






Management System Procedure

SEA FREIGHT EXPORT DEPARTMENT

Export Cargo Preparation Procedure

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1.0 Scope and Purpose

1.1 Purpose

The objective of this procedure is to describe activities and steps to be followed when preparing export Cargo to enable correct implementation by relevant parties.

1.2 Scope

This procedure Covers the entire sequence of events from receipt of instructions to the delivering to the port for shipment.

2.0 Responsibilities

All responsibilities as stipulated in this procedure applies

3.0 Reference Documents

- ISO9001:2015 Quality Management system requirements
- ISO14001:2015 Environmental management system requirements
- ISO45001:2018 Occupational health and safety Management system requirements

4.0 Definitions & Abbreviations

ISO	<i>The International Organization for Standardization is an international standard-setting body composed of representatives from various national standards organizations</i>
Quality Management system	<i>(QMS) is a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives.</i>
QHSE	<i>Quality, Health, Safety and Environment</i>
BTL TZ	<i>Bolloré Transport and Logistics Tanzania</i>
HOD	<i>Head of Department</i>
TANSAD	<i>Stands for Tanzania single administrative document.</i>
BL	<i>Document used to transport the goods from origin Country to destination country</i>
POD	<i>Prove of Delivery</i>
TFDA	<i>Tanzania Food and drugs Authority</i>
TAEC	<i>Tanzania atomic energy commission</i>
TANCIS	<i>Tanzania customs integrated system</i>
CRO	<i>Container release order</i>
VGM	<i>verified gross weight certificate</i>
SOLAS	<i>Safety of Life at Sea</i>
CSO	<i>Customer service officer</i>
BV	<i>Bureau Veritas</i>

5.0 Process & Methodology

5.1 Client's Instructions

Client sends instructions asking for specific lots of tea to be allocated containers for export. The instruction is sent to the attention of CSO.

- Number & type of container(s)
- Goods description
- Number & type of parcels
- Weight / volume of the shipment
- Port of loading
- Port of discharge
- Final place of delivery
- Port of transshipments
- Vessel

5.2 Allocate containers

Upon receipt of the cargo, the Supervisor analyzes and allocates containers accordingly. The allocation gives:

- Nominated shipping line
- total number and size of containers
- shipment export destination
- shipper's invoice per estate
- marks and numbers on the bags / pallets / drums
- weight of shipment
- vessel name and estimated time of arrival

Having analyzed and allocated containers, the Supervisor notifies the Warehouse clerk and the Container Depot In-Charge to sort out the cargo, and provide containers respectively.

5.3 Sorting of export consignment

The warehouse clerk identifies the target lot and sorts them out in readiness for other events.

5.4 Preparation of Export Container

The warehouse clerk checks the container allocation and provides containers as specified

The Supervisor will inspect each of the provided containers for suitability for use. Factors checked for include:

- if container is airtight (rejected if not)
- if container's rubber seals are intact
- if container has no holes/leaks
- at shipping line site and at arrival of Ami ICD Yard/TPA (inspection)
- if container has no rust / odour
- if the floor boards are tight
- if the right size.

During container preparation, the following shall be ensured;

5.4.1 Ensure availability of fumigated pallets

Supervisor confirms from the Warehouse clerk if there is adequate stock of treated pallets treated pallets are used on all export of tea and some minerals. Should the stock be inadequate, client shall be notified to organize for more units.

5.4.2 Cleaning of Container

The export containers are thoroughly cleaned. Warehouse clerk ensures that the containers are properly washed and rinsed.

The containers after washing, are left to dry up. The doors are often kept open for about two days to facilitate complete drying.

5.4.3 Container fumigation

For exports to countries that require treatment of container(Fumigation) the containers used must always be treated. Supervisor shall ensure that all such containers are treated prior to use.

5.5 Preparation of export Documentation

At this point, the Supervisor shall ensure all shipping documents are obtained from client this shall include shipping instructions

5.6 Stuffing

The supervisor and warehouse clerk prepare stuffing & custom officer, preventive officer & Agriculture officer. The following activities are carried out to prepare commodity for stuffing:

- re-palletize the bags onto treated pallets
- re-strap the bags
- confirm weight of individual pallets or drums
- label the bags - as directed by client in some cases for example for tea/coffee/ minerals/cotton

The supervisor ensures commodity is properly prepared for stuffing

5.7 Weight Confirmation (VGM)- SOLAS regulation

BV/Bollore Measures weight of all cargos by using two methods. BV shall issue VGM Certificate.

