

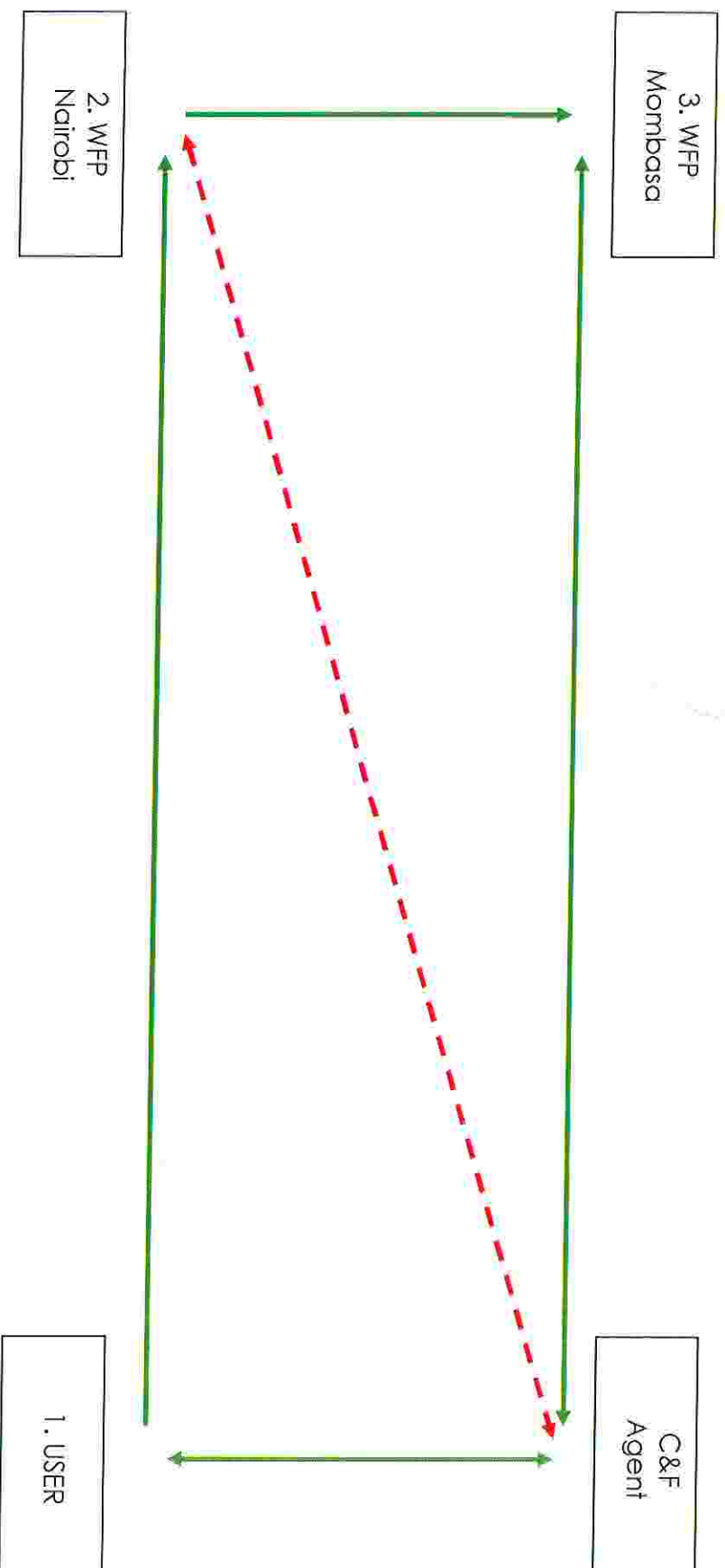


Service provision of Inter-Agency Logistics Service

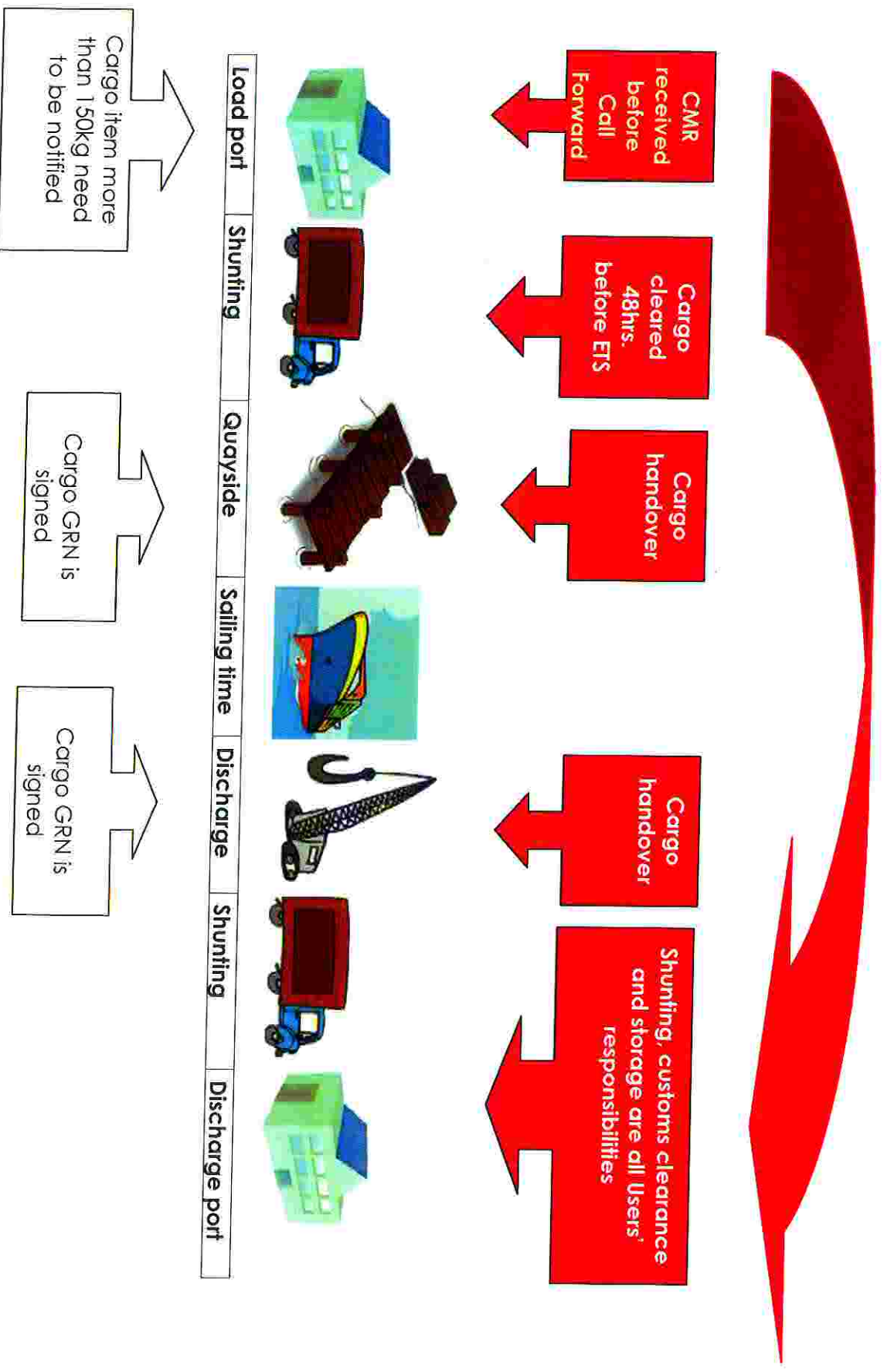
Shipping Operation - schematics for the standard operating procedures

Nairobi, February 2011

1) Coordination chain



2) Operational Flow



3) Operation checklist

#	Actions	Responsibility	Time-frame
1.	Service Level Agreement signed by both parties, before WFP can accept any CMR	WFP and Agency	At Agencies discretion
2.	Provide a 3 months cargo shipping plan to WFP	Agency	Every 3 months
3.	WFP informs all Agencies of the expected shipping period, laycan and vessel Estimated Time of Sailing (ETS)	WFP	Prior to the CF and at the vessel fixture stage
4.	Cargo Movement Request (CMR) with Cargo Readiness Date and contact details of the C&F Agent is submitted to WFP focal point	Agency	WFP will communicate the deadline after which no CMR will be considered.
5.	Clear the cargo at customs before it is presented to WFP and the customs clearance has to be done at least 48 hours before vessel's ETS. Confirmation of completion of customs clearance have to be sent in writing to WFP	Agencies / WFP Mombasa	At least 48 hours before ETS, if the cargo is cleared later it will be rejected for loading WFP Mombasa to advise the IA's C&F contact on the time the cargo needs to be presented alongside the vessel

<p>6.</p> <p>Inform WFP 48 hours before ETS of any single cargo item heavier than 150 kg or of any cargo handling restrictions</p>	<p>Agency</p>	<p>At least 48 hours in advance of presenting the cargo to WFP</p>
