

Captain's Check List | Port Calls in Nigeria

The purpose of this summary is to help shipping companies prepare for port calls in Nigerian ports, and to provide guidance on how to report any eventual corrupt demands received during clearance. The Maritime Anti-Corruption (MACN) and the Convention on Business Integrity (CBI) have been working together with the public and private sector in Nigeria to tackle corruption in the maritime sector since 2012. This document builds on our experience to date. A full version of the document is available to members of MACN.

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:

- Crew effects list (6 copies)
- Store list (6 copies)
- Animal list (6 copies) Captain can put items e, f and h on one nil list
- Arms and ammunition list (6 copies)
- Dangerous cargo list
- Krooboy list (6 copies) captain can put on nil list
- Stowaway list (6 copies)
- Logbooks
- Oil record book
- Passengers list (12 copies)
- 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: www.pssp.ng/make_complaint

About Us

The Maritime Anti-Corruption Network (MACN) is a global business network working toward its vision of a maritime industry free of corruption that enables fair trade to the benefit of society at large. MACN is composed of vessel-owning companies within the main sectors of the maritime industry and other companies in the industry, including cargo owners and service providers. MACN has become one of the preeminent examples of an industry-led collective action to eliminate corruption.

Website: www.maritime-acn.org **Contact:** macn@bsr.org

The Convention on Business Integrity (CBI) was established in 1997 with the mission of promoting ethical business practices, transparency and fair competition in the private and public sectors. Over the years the Convention has continued to gain support and followers in West Africa and recognised globally as a very innovative and positive contributor from Africa to global best practices relating to the promotion of good governance— at the governmental level and vis-à-vis the private sector.

Website: www.cbinigeria.com **Contact:** helpdesk@cbinigeria.com



MACN
Maritime Anti-Corruption Network
www.maritime-acn.org

