



**Australian Government**  
**Australian Customs Service**

## INSTRUCTIONS AND GUIDELINES

# Amending Sea Impending Arrival Reports for Bulk Vessels (June 2008)

Last Update: 02 August 2008

*INTERNAL USE ONLY*

**BCS CLASSIFICATION:** \*SM\_Policy\*

**FILE NUMBER:** 2008/023001

THIS INSTRUCTION AND GUIDELINE REFERS TO:

**PRACTICE STATEMENT NO:** PS2008/xxxxx – Cargo Clearance Imports

**PUBLISHED DATE:** 28 AUGUST 2008

**AVAILABILITY:** Internal and External

**SUBJECT:** **Amending Sea Impending Arrival Reports for Bulk Vessels**

**PURPOSE:** To provide Cargo Management Cell (CMC) staff with guidelines on the management of amending sea impending arrival reports for bulk vessels in the Integrated Cargo System (ICS)

**OWNER:** Director CI&SC

**CATEGORY:** Operational procedures

**CONTACT:** CARGO MANAGEMENT CELL (CMC) – 1300 558 099

### SUMMARY OF MAIN POINTS

This Instruction and Guidelines is owned by PS2008/ - Cargo Clearance Imports. This Instruction and Guideline outlines:

- The procedures for a consistent process to be followed by CMC when an agent for a Bulk vessel requests Customs (via submission of the approved form) to include additional Port of Arrival details on an existing Sea Impending Arrival Report (IAR).

### SCOPE

The following Instructions & Guidelines (I&G) are to be followed when an agent for a Bulk vessel requests Customs to include additional Port of Arrival details on an existing Sea Impending Arrival Report (IAR).

The following I&Gs relate only to BULK vessels at this stage. Vessels carrying containerised and/or Break Bulk cargo has not been identified as requiring this service.

### BACKGROUND

In the sea environment, lodging IARs with multiple ports is a common occurrence. In the case of bulk shipping lines and tankers discharging at liquid terminals and bulk handling facilities, the principal agent for one port can be different to the agent handling the vessel in the second or subsequent ports of call. At times the party reporting the initial IAR with the first port of arrival details is unaware of contractual arrangements in place for that vessel in other Australian Ports especially where cargo is to be discharged. As a consequence the IAR will need to be amended to include the additional ports and stevedore establishment identifiers. Under these circumstances there are occasions where the party who lodged the original IAR will not amend to the IAR to include the additional ports.

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The fields that cannot be amended on a Sea Impending Arrival Report are: Vessel Id, Voyage Number and Reported By fields.

An interim measure has been developed that will enable Bulk Agents to quickly contact Customs when this situation has occurred. It allows the agent to request that Customs amend the IAR to include the additional port or ports of call and stevedore establishments.

#### **INSTRUCTIONS AND GUIDELINES**

1. Monitor the mailbox – [cargomovementcell@customs.gov.au](mailto:cargomovementcell@customs.gov.au) ([cmc@customs.gov.au](mailto:cmc@customs.gov.au)) during working hours between 6:00am and 22:00pm EST daily, to check for email requests relating to amending IARs.
2. Check the e-mail request to ensure the relevant fields have been completed. The e-mail request must include the approved template completed with the following information:
  - ❖ The e-mail SUBJECT line should read: “ICS Sea Impending Arrival Additional Stevedore Request”.
  - ❖ The template field “ICS Sea Impending Arrival Additional Stevedore Request” must provide the submitted Sea Impending Arrival details ie. Vessel Id and Voyage Number.
  - ❖ The template must also include the information that needs to be included in the amended Sea Impending Arrival (ie. Arrival Port(s) Code, Estimated Date and Time of Arrival, Stevedore Name, Stevedore Establishment ID, Discharge Indicator set to Y or N.)
  - ❖ Cargo Reporter: ABN or CCID and Name.
  - ❖ Description of the circumstances leading to the request to add an additional Stevedore(s) to an existing Sea Impending Arrival.
3. If the email request is not complete then reply to the e-mail sender indicating:
  - ❖ The request was not complete and will not be actioned;
  - ❖ Indicate the missing or incorrect information;
  - ❖ Request the missing or incorrect information;
  - ❖ Provide a contact name and phone number of the CMC Customs officer processing the request.
4. View the original Sea Impending Arrival submitted in the ICS.
5. Ensure that the Vessel in the e-mailed request is a Bulk Vessel. This can be done by viewing the cargo reports.
6. If the Vessel is not a Bulk Vessel, the request is to be rejected.

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**BCS CLASSIFICATION: \*SM\_Policy\***

**FILE NUMBER: 2008/023001**

7. If either the Impending Arrival report key details on the request do not match the ICS Impending Arrival report data then reply to the e-mail indicating:
  - ❖ The Impending Arrival key details are in conflict with the ICS information;
  - ❖ Contact name and phone number of the CMC Customs Officer who is processing the request.
8. Check the stated reasons for the amendment to the Impending Arrival, and confirm that circumstances are legitimate.
9. If the request is approved then amend the SEAIAR in the ICS as per attached procedures (Appendix B).
10. Record information in the CMC Database under Activity 'Sea Impending Arrival' completing all fields and selecting the appropriate activity status – either processed or rejected.
11. Reply to e-mail request indicating:
  - ❖ The decision made;
  - ❖ If the amendment is refused, the reason(s) for the decision;
  - ❖ Contact name and phone number of the CMC Customs Officer processing the request;
  - ❖ CMC reference number.

**Note:** A reply should be sent no sooner than 2 hours and no longer than 4 hours of receipt of the original e-mail request.
12. Archive the e-mail, template form and other correspondence in the appropriate Outlook archive mail folder established for this purpose.

Note: The Internet request template is attached to this I&G for information.

#### **RELATED POLICIES AND REFERENCES**

Appendix A: ICS Sea Impending Arrival Additional Stevedore Request Form  
 Appendix B: ICS Process Amending SEAAIR.doc

#### **KEY ROLES AND RESPONSIBILITIES**

*Monitoring & Review Responsibility:* Director CI&SC; Manager CMC; Supervisor CMC  
*Service Delivery:* CMC Officers

#### **CONSULTATION**

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**FILE NUMBER:** 2008/023001

The following internal stakeholders have been consulted in the development of these Instructions and Guidelines:

- Industry Action Group (IAG)
- Client Services
- CI&SC Operations

EXTERNAL

The following external stakeholders have been consulted in the development of these Instructions and Guidelines:

- Shipping companies

PARTNER AGENCIES

Not applicable

**APPROVAL**

Approved by:

Jaclyne Fisher  
National Director  
Cargo Division

27 June2008

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**FILE NUMBER: 2008/023001**

**ICS SEA IMPENDING ARRIVAL ADDITIONAL STEVEDORE  
REQUEST**

**Note:** This form is for use **only** where an Impending Arrival for a Bulk Vessel needs to be amended to include an additional Stevedore(s).

**ADDITIONAL STEVEDORE REQUIRED FOR:**

**LLOYDS:** \_\_\_\_\_

**VOYAGE:** \_\_\_\_\_

**ARRIVAL PORT(S) CODE:** \_\_\_\_\_

**ESTIMATED DATE AND TIME OF ARRIVAL:** \_\_\_\_\_

**STEVEDORE NAME:** \_\_\_\_\_

**STEVEDORE ESTABLISHMENT ID:** \_\_\_\_\_

**DISCHARGE INDICATOR SET TO Y or N:** \_\_\_\_\_

**REPORTER ABN/CCID & NAME:** \_\_\_\_\_

**SENDERS EMAIL ADDRESS:** \_\_\_\_\_

**REASON FOR REQUEST(describe):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**'REPLY TO' EMAIL ADDRESS:** \_\_\_\_\_  
(if different to Sender)

**CONTACT NAME & PHONE NO:** \_\_\_\_\_

**ROLE or POSITION IN COMPANY:** \_\_\_\_\_

**Email this form to:** [cargomovementcell@customs.gov.au](mailto:cargomovementcell@customs.gov.au)

**The subject line of the email must read:**

"ICS SEA IMPENDING ARRIVAL ADDITIONAL STEVEDORE REQUEST"

If you have not received a response after 4 hours check to see if the amended Impending Arrival has been lodged, if not contact the CI&SC on 1300558099.

