

CAPTAINS CHECK LIST

It is important to ensure that the vessel and the local agents are well prepared before the vessel arrives in port. Make sure to have the vessel's clearance forms, books, entries etc. checked and double-checked prior to arrival. Whilst vessel is at berth at the port, the Captain and the Crew should refrain from any negligent act or improper documentation which may give cause for seeking a gratification or fine. It is recommended to have the following documents ready before the vessel arrives in port:

1. Crew effects list (6 copies)
2. Store list (6 copies)
3. Animal list (6 copies). Captain can put items e, f and h on one nil list
4. Arms and ammunition list (6 copies)
5. Dangerous cargo list
6. Krooboy list (6 copies). Captain can put on nil list
7. Stowaway list (6 copies)
8. Logbooks
9. Oil record book
10. Passengers list (12 copies)
11. Crew lists (12 copies)

Standard Operating Procedures

Port calls in Nigeria are governed by Standard Operating Procedures (SOPs) that are enforced by each agency involved the clearance process. Via the Port Service Support Portal (PSSP) businesses can access the SOPs to further understand the transactions and processes that are involved in the port call. All SOPs are available here: <https://www.pssp.ng/sop/sop>

Make a Complaint

The Port Service Support Portal (PSSP) allows businesses to submit and track the status of complaints, enquiries and port service request. Business who face corrupt demands or situation where the government officials have not acted in line with their authority, duty or in line with the agreed procedures, are recommended to file a complaint on the PSSP here: https://www.pssp.ng/make_complaint