<p>7.</p> <p>Issue the cargo line-up and present it alongside the vessel Sharing complete and correct packing list to be attached to cargo items</p>	<p>WFP Mombasa and I.A.'S C&F Agency / C&F Agent</p>	<p>Bilateral coordination between responsible parties</p>
<p>8.</p> <p>Goods Received Note (GRN) is issued listing all items as per CMR</p>	<p>WFP Mombasa</p>	<p>When the cargo is alongside the vessel</p>
<p>9.</p> <p>GRN is signed by the C&F Agent or Agency representative at load port when the cargo is presented to WFP alongside the vessel</p>	<p>C&F Agent</p>	<p>When the cargo is alongside the vessel</p>
<p>10.</p> <p>Any problems on loading will be communicated by WFP Mombasa to WFP Nairobi and C&F Agent</p>	<p>WFP Mombasa</p>	<p>Immediately</p>
<p>11.</p> <p>The B/L - NNCR and superintendence (S.I.) report scan copies are sent to WFP Nairobi</p>	<p>WFP Mombasa</p>	<p>As soon as they are released</p>

12.	Cargo daily discharge report sent to WFP Nairobi	WFP discharge port	Daily during discharge
13.	GRN is issued by WFP discharge port	WFP Mogadishu	When the cargo is on the quayside
14.	GRN is signed and S.I. report scan copies are sent to WFP Nairobi	WFP discharge port	Whenever the cargo is handed over to the Agency
15.	Any discrepancy between B/L and S.I. is notified to WFP Nairobi and investigated	WFP discharge port	Immediately

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Date:

3/3/11