

# ANNEXURE

# Annexure I

## **AGREED PROCEDURES FOR RECEIVING PSF PRODUCTS VESSELS AT JETTIES AND DEPOTS**

1. A notice of arrival (NOA), containing the name of Marketer, load port quantity on board, expected time of arrival, etc is sent to the Zonal Office at least 48 hours (2 days) prior to vessel arrival and same is sent to PPPRA Headquarters.
2. Upon vessel arrival, a notice is sent by Marketer to PPPRA Zonal office, PPPRA representative at the intending depot of discharge and all other relevant Government Agencies, informing them of the arrival of the vessel.
3. PPPRA representative at the depot promptly inform PPPRA appointed Supervisors, who then nominate the ullage team to work on the vessel.
4. The ullage team moves into the depot for tank farm ullaging based on nomination of tanks from terminal receiving from the vessel. Sealing of nominated tank valves are done after thorough survey of the depot nominated tanks, Line tracing between the vessel and the depot in the nominated depot tanks.
5. Pre-Tank inspection ullage, this is carried out to determine whether the available space at shore is capable of accommodating the entire cargo in a vessel designated to discharge in a particular depot. If the space available is not enough, a second or third ullage exercise is done as the case may be.
6. The ullage team then proceed to the jetty to ascertain the position of the vessel to be ullaged with due consideration for the forward, mid ship and aft draft on arrival of vessel.
7. Ullage team and PPPRA representative at the depot, DPR, with the scheduled auditor representing Federal Ministry of Finance, and the nominated independent surveyors board the vessel after it has been certified by port health, Customs, Immigration, Navy, and the NPA.
8. On the vessel, PPPRA ullage team together with depot representative, DPR, scheduled auditor, then demand for the sighting of the original/photocopies of load port documents such as:
  - a. Bill of laden
  - b. Certificate of quality

- c. Certificate of quantity
  - d. Ullage at load port
  - e. Vessel discharged plan
  - f. Discharge instruction from the charterer
  - g. Ballast tank position (gauge) etc (list of documents attached).
  - h. Coastal vessel licence by DPR
9. After certifying the documents, ullaging of vessel by the PPPRA ullage team, Surveyors, DPR, Vessel Agents and all other parties on board, the vessel commences with the operation led by the vessel Chief Officer and assisted by the vessel pump Officer.
  10. Ullage of ballast tanks before and after discharge operations is also carried out to make sure that wrong impression on vessel draft does not arise.
  11. At completion of ullage exercise, discharging of products into pre-certified storage tanks at the shore is done after product specification/confirmation by DPR.
  12. Upon completion of vessel discharge exercise, discharge verification is then carried out. This is usually done in two ways:
    - a. All tanks on the vessel are examined through dipping by a different ullage team to ensure that all cargos in different tanks have been discharged and that all tanks on the vessel are empty and a Dry/Empty tank certificate is issued by the various independent surveyors in the presence of PPPRA ullage team, scheduled Auditor, Marketer representatives, and other Government Agencies.
    - b. Tank dipping is carried out to ascertain the actual quantity discharged and a shore tank certificate is issued at the end, duly signed by PPPRA team and other parties involved.

***NOTE: Before empty tank inspection is finalised, the ullage team is mandated to examine the vessel draft after discharge (post discharge), for comparison with the initial draft on arrival of vessel (pre-discharge).***
  13. After the vessel empty tank exercise, PPPRA ullage team, and other parties on board then proceed to the tank farm to ullage the facility shore tank(s), where products were discharged into. The aim is to ascertain the actual volume discharged by the vessel.
  14. All parties including PPPRA ullage team then stamp the shore tank certificate for onward submission to the Zonal Office by the Marketer's representative, while a copy of the same document is submitted to ullage team Supervisor.

