

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)**  
**NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI - 400 001**

F.No. S/43-712/2015-16 P

Date: 31.03.2022

**Trade Facilitation Notice No. 10 /2022**

**Standard Operating Procedure (SOP) for allowing various marine services in Mumbai Port.**

For streamlining and simplifying various marine services provided at Mumbai Port, the following SOP is being issued. The new procedure shall be operative on 24x7 basis including holidays.

**2.1 Supply of Provisions & Stores to foreign going vessel:** As per the procedure, the Shipping Bills pertaining to supply of provisions and stores shall be filed with the Export Commissionerate, New Customs House, Mumbai, containing all the necessary details. The Shipping Bill will be assessed by the System/concerned Officers of the Export Commissionerate. After the goods are assessed by the proper Officers of Export Commissionerate, the same will be taken inside the port through New Yellow Gate Indira Docks wherein the Gate Officer shall supervise the passing in/entry of the goods. The gate Officer shall maintain a register wherein details all such entries inside the port shall be maintained. After entry of the goods inside port premises, if the vessel is anchored at inner/outer anchorage, the shipping agent shall intimate the concerned Division Superintendent under whose jurisdiction the supply vessel for carrying the provisions/stores is berthed, who shall supervise the loading of goods onto the supply vessel. However, the final loading of the provision/stores onto the vessel shall be under the general supervision of Supdt/A-I Division. In all other cases, loading of provision/stores shall be under the general supervision of the concerned Division where the vessel has berthed.

**2.2 Crew Sign-on/ Sign-off:** If Sign-on/Sign-off of crew is scheduled, a prior intimation shall be given to Immigration and Customs by the shipping line. Accordingly, arrangement shall be done by the shipping agent for boarding of the vessel by the Customs Officer. After immigration formalities are done with, the shipping agent shall provide the B-I Division Superintendent a list of all the crew, along with their baggage declaration, who are to be signed on/off. The agent shall make arrangements for baggage of all such crew members to be examined/scanned by B-I Division Officers under the supervision of the Superintendent concerned. The crew baggage shall be scanned/examined and cleared as per the Baggage Rules 2016. The Superintendent shall issue gate pass for passing out the crew-baggage. There shall be a register maintained in the B-I Division Office wherein details all the Sign on-Sign Off shall be maintained and a corresponding entry of such crew members shall also be done in a register maintained by the New Yellow Gate Officer who shall also supervise the gate in/gate out of all such crew members. No crew baggage of Foreign Going Vessel shall be passed out without gate pass issued by the Proper Officer. In case of non-availability of B-I Superintendent, Night patrolling Superintendent shall be responsible for the clearance of crew baggage on 24 X 7 basis. The procedure shall remain the same in cases where crew are to be signed off in case of medical emergency.



In case of Cruise vessel, the detailed SOP for clearance of passenger and crew of the Cruise vessels which call on Mumbai Port issued vide Trade Facility Notice No. 05/2018 dated 27.09.2018 shall be followed.

In all the cases of Sign on- Sign off, IGM or EGM will have updated crew list. Such crew list is to be submitted manually to the Boarding Officer/ Jurisdictional Superintendent.

The procedure provided above, shall be subject to revision once SCMTR provisions are followed in entirety.

**2.3 Clearance of Sludge/waste oil:** The clearance of Sludge Oil and other waste oil is governed by the Public Notice No. 97/95 dated 14.06.95. However, there is ambiguity in procedure being followed for clearance of Sludge and other waste oil. In order to streamline the procedure of such clearances the Public Notice No. 97/95 dated 14.06.95 is amended to the following extent:

