

[KENYA PORTS AUTHORITY]

[EXPORTS DOCUMENTATION/OPERATIONS UNDER SOLAS WEIGHT VERIFICATION RULE]

STANDARD OPERATING PROCEDURE

Version 1.0

1. INTRODUCTION

Purpose of Document

The purpose of this document is to present the Standard Operating Procedures (SOP) for the below Procedures:

- a) **Booking for space with the Shipping Line/Agent**
- b) **Stuffing and Weighing process**
- c) **Gate-in Process**
- d) **Container Yard Receipt Process**
- e) **Gate-Out (Withdrawal) process**

The SOP defines the interaction of above mentioned processes with other stakeholders and the ICDs involved in trade and logistics procedures.

Once signed-off and approved, the SOPs will serve as a roadmap to assist stakeholders, Terminal Operations and ICDs in implementation of the SOLAS convention amendment requirements. The document should be easily accessible to the users who interact with KWATOS or the Stakeholders/ICDs systems in one way or the other. The SOP should be used in conjunction with the KWATOS user guide and KMA guidelines and procedures for verification of the gross mass of packed containers for export that provides specific details regarding Exports procedures.

These processes and procedures pertain to Export full containers. As regards Empties, the current processes will be maintained.

LIST OF ABBREVIATIONS

SOP	-	Standard Operating Procedures
ICD	-	Inland Container Depot
KMA	-	Kenya Maritime Authority
KPA	-	Kenya Ports Authority
KSAA	-	Kenya Ships Agents Association
KWATOS	-	Kilindini Waterfront Automated Terminal Operations System
BAPLIE	-	Bayplan/Stowage Plan occupied and empty locations Message
COARRI	-	Container Discharge/Loading Report Message
CODECO	-	Container Gate-in/Gate-out Report Message
SAP	-	Systems Applications Product (ERP)
CSC	-	Safety Approval Plate - "Container Safe Convention" Plate
POD	-	Port of Discharge
PUO	-	Pick up Order

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Booking Process

Booking Process

SOP Number: 01	Title: Booking Process	
Revision No:	Effective Date: 10.06.2016	
Issued By:	Project Team	Date: 31.05.2016
Approved By:	General Manager Operations	Date: 03.06.2016

A. OVERVIEW:

Booking process is done by the shipper.

B. SCOPE OF PROCEDURE:

The procedure entails Booking of space; the Booking process is a pre-requisite for stuffing of exports.

C. RESPONSIBILITIES:

- a. Shipper is responsible for the Booking process

D. REQUIREMENTS

Shipper must have all necessary documentation as required by the Government, County Governments and other relevant bodies.

E. PROCEDURE:

The steps below describe the Booking process; Details of interaction are available in the KMA guidelines and procedures for verification of the gross mass of packed containers for export.

a. Submission of shipping application - PO1

The shipper will be required to send a shipping application to the shipping Line/Agent stating the full cargo details, destination, intended vessel, Shipper, Consignee and provisional weights.

b. Container release and shipping order - PO2

The shipper will be issued with the release order for purposes of picking the empty container(s) from the depot.

The shipping order is issued to the shipper for purposes of the ensuing processes with the Customs, Port Authority and other agencies.

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Stuffing and Weighing Process

Stuffing and Weighing Process

SOP Number: 02	Title: Stuffing and Weighing Process	
Revision No:	Effective Date: 10.06.2016	
Issued By:	Project Team	Date: 31.05.2016
Approved By:	General Manager Operations	Date: 03.06.2016

A. OVERVIEW:

Stuffing and weighing process is done by the shipper.

B. SCOPE OF PROCEDURE:

The procedure entails Stuffing and Weighing of cargo; the Stuffing and Weighing process is a pre-requisite for gate-in of exports.

C. RESPONSIBILITIES:

- a. Shipper is responsible for the Stuffing and Weighing process

D. REQUIREMENTS

Shipper must have all necessary documentation as required by the Government, County Governments and other relevant bodies.

E. PROCEDURE:

The steps below describe the Stuffing; Details of interaction are available in the KMA guidelines and procedures for verification of the gross mass of packed containers for export.

a. Method 2 - PO1

1. Method 2, allows the weighing of all packages and cargo items, including the mass of pallets, dunnage and other securing material to be packed in the container and adding the tare mass of the container to the sum of the single masses, to determine the gross mass of the packed container using a certified method approved as prescribed in section 6.

2. The method used for weighing the container's contents under Method 2 is subject to certification and approval by the competent authority of the State in which packing and sealing of the container was completed.
3. In Kenya, Kenya Maritime Authority will coordinate the certification and approval of shippers and third parties under method 2.
4. The weighing equipment used to verify the weights of individual packages, dunnage, lashing materials and pallets by the shipper or the third party must have a valid calibration certificate issued by an accredited organisation.
5. Individual, original sealed packages that have the accurate mass of the packages and cargo items (including any other material such as packing material and refrigerants inside the packages) clearly and permanently marked on their surfaces, do not need to be re-weighed when they are packed into the container.
6. Any third party that has performed some or all of the packing of the container should inform the shipper of the mass of the cargo items and packing and securing material that the party has packed into the container in order to facilitate the shipper's verification of the gross mass of the packed container under Method 2.
7. For certain types of cargo items (e.g. scrap metal, un-bagged grain and other cargo in bulk) where individual weighing of the items to be packed in the container is impractical and usage of method 2 is inappropriate, method 1 shall be used.
8. If a container is packed by multiple parties or contains cargo from multiple parties, the shipper is responsible for obtaining and documenting the verified gross mass of the packed container. If the shipper chooses Method 2 to obtain the verified gross mass, the shipper is then subject to all the conditions given in section 6
9. Notwithstanding, the requirements of the Code of Practice for Packing of Cargo Transport Units (CTU Code) as detailed in (MSC.1/Circ.1497) in relation to load distribution should be followed.

b. Method 1 - PO2

1. Upon the conclusion of packing and sealing a container, the shipper may weigh, or have arranged that a third party weighs, the packed container using calibrated and certified equipment.
2. In Kenya, the weights and measure department is responsible of certifying weighing equipment;
3. Shippers or third parties using method 1 are not required to be registered by the Kenya Maritime Authority, however shippers must be able, upon request by the KMA or other body, to provide both of the following:
 - I. Evidence that the weighing equipment has been supplied/maintained for the purpose of determining the VGM of a loaded container and is capable of producing a 'ticket' (physical or electronic record). Each 'ticket' must include the container number, the VGM of the container, and be supported by procedures for, and records of, any calculations which have been made. If this information is produced as an electronic record, it is essential itemised records are able to be provided for audit purposes without delay and able to be produced as a paper document, if requested.
 - II. Records kept of maintenance and verification (calibration) procedures, including any corrective / remedial actions taken.

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Gate-In Process

Gate-In Process

SOP Number: 03	Title: Gate-In Process	
Revision No:	Effective Date: 10.06.2016	
Issued By:	Project Team	Date: 31.05.2016
Approved By:	General Manager Operations	Date: 03.06.2016

A. OVERVIEW:

Gate-In process is managed by KPA in KWATOS.

B. SCOPE OF PROCEDURE:

The procedure entails creation of Pre-advice and the gate-in process; the Pre-advice and gate-in process is a pre-requisite for acceptance of containers in the Port.

C. RESPONSIBILITIES:

- a. KPA is responsible for the gate-in process

D. REQUIREMENTS

KPA must be registered by the Government through Parliament and County Governments.

E. PROCEDURE:

The steps below describe the creation of the Pre-advice and gate-in process; Details of interaction are available in the KWATOS user guide.

a. Create Pre-advice - PO1

The Shipper/Authorised Agent will be required to create the pre-advice in the KPA portal within the acceptance for exports period (7 days to arrival of the vessel up to berthing of vessel) and send the details to KPA.

After stuffing of the container and before gate-in, the Shipper/Authorised Agent will be required to provide the VGM (Verified Gross Mass) in the pre-advice and submit to KPA.

b. Validate Pre-advice - PO3

The pre-advice received from the Shipper/Authorised Agent will be validated and interfaced to SAP for payments. All required fields should have been presented by the Shipper/Authorised Agent before interface and in the correct manner.

c. Generate payment invoice - PO4

The Shipper/Authorised Agent will log into the Biller Direct module of KPA to view the invoices generated and make payments.

d. Gate-in operation and validation – PO5

At gate-in (Road and Rail), the KWATOS system will validate the:

- VGM weight as issued
- Approval/certificate number as issued
- All current Pre-advice validations

e. Generated Reports – PO6

After gate-in of the containers, electronic documents (CODECO) will be generated and sent to the Shipping Lines/Agents and KMA which will have information of the VGM.

After loading, electronic document (BAPLIE) will be generated and sent to the Shipping Lines/Agents which will also have information of the VGM.

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Container Yard Receipt Process

Container Yard Receipt Process

SOP Number: 04	Title: Container Yard Receipt Process	
Revision No:	Effective Date: 10.06.2016	
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A. OVERVIEW:

Container Yard Receipt process is managed by KPA in KWATOS.

B. SCOPE OF PROCEDURE:

The procedure entails creation of Yard Plans and the Container Yard Receipt process; the Pre-advice and gate-in process is a pre-requisite for stacking of containers.

C. RESPONSIBILITIES:

- a. KPA is responsible for the Container Yard Receipt process

D. REQUIREMENTS

KPA must be registered by the Government through Parliament and County Governments.

E. PROCEDURE:

The steps below describe the creation of Yard Plans and the Container Yard Receipt process; Details of interaction are available in the KWATOS user guide.

a. Create Yard Plans - PO1

The KPA planners will have made yard plans for the export containers based on the booking forecasts from the shipping lines/agents. This is done 8 days before arrival of the vessel.

b. Receipt of container in the yard - PO3

The container is received in the yard after all Customs processes have been adhered to and released.

At the point of offloading, random weighing will be done. Where non-compliance with the VGM rule is detected **(not within the +-5% of the declared weight or exceeding the weight indicated on the CSC plate)** the correct weight will be indicated in the KWATOS system and certificate issued to the Shipping Lines/Agent and KMA. The Carrier will advise the Shipper of the non-compliance.

The container will not be indicated in the loading list and gate-out process activated. (Refer to gate-out process.)

The final loading list will be communicated to the Carrier and non-compliant containers will also be shared with the Carrier. After loading, electronic documents (COARRI) will be sent to the Shipping Lines/Agents with additional information of the VGM.

c. Stacking of Container in the yard - PO4

Containers are stacked in the yard based on the POD, Commodities and weight as agreed between KPA and the Carrier.

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Gate-Out (Withdrawal) Process

Gate-out (Withdrawal) Process

SOP Number: 05	Title: Gate-out (Withdrawal) Process	
Revision No:	Effective Date: 10.06.2016	
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A. OVERVIEW:

Gate-out (Withdrawal) Process is managed by KPA in KWATOS.

B. SCOPE OF PROCEDURE:

The procedure entails creation of Export Pick-Up Order process; the Export Pick-Up Order process is a pre-requisite for Gate-Out (Withdrawal) of containers.

C. RESPONSIBILITIES:

- a. Shipper/Authorised Agent is responsible for the Gate-out (Withdrawal) Process

D. REQUIREMENTS

KPA must be registered by the Government through Parliament and County Governments.

E. PROCEDURE:

The steps below describe the Gate-Out (Withdrawal) process; Details of interaction are available in the KWATOS user guide.

a. Create Export Pick-Up Order - PO1

The shipper/authorised agent, after receiving information of non-compliance to the Weight Verification Rule and shut-out of the container, will prepare Export PUO for the removal of the container from the Port.

b. Validate Export PUO - PO3

The Export PUO received from the shipper/authorised agent will be validated and interfaced to SAP for payments. All required fields should have been presented by the shipper/authorised agent before interface and in the correct manner.

c. Generate payment invoice - PO4

The shipper/authorised agent will log into the Biller Direct module of KPA to view the invoices generated and make payments.

d. Gate-Out operation and validation – PO5

At gate-out (Road and Rail), the KWATOS system will validate the:

- Customs Release as the withdrawal should be sanctioned by Customs.
- Shipping Line/Agent release letter as the withdrawal should be sanctioned by the Carrier.
- Payment of KPA charges

e. Generated Reports – PO6

After gate-out of the container(s), electronic documents (CODECO) will be generated and sent to the Shipping Lines/Agents and KMA.