Section 64(6) of the Customs Act states that Impending Arrival must be lodged 48 hours prior to arrival unless the voyage is less than 96 hours in duration.

Support Hours: 0500 - 2300. Any requests received after 2100 will be addressed by 0600 the following day  
Australian Customs Service – August 2007.

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# AMENDING SEA IMPENDING ARRIVAL REPORT PROCESS

1. From the ICS Imports menu select Sea Arrivals 'Search'.

Search for the relevant SEAIAR using the identifiers provided on the request form. (If necessary change the search combination.) Enter details and click 'Search'.

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**FILE NUMBER: 2008/023001**

2. The SEAAIR View screen now appears. Check the details of the report to ensure it matches details on request. If ok, click on Amend'.

The screenshot displays the 'Sea Arrivals Search' application in a Microsoft Internet Explorer browser window. The main content area shows the 'Sea Impending Arrival Report View' for vessel 9109914 MING HAI, Voyage No 95. The report includes the following details:

- Vessel:** 9109914 MING HAI
- Voyage No:** 95
- Last O/S Departure:** MYPKG 04 JUL 2007 00:00
- First Arrival Port Code:** AUGLT
- Reported By:** 77741898238 MICHAEL WILLIAM AND MARGARET ANN IR
- Principal Agent:** 63082835578 OCEANWAY SHIPPING AGENCY PTY. LTD.
- Overseas Routing Port Code(s):** (Empty field)
- Slot Charterer:** (Empty field)

The 'Port of Arrival Details' section contains a table with the following data:

Arrival Port Code	Estimated Date/Time	Stevedore Name	Stevedore Establishment ID	Discharge Indicator	Select Line	Show Hyperlink
AUFRE	07 AUG 2007 00:01	FREMANTLE PORT AUTHORITY	ED26B	YES	<input type="checkbox"/>	<input type="radio"/>
AUGLT	15 JUL 2007 18:00	CENTRAL QUEENSLAND PORTS AUTHORITY	FJ92D	NO	<input type="checkbox"/>	<input type="radio"/>

At the bottom of the report view, there are several buttons: 'Prev', 'Report', 'Next', 'Amend', 'Withdraw', 'Resend Status', and 'Override S/P'. The 'Amend' button is highlighted, indicating it is the next step in the process.

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**BCS CLASSIFICATION: \*SM\_Policy\***

**FILE NUMBER: 2008/023001**

3. Enter the relevant details for last overseas departure if necessary, and then click 'Add line'.

The screenshot shows the 'Sea Arrivals Search' application with the following details:

- Search Criteria:**
  - Select Report: SEA IMPENDING ARRIVAL
  - Select Combination: VESSEL ID AND VOYAGE NO
- Sea Impending Arrival Report Amend Form:**
  - Vessel ID: 9109914
  - Voyage No: 95
  - Last O/S Departure: MYRKG (find), Date: 04 / JUL / 2007, Time: 00:00
  - First Arrival Port Code: AUGLT (find)
  - Reported By ID: 77741898238
  - Principal Agent ID: 63082835578
  - Overseas Routing Port Code(s): (find)
- Slot Charterer Table:**