15. Before ullage of any vessel is carried out, the truck out for the products evacuation covering the volume of products in the depot between the last vessel receipt and the volume therein, together with the last day the dipping for the new product receipt was done must be reconciled. This is without prejudice to the tolerance level of product losses in the industry.
16. All truck outs/waybills are witnessed and stamped by the PPPRA Depot Staff and truck out registrar of all loadings at the security posts of depots must be signed by the PPPRA operative at such Depot at the close of work each day.
17. PPPRA ullage teams have been advised not to ullage any vessel unless it is on even klean. This is meant to allow accurate measurement on vessel arrival rather than calculating on Trim or List corrections whose results are often disputed.
18. For any back loading activities to be executed for any white product, a letter of intention to backload such should be written to PPPRA for approval with the DPR permit and Naval clearance attached.
19. At the Zonal Office however, a thorough check on documents submitted by Marketers in conjunction with Ullage Team Reports based on vessel discharge is carried out upon the checklist issued to Marketers ahead of vessel arrival. After due certification of all necessary documents, it is then recommended for onward dispatch to PPPRA Headquarters in Abuja.
20. PPPRA as at today is now using their own materials for vessels ullage. UTIs are being expected at the end of the month and this will greatly enhance the independence of PPPRA in ullage measurement and control.

# SAMPLE OF VESSEL VERIFICATION SHEET



**PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)**  
**PETROLEUM SUPPORT FUND (PSF) VERIFICATION/PAYMENT FORM**

**BATCH:**

<b>A Company Details</b>
Name of Company: Company Address: Bank: <span style="float: right;">UNITED BANK OF AFRICA PLC</span> Bank Address: Account No:
<b>B Product Information</b>
1. <i>Type Of Product:</i> 2. <i>Mother Vessel B/L Quantity (MT):</i> 3. <i>Quantity Verified (MT):</i> <span style="float: right;"><i>Litres Observed:</i></span> 4. <i>Surveyor's verification (Before &amp; After discharge):</i> i. ii. 5. <i>Quality Control Analysis @</i> <i>i. Loading Port:</i> By: Date: Reference: <i>ii. Offloading Port:</i> By: Date: Reference:
<b>C Vessel Information</b>
1. Name Of Vessel: <i>i. Mother:</i> <i>ii. Daughter (If applicable):</i> 2. Port Of Loading: 3. Port Of Trans Shipment: 4. Port Of Discharge: 5. <i>Discharge Port Tanker Ullage Report/ Quantity Cert:</i> By: Date: Date Of Notice Of Readiness: Date Of Discharge: No. Of Days of Demurrage: Mother Vessel B/L Date: Daughter Vessel B/L Date:

# SAMPLE OF VESSEL VERIFICATION SHEET



## D Price Information(Naira/Litre):

1. Company's Landing Cost (CLC):

2. PPPRA's Landing Cost (PLC):

3. Variation in Landing Cost (PLC - CLC):

4. Period Of Calculation:

i. Start Period

ii. End Period

5. Proforma Invoice Date:

6. Recommended Ex-Depot:

7. *Under/Over Recovery:*

8. Total Amount (Naira):

## E Documents to be attached

### Import Confirmation

1. Petroleum Products Import Permit by DPR

2. Approved Form M

3. Proforma Invoice by the Trading Company

4. Final Invoice

5. Bill of Lading

### Port Of Origin

6. Quality Certificate

7. Quantity Certificate

8. Vessel Ullage Report (Loading)

9. Notice of Readiness (NOR) - Loading

10. Certificate Of Origin

### Arrival Port

11. Notice of Readiness (NOR) - Arrival & Discharge

12. Quality Certificate

13. Certificate of Transfers - After STS(as applicable)

14. Marketers' Tank Ullage Report (before & after discharge)

15. Customs Clearance Certificate

16. DPR Clearance Certificate

## Payment Due:

PPPRA (NAIRA) (**B3\*0.15**)

PEF (NAIRA) (**B3\***)

### Compiled By:

Signature:

Date:

### Checked

Signature:

Date:

### Verified By:

Signature:

Date:

### Supervised By:

### Approved by the Executive Secretary:

Signature:

Date: