

STANDARD OPERATING PROCEDURE FOR MIAL HEAVY EXPORT AND BONDED CARGO OPERATIONS

PURPOSE:

This SOP lays down guidelines to enable correct handling of Export Shipments within the HEA Exports and Bonded Terminal.

SCOPE:

The scope of activities in this HEA Export and Bonded Cargo Terminal is to facilitate processing of Export cargo Local clearance of shipments consisting of weight of 150 kgs or more per package and Bonded Cargo coming from hinterland stations. Special cargo consignments containing VAL / PER will not be handled from this Terminal.

OBJECTIVE:

The objective of this SOP processes is to ensure all relevant processes / regulatory norms are adhered while handling export activities at the HEA Exports and Bonded Cargo Terminal.

DEFINITIONS & ABBREVIATIONS

Carting Order

- An online request made by Freight Forwarder / CHA to Airline representative confirming undertaking to airlift the export cargo by stipulated flight and date.

Export Cargo

- Taking cargo or goods or property out of India from a place inside India.

Shipping Bill

- Referred to in section 50 of the Custom's Act 1962. The exporters are required to file shipping bill on a prescribed form for export of any kind of goods. A minimum number of 4 copies of shipping bill should be filed. Generally; four types of shipping bills are prescribed.
- - i. Free SBs for shipments on which no duty or less is leviable.
 - ii. Dutiable SBs for goods which are subject to export duty or cess.
 - iii. Drawback SBs for goods which are exported under claims for drawback of duty.
 - iv. Drawback SBs for section 74 claim for re-export of imported goods under claim for drawback of duty.

The exporter has to carefully choose the particular type of SB depending upon the type of export.

Terminal Charges Receipt

- Expenses incurred by the Authority (MIAL) to process or store the goods or cargo and include electricity charges, insurance premium, security charges, terminal charges, surcharge for heavy cargo, and cargoes requiring special care such as hazardous, Perishable, valuable and express cargo and license fee for providing such storage and processing facility.

MIAL	-	Mumbai International Airport Private Limited
HEA	-	Heavy
TC	-	Terminal Charges Receipt
AWB	-	Air Waybill
LEO	-	Let Export Order
VAL	-	Valuables
PER	-	Perishable
CARR	-	Cargo Arrival
DGD	-	Dangerous Goods Declaration
MSDS	-	Material Safety Data Sheet
CTM	-	Cargo Transfer Manifest
TDG	-	Truck Dock Gate
CHA	-	Custom House Agent
ODC	-	Odd Dimension Cargo
BAG	-	Bonded Area Gate
GHA	-	Ground Handling Agency
SHA	-	Security Hold Area

Step 1:- Generation of Terminal Charges Receipt		
Process	Time Lines	Responsibility
Online submission of shipping bill in Customs ICEGate by the Agent/ Freight Forwarder.	Real time basis	Freight Forwarder / CHA
Online request for Carting Order from GMAX to Airlines by the Agent/ Freight Forwarder	Real time basis	Freight Forwarder / CHA
Carting Order approval from airlines based on the AWB details submitted to Airlines on GMAX	Real time basis	Airlines
Validation of shipping bill message received from Customs	Real time basis	MIAL / Customs System
Generation of terminal charge receipt on GMAX by the Agent/ Freight Forwarder Please refer document shared with MIAL circular on VT creation for Heavy & Bonded Cargo Terminal	Real time basis	Freight Forwarder / CHA
Step 2 :- Export Vehicle Management		
Process	Time Lines	Responsibility
Lane entry Point:- The Vehicle management Team will check the vehicle token and then allow the vehicle to join the Heavy & Bonded cargo terminal lane.	Real time basis	Freight Forwarder / CHA / Transporter / MIAL Security
HEA Terminal Entry Gate:- At main gate entry, the security staff will check Vehicle Token generated from GMAX. Note: - If valid vehicle Token is not available with the transporter or CHA, vehicle will be turned denied entry and send back to joining the lane at entry point GATE 5.	Real time basis	Freight Forwarder / CHA / Transporter / MIAL Security

Step 3 :- Admittance of Cargo at Truck Dock			
Process	Time Lines		Responsibility
The CHA will hand over the TC receipt to the Security personnel at Truck Dock.	Real basis	time	Freight Forwarder / CHA
The Security on the dock will put a stamp and note down the time on the TC.	Real basis	time	MIAL Security
Same TC will be forwarded to weighment counter by the agent.	Real basis	time	MIAL Security / