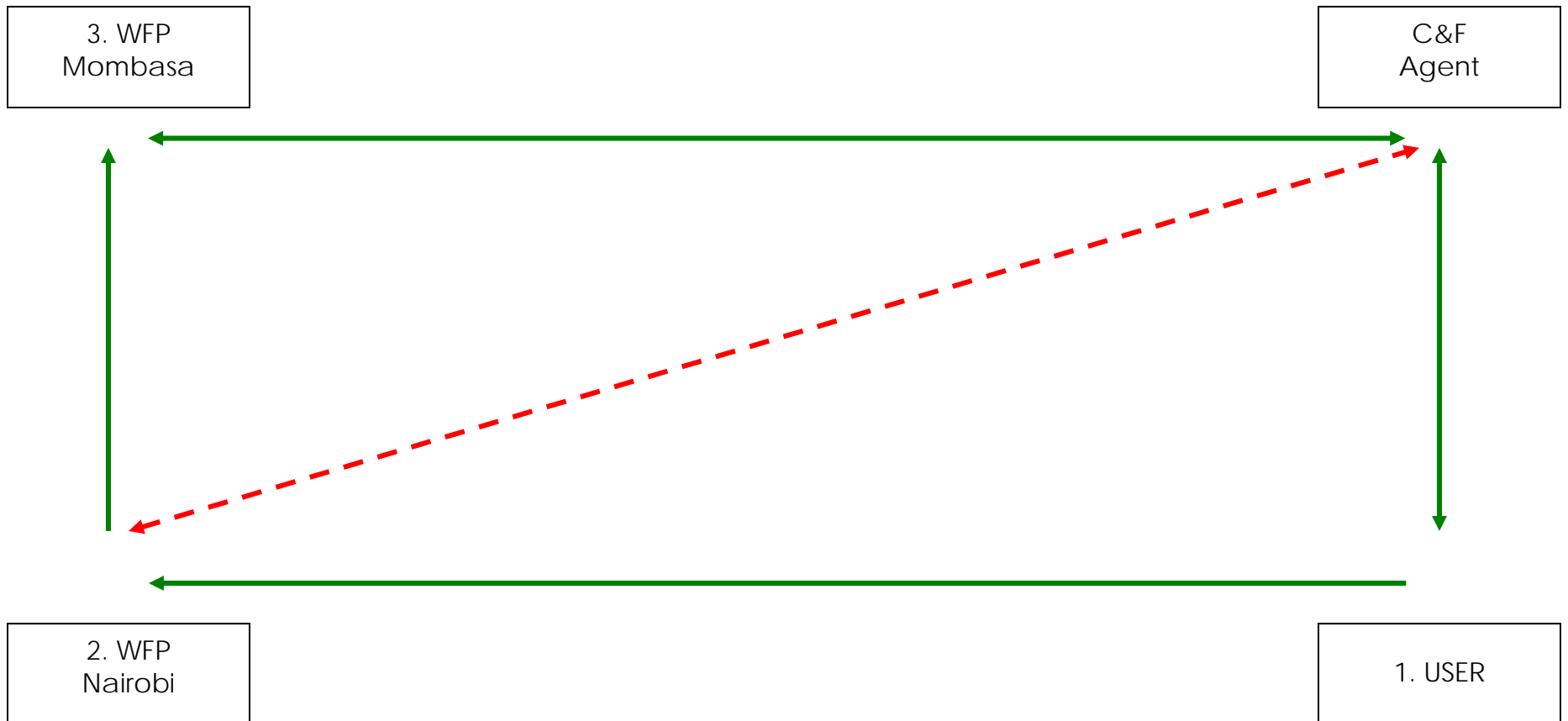




## Service provision of Inter-Agency Logistics Service

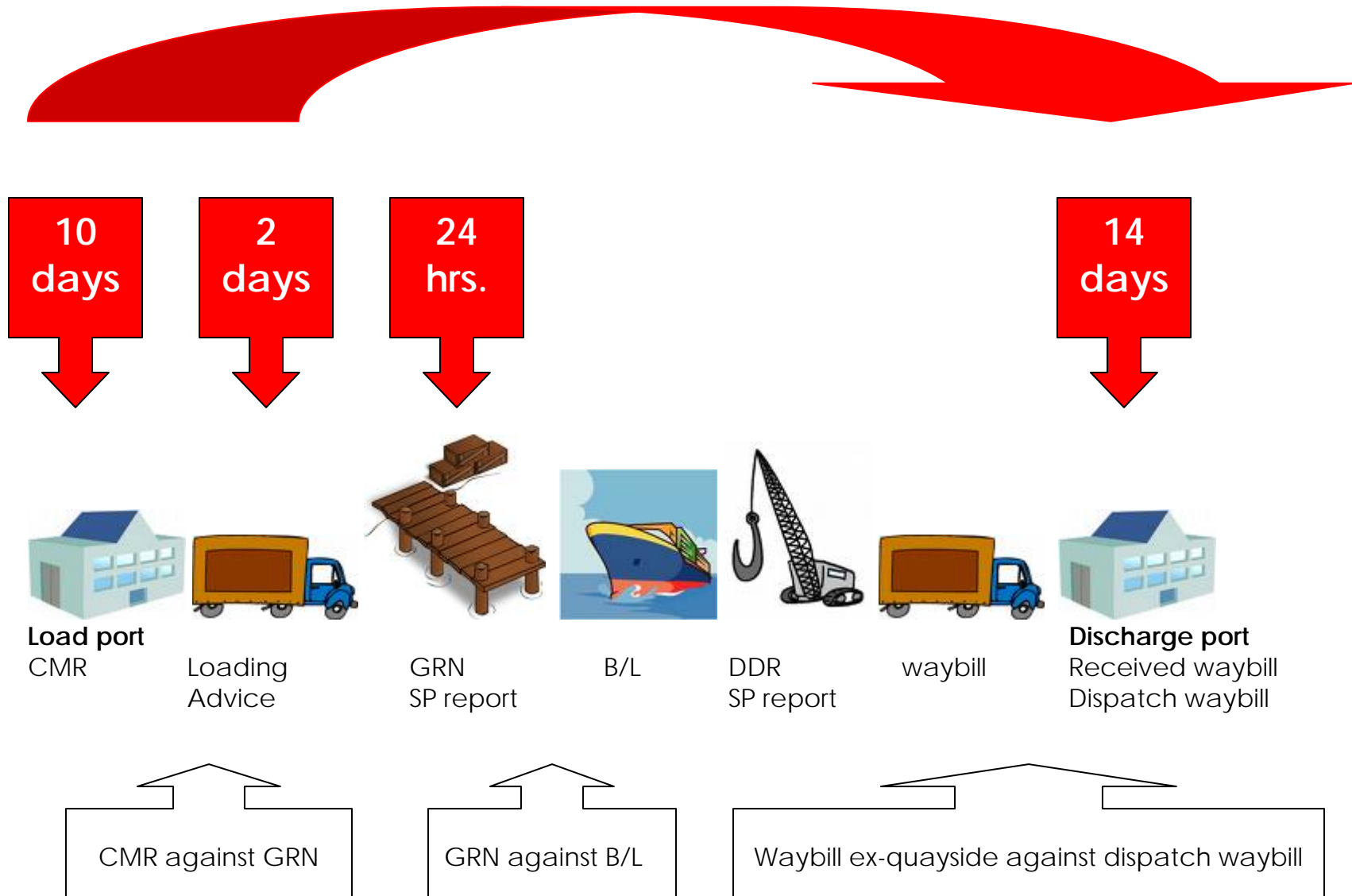
### Shipping Operation - schematics for the standard operating procedures

#### 1) Coordination line



- Cross communication is not allowed due to liability issues where WFP cannot decide on behalf of the User as there are financial implications for the User.

## 2) Document flow



### 3) Checklist/SOP

#	Actions	Responsibility	Time-frame
1.	Service Level Agreement signed by both parties (WFP and Client Agency)	WFP and Client Agency	At Client discretion
	Cargo plan for WFP shipping plan	Client Agency	Every 3 months
2.	Cargo Movement Request (CMR) with Cargo Readiness Date is submitted to WFP focal point for stowage plan	Client Agency	10 days before vessel berth at load port
4.	Loading advice is issued to Client Agency	WFP Mombasa	3 days before loading commence
6.	Delivery of cargo to quay-side	Client Agency / C&F Agent	As per stowage plan date
7.	Communication (verbal) between C&F and WFP Mombasa for coordination and operational fine-tuning	C&F Agent and WFP Mombasa	Whenever required
8.	Goods Received Note [GRN] at quay side copy sent to WFP focal point in Nairobi	WFP Mombasa	As per loading advice
9.	Super-Intendent report and B/L copy sent to WFP focal point	WFP Mombasa	When available
10.	Any risk of short-shipped cargo to be communicated verbal and in writing to WFP focal point, before anybody else	WFP Mombasa	Immediately
11.	Vessel discharged report and Super-Intendent report	WFP Mogadishu	Same day of discharge
12.	Dispatch waybill ex-quayside to warehouse, copy sent to WFP focal point	WFP Mogadishu	Same day of uplift, as per scope of work
13.	Cargo received waybill at warehouse, copy sent to WFP focal point	WFP Mogadishu	Same day of cargo as per scope of work
14.	Warehouse stock report	WFP Mogadishu	Weekly, as per scope of work
15.	Notification of Release Order and dispatch ex-warehouse, copy sent to WFP focal point	WFP Mogadishu	When required, as per scope of work

Note: point 12 to 15 applies only when included as extended scope of work detailed in the signed SLA [Service Level Agreement] between WFP and the Client Agency.