Name	ID	Remove	Add
- Part of Arrival Details Table:**

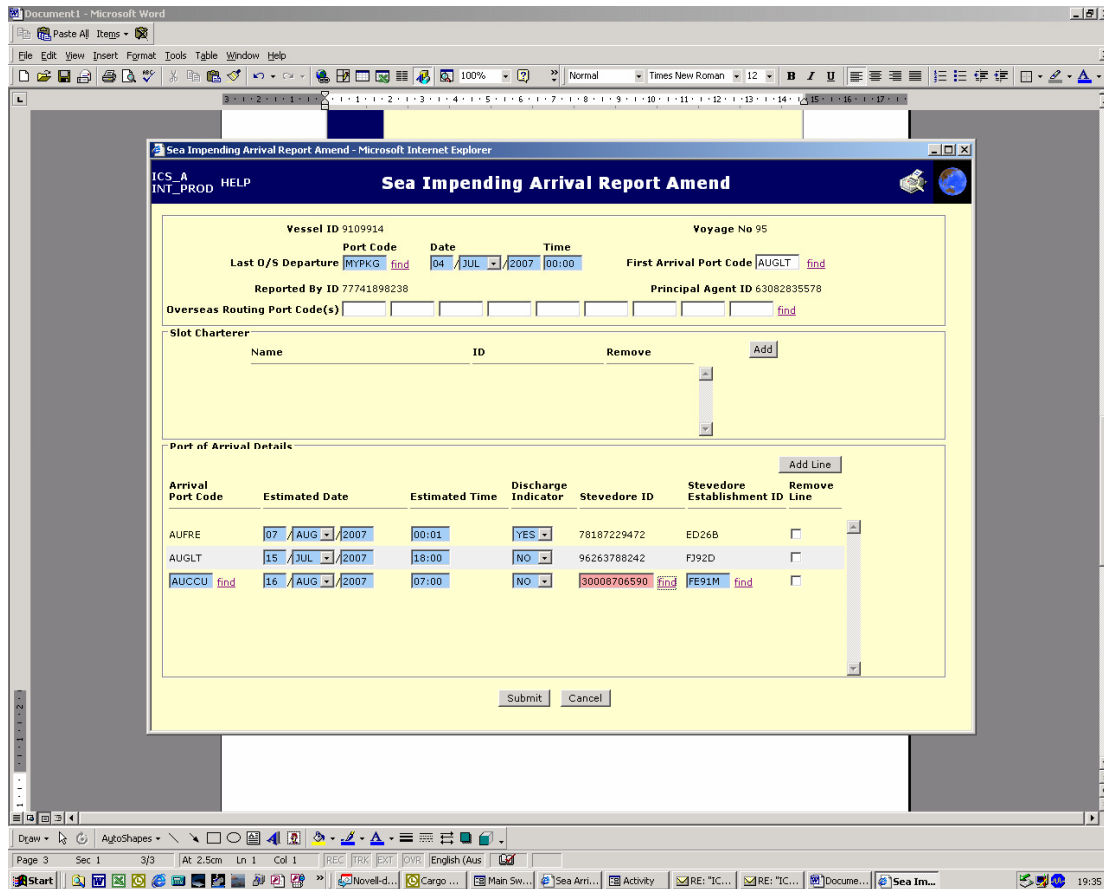
Arrival Port Code	Estimated Date	Estimated Time	Discharge Indicator	Stevedore ID	Stevedore Establishment ID	Remove Line
AUFRE	07 / AUG / 2007	00:01	YES	78187229472	ED26B	<input type="checkbox"/>
AUGLT	15 / JUL / 2007	18:00	NO	96263788242	F92D	<input type="checkbox"/>

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FILE NUMBER: 2008/023001

4. Enter the new port arrival details per request, and then click 'Submit'.



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FILE NUMBER: 2008/023001

5. Amend SIAR View Screen now appears – check version and details are correct per request.

The screenshot shows a web browser window titled "Sea Impending Arrival Report View - Microsoft Internet Explorer". The page content includes:

- Vessel:** 9109914 **MING HAI**
- Voyage No:** 95
- Last O/S Departure:** MYPKG 04 JUL 2007 00:00
- First Arrival Port Code:** AUGLT
- Reported By:** 77741898238 MICHAEL WILLIAM AND MARGARET ANN IR
- Principal Agent:** 63082835578 OCEANWAY SHIPPING AGENCY PTY. LTD.
- Overseas Routing Port Code(s):** (Empty dropdown menu)
- Slot Charterer:** (Empty dropdown menu)
- Port of Arrival Details Table:**

Arrival Port Code	Estimated Date/Time	Stevedore Name	Stevedore Establishment ID	Discharge Indicator	Select Line	Show Hyperlink
AUCCU	16 AUG 2007 07:00	DAMPIER SALT LIMITED	FE91M	NO	<input type="checkbox"/>	<input type="radio"/>
AUFRE	07 AUG 2007 00:01	FREMANTLE PORT AUTHORITY	ED26B	YES	<input type="checkbox"/>	<input type="radio"/>
AUGLT	15 JUL 2007 18:00	CENTRAL QUEENSLAND PORTS AUTHORITY	F392D	NO	<input type="checkbox"/>	<input type="radio"/>
- Buttons:** Prev, Report, Next, Amend, Withdraw, Resend Status, Override S/P

6. The request is now processed and complete.

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