Method 1.

Weighing the packed container using calibrated and certified equipment; or

Method 2:

Weighing 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, using a certified method approved by the competent authority of the State in which packing of the container was completed.

Method 2:

will not be practical for shippers of bulk commodities like iron ore, grain, etc...
The container numbers shall be allocated per lot per estate - according to shipping instructions.
Any observed deviations shall be noted and the export documents amended as appropriate.
This check is very important as it ensures that lots quantity is what the consignee shall receive.

5.8 Loading and Sealing of container

The pallets are carefully arranged (stuffed) into the right container. The stuffing exercise is done by a forklift driver/porters (under Warehouse Clerk's close supervision)

The Operations Supervisor ensures the stuffing is done to client's specification. The stuffing exercise is witnessed by the Customs officer and a representative from the shipping line in case of coffee or minerals (transit goods).

The supervisor prepares a PACKING LIST for the stuffed commodity. A copy of the packing list is sent to CSO within 12 working hours. The stuffed container is sealed on both doors with four seals.

- the shipping line seal
- customs seal
- the Bollore Logistics Tanzania Ltd seal
- Surveyor seal

5.9 Export booking order to port

The sealed containers are stored ready for transportation to Port

When the expected vessel eventually arrives, documentation officer obtains E.B.O. to shunt container to TICTS.

The operations supervisor requests for a truck from the Transport Manager. The truck is loaded with the stuffed containers.

The truck is escorted by Surveyor Clerk on his way to the port for security measure against pilferage.

Operations supervisor prepares the following transport documentation

- Interchange outward
- Export booking order (attached letter)
- Delivery note
- Gate-pass
- Export Order

Weigh Truckload

The truck passes through the weigh-bridge done by TANROAD on his way to the Port (if applicable)

Advise Client

CSU sends a daily stock movement report to Client (refer to daily movement sheets)

Receive shipment

Operation clerk receives shipment plus accompanying documentation. The seals on the containers are checked.

Hand-over to TICTS

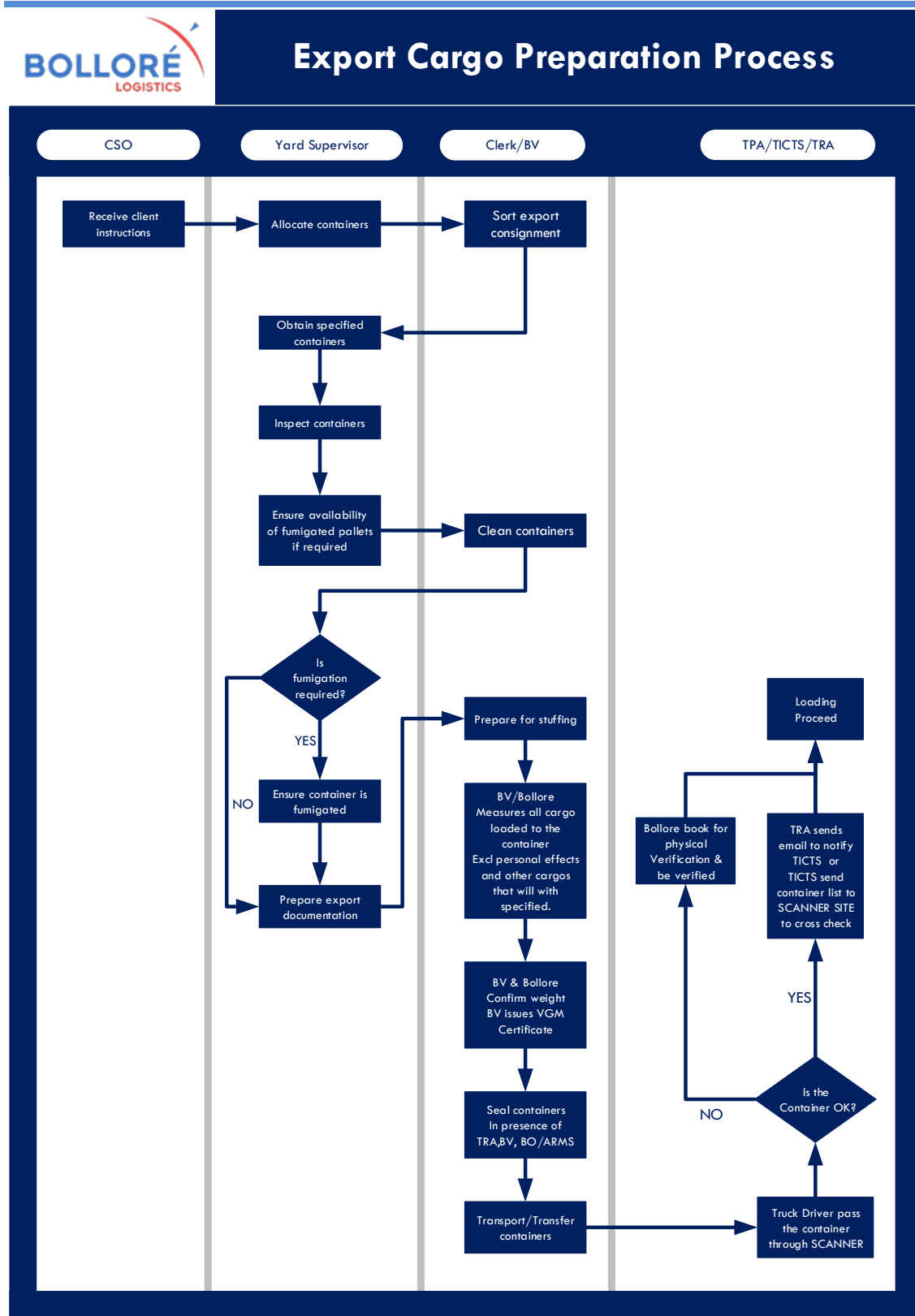
The exports operation Manager organizes for transport to deliver the stuffed containers to the port, where they are entered to Port/TICTS.

5.10 Scanning the container

- ▷ The BOLLORE will therefore have to collect Export Booking Slip (EBS) from Delivery office at TICTS at the time containers for the said vessels have been planned for delivery to the terminal.
- ▷ Truck driver will pass through SCANNER and container gets scanned.
- ▷ Container to be received at TICTS pending instructions from Customs.
- ▷ BOLLORE to show up at SCANNER SITE and present the file of concerned container/s documentation for SCANNER OFFICER to determine the way forward whether conformed or suspected.
- ▷ If it has conformed, customs officer to send e-mail notification to TICTS to have Hold code removed from concerned container/booking means it can be planned for loading.
- ▷ If it has been suspected, this is down to BOLLORE making booking for physical verification and be verified. It can be loaded to same vessel provided loading plan is not finalized.
- ▷ Any container with Hold code before loading plan execution, TICTS upon confirming on their end, will have to send the excel list of that container/s to SCANNER SITE for them to cross check.
- ▷ Once confirmed by SCANNER SITE, all containers which are still having hold code will be addressed to the concerned shipping agent to inform BOLLORE. TICTS will try to CC BOLLORE in the same e-mail to shipping agent (CARRIER) for awareness.
- ▷ If it is found the containers were scanned but were pending BOLLORE appearance at SCANNER SITE, this will definitely be finalized based on the SCANNING REPORT against presented documents by BOLLORE to SCANNER SITE.

The driver of the truck carrying the full container obtains a signed delivery note and a Container Inward Interchange - as proof of delivery of shipment to TICTS. Copy of the interchange is returned to the Operations Supervisor or to the finance department together with the transporter's D/Note for payment. Then the vessel will sail as scheduled

6.0 Process Map



7.0 Revision history

Sn	Rev No.	Revision date	Review made by;	Description Of Changes Made
1.	07	28 June 2019	QHSE Manager(MR)	Revision made on; Procedure format 1.0 Scope and Purpose 2.0 Responsibilities 3.0 Reference Documents 4.0 Definitions & Abbreviations 5.0 Process & Methodology 6.0 Process Map 7.0 Revision history 8.0 Records

8.0 Records

- Commercial invoice
- Packing list/packing declaration
- Shipping instruction/shipper's letter of instruction
- Copy of shipper's tin certificate
- Weight certificate
- Fumigation certificate
- Certificate of analysis (quality certificate)
- Cleanliness certificate
- Phytosanitary certificate
- Quarantine certificate
- Copy of passport
- Sales contract, CQC
- Certificate of origin (COC)
- Business license
- Authorization letter
- Radiation cert (food)
- Export permit
- Container release order
- Certificate of origin
- Scanner Report