**2.3.1 In case of Sludge/waste oil discharged from Foreign Going Vessels:**

Sludge, waste oil etc are specified as Hazardous waste as per schedule under Hazardous Waste (Management and Handling), Rules 2016. Presently, SOP is governed by PN 97/95 dated 14.06.1995 and PN 10/1998 dated 04.02.1998 which were issued for Import of hazardous waste. The sludge from foreign going vessel is cleared as per import procedure, on payment of duty. The procedure is revised to following effect, only. Permission for clearance of Sludge/waste oil shall be given only to firms who have necessary license from MPCB for processing or reuse facility. The Shipping agent/CHA shall apply for permission of discharge of Sludge oil, (showing approximate quantity) to the DC(PG) through PSO (Admin) Section along with the request from the master of the vessel, letter from shipping line and the requisite MPCB license. The DC(PG) will grant the necessary permission after usual checks. The agent shall then file additional entry in the IGM and file corresponding Bill of Entry for the Sludge Oil to be discharged. The Bill of Entry shall be assessed and examined as per instructions per case, including drawl of samples for purpose of testing, payment of duty. After the Bill of Entry is given Out of charge, the Shipping Agent/CHA will clear the Sludge Oil/Waste Oil, under the general supervision of Divisional Superintendent under whose charge the vessel is berthed. The necessary entry shall be made in the passbook (record book) issued by MPCB or any other pollution control Board, by the Officer who is giving 'Passing Out' order.

**2.3.2** Since **Sludge/waste oil discharged from Coastal vessel** is also covered under Hazardous Waste Management Rules, 2016, hence it needs to be monitored. The procedure for clearance shall remain same such as drawl of sample, testing etc except payment of duty. In case of converted coastal vessel, merit/duty applicability for sludge oil/waste oil etc in all cases where the vessels have been recently converted from Foreign Going Vessel to Coastal Vessel, shall be scrutinized by DC/PG through PSO (Admin).

**2.4 Clearance of Bilge water/ Slops water/ Tank wash water from Foreign going vessels:** Permission for clearance of Waste water/ Bilge water/ Slops water shall be given only to firms who have necessary license from MPCB/ other Pollution Control Board, for processing facility. The Shipping agent/CHA shall apply for permission of discharge of Bilge water/ Slops water/ Tank wash water



to the DC(PG) through PSO (Admin) Section along with the request from the master of the vessel and the requisite MPCB license. The DC(PG) will grant the necessary permission after usual checks and forward the request to the concerned Divisional Superintendent under whose jurisdiction the vessel is berthed. The Division Superintendent shall verify the veracity of declaration of Master of vessel through log book, records, interaction with shipping line/Master etc. He shall draw representative samples of the waste water and forward the same to DyCC, NCH, for verification of composition or contents of Waste water/ Bilge water/ Slops water. After the report of DyCC is received, the jurisdictional Division superintendent shall decide the merit and either clear it or follow the import procedure mentioned in para 2.3.1 above, in case of discrepancy.

Since **Bilge water/ Slops water/ Tank wash water from Coastal vessel** is also covered under Hazardous Waste Management Rules, 2016, needs to be monitored. The procedure for clearance shall remain same as that of clearance of bilge water/slop water/ tank water (such as drawl of sample sampling, testing, except payment of duty).

**2.5 Transshipment of imported Ship Stores to Foreign Going Vessels:** In case of movement of Transshipment Cargo (TP Cargo) under Customs seal, Ship spares, Tool and stores including medicines/medicaments but excluding ship provisions and supplies, namely food and beverages to and from the Mumbai Docks, Anchorage and Jawaharlal Nehru Port, ACC, the following procedure is prescribed:

(a) In case of TP from Mumbai port to ACC/JNCH: The Consignee/Steamer Agent will execute a Transit Bond for three times the assessable value of the goods and submit it to the Turant Sewa Kendra(TSK), NCH, Mumbai along with the TP application. TP will be granted after acceptance of the said Bond and further assessment/examination. After getting the Transshipment Permission, the representative of the consignee/steamer agent/CHA shall approach DC/Docks (Import) for sealing and forwarding the TP cargo and endorsement on the original and duplicate copy of Transshipment Permit for forwarding the packages to the respective Docks/Ports. After verifying marks and number and after sealing the TP Cargo, the original TP copy is handed over to the said CHA in a sealed cover addressed to the DC/TP cell of ACC or DC/TP, JNCH, along with goods.

The CHA transports the sealed package without any escort. At the respective gate of ACC/JNCH, the Gate Officer, checks the Customs Seal, verifies the marks and numbers and makes necessary entry in the TP Register and endorse the same as "passed in on date..." and put his dated signature. Goods are then handed over to Batch Officer/ACC or Boarding Officer/JNCH. CHA returns the duly endorsed duplicate copy to TSK, NCH, Mumbai to close the entry.

(b) In case of receiving the TP cargo, in Mumbai Customs Zone-I, the similar procedure *mutitis mutandis*, shall be followed. In such cases, agent brings goods along with Original copy of TP, at the New Yellow Gate, Indira Docks. The Gate Officer shall make necessary entry in the TP Register and endorse the same as "passed in on date..." and put his dated signature. Agent shall hand over the TP package and original TP in the respective Section Office of the Ports/Docks in whose jurisdiction the ship is anchored. The Officer shall hand over the same to the Master of the vessel and obtain his acknowledgement. The Officer also shall endorse the TP copy in token of having supervised the delivery of the goods on board the vessel. He shall return the TP Copy to the TP Cell from where the TP is originated such as Air Cargo Complex or JNCH in a sealed cover.



If the seal on the packages on TP cargo is found tampered or any doubt arises on the genuineness of the contents of the package or the TP documents, the same may be brought to the notice of the Dy/Asstt. Commissioner of Customs (Preventive General) and obtain his orders as to the examination of the goods before delivery of the same on board the Vessel.

**2.6 Other services to be rendered on foreign going vessel:** Ship inspection, Survey and Certification services, Boarding of Technicians/ Surveyor/ Superintendents, medical facilities, fresh water supply, equipment (local supply), in the Port Limit is permitted under general supervision of jurisdictional Superintendent. No separate permission is required from DC/PG.

In all cases where professionals engaged in ship repairs are needed to be boarded onto vessels, along with tools / materials / Instruments, on returnable basis, the following SOP shall be followed:

The Ship chandler/shipping agent shall apply for permission to the DC(PG) along with Dock entry permit of the firm issued by MbPT, list of tools/ material to be taken onboard and photo identification of the professional. The DC(PG) shall grant permission for the firm for a period of three months or till the date of expiry of MbPT permit whichever is earlier. The tools/ machinery need to be entered in port premises on a Special gear pass in triplicate. At the time of entry at the New Yellow Gate, the Gate Officer shall verify the tools /machinery with the list submitted on the pass along with technician/Surveyors as permitted by the DC(PG). After endorsement for passed-in is granted by the Gate Officer, one copy of the pass shall be submitted at the gate. The gate Officer to maintain records of 'passed-in' goods. The boarding of instruments/equipment /tools/ machinery etc to be used by technicians/ Surveyors shall be done under the general supervision of the jurisdictional Divisional Superintendent.

Subsequently, at the time passing out of the items through the New Yellow Gate, the Gate Officer shall pass them out, after verifying corresponding entry of 'passed-in' and shall endorse both the copies (having details of 'Passed-in') of the pass to that effect. Gate Officer shall retain duplicate copy/second copy and also update the register. After the pass out is complete, all such passes in duplicate shall be sent to the concerned division officer for filing purpose. The triplicate copy of the pass shall be retained by the user.

**2.7 Clarification in respect of supply / discharge of goods in Coastal Vessel :** Supply of stores/provisions and Movement of vessels carrying exclusively coastal goods shall be governed by the procedure prescribed by this Commissionerate vide Standing Order 09/2019 dated 09.09.2019.

*(Signature)*  
31/3/2022  
(Sunil Jain)

Pr. Commissioner of Customs (General)  
New Customs House, Mumbai