compliance with the bay plans and sequencing provided.
- **OCTOPI** is utilized for the tracking of containers from vessels to locations in container yard.
- **OCTOPI** is utilized for the tracking of containers from the container yard locations to the vessel.
- **Cargo** is discharged in the following types:
 - Full container loads (FCL)
 - Less than container loads (LCL)
 - Break Bulk (vehicle, lumber, etc)

- o Aggregate (stone, cement, sand, etc).

Import Process

- **Importer** receives notice of shipment (Bill of Lading/final registration from Shipping Agent/Freight Forwarder/Exporter).
- **Importer** apply for import licenses/permits (if required).
- **Importer** provide broker with commercial invoices and bills of lading and other documentation.
- **Customs broker** determines:
 - o Documentation completeness
 - o Tariff headings (classification)
 - o Duty status (local/preferential treatment - CARICOM, etc)
 - o Permit/license requirements, transaction value,
- **Customs broker** prepare customs entries to determine duties and taxes payable.
- **Customs broker** facilitate payment of freight, cargo agency fees, license fees, duties, taxes, etc.
- **Customs and OGAs** review entries and determine the status of cargo for inspection (at the Port or on importer's premises).
- **Customs broker** provides documents to Truckers to facilitate direct delivery for FCL cargo.
- **Customs and OGAs** utilizing a risk matrix/inspect LCL cargo and prepares releases.
- **Customs broker** provides documents to trucker to facilitate inspection and delivery of cargo.

Delivery Operations

Containers Dry (FCL):

- **ASYCUDA – OCTOPI** electronically releases containers classified as T1.
- **Seal numbers** shared electronically with importers/brokers and audit features facilitated.
- **Importer** pays fees to agent and container electronically released by the shipping line.
- **Trucker** enters port at North Gate and is verified in OCTOPI.
- **Clerk** enters container number and location is sent to straddle carrier operator.
- **Straddle carrier operator** loads the container onto the truck specified.
- **Trucker** verifies container number and seal numbers, proceeds to the scanner.
- **Trucker** drives to exit checkpoint at the North Gate.
- **Security & Customs** validates the container and examines the condition.
- **Customs** places seal and truck depart Port.

Containers (LCL):

- **Port Assistant Manager** assigns the containers to be unstuffed.
- **Port Clerical Officer** tallies the cargo from the container according to marks and numbers, making note of any damages in OCTOPI.
- **Port Clerical Officer** sorts cargo according to the marks and numbers.
- **Port Clerical Officer** ensures that all cargo is removed from the container.
- **Port Clerical Officer** affixes an “Empty” or “Part Unstuffed” sticker to the door of the container indicating its disposition.
- **Port Clerical Officer** sends the cargo to the Shed or stacking area where it is stored by the designated Cargo Supervisor, locations logged in OCTOPI.
- **Port Clerical & Customs Officers**, checks and records any damages, affixes a damage package certificate, indicating the condition and contents.
- **Port Clerical Officer & SAB clerk** reconciles their tallies in OCTOPI.
- **Port Clerical Officer** surrenders the damaged certificates and tally notes to the Assistant Shed Manager.
- **The Shed Manager** validates the tally notes and damaged packaged certificates pending the reporting of the vessel.

Breakbulk

- **Port Senior Cargo Supervisor** assigned to work the vessel records the start and finish times along with all operational activities. And monitors the rate of discharge.
- **Port Clerical Officer** tallies the cargo in OCTOPI.
- **Port Clerical Officer** sorts cargo according to the marks and numbers.
- **Port Clerical Officer** sends the cargo to the Shed or stacking area where it is stored by the designated Cargo Supervisor.
- **Port Cargo Supervisor** logs the cargo and location in OCTOPI.
- **Port Clerical Officer**, in the presence of a Customs Officer, checks and records any damage packages and ensures that a damage package certificate is affixed, indicating the condition and contents.
- **Port Clerical Officer** ensures that all damaged packages are secured and pictures uploaded in OCTOPI.
- **Port Clerical Officer** enters the data tallied into the computer system.
- **Port Clerical Officer** surrenders the tallies and damaged certificates to the Assistant Shed Manager.

- **Senior Cargo Supervisor** surrenders information on the vessel operation to the Assistant Shed Manager.
- **Assistant Shed Manager** surrenders the tallies, damaged packages certificate(s) and special cargo list to the Shed Manager.
- **Shed Manager** validates the tally notes and damaged packaged certificates pending the reporting of the vessel.

Exports

- **Port Clerical Officer** verifies the container (number, type, size, height).
- **Port Security Officer** inspects the container for any damage and records in OCTOPI.
- **Port Clerical Officer** validates the Export Delivery Form (EDF) in the system.
- **Trucker** takes the container to the scanner for scanning.
- **Trucker** is receives container storage location electronically.

Shallow Draft

Document Processing

- **Shipper** ensures Phytosanitary Certificate is issued by **origin** OGA to **destination** OGA **24 hours** prior to the arrival of the vessel for processing based on bilateral protocols via memorandums of understanding between counterparts.
- Documents required:
 - Manifest
 - Bill of Laden
 - Invoices
 - Certificate of Origin
- **Agent** submits manifests electronically **24 hours** prior to the arrival of the vessel via ASYCUDA / OCTOPI.
- **Customs Broker** submits customs registration number and Bill of Laden via ASYCUDA World with copies of Phytosanitary Certificate, Invoice and Certificate of Origin.

- **Customs / Plant Quarantine / Health** completes risk assessment/Health/Security protocols.
- **Customs Broker** ensures on the day prior to the arrival of the vessel, the health and quarantine information is emailed as requested with the customs C numbers attached.
- **Customs Broker** completes payment of relevant duties and FAS.
- **Customs Broker** presents The Bill of Laden at Shed 4.

Cargo Discharged from Vessel

- **Port** - Cargoes discharged are placed on trailers by lift trucks.
- **Port** - Cargoes are transported for scanning via jockey & trailer.
- **Customs enforcement** accompanies the trailer in the Customs van to and from the scanner.
- **Port Security** Scans cargo then placed in designated areas at the shed.
- **Customs / Plant Quarantine / Health** - joint inspection of cargo shall commence once all of a consignee's cargo and documents are available.
- **Prior to or after discharge**, the Customs and Ministry of Agriculture personnel may board the vessel and inspect the storage areas.

Cargo Delivery from the Shed

- **Customs / Plant Quarantine / Health** provide the electronic release at the Shallow Draught shed.
- **Port Clerical Officer** prints gate pass at the Shallow Draught.
- **Consignee / Agent** arrives at Cargo Gate and presents relevant documentation to Security, to allow arrival at **Shallow Draught** within designated time (1000-1500 hours).
- **BPI Security and Customs** validates the loading of trucks prior to them proceeding to Cargo Gate for final inspection and permission to exit the Port.

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Personal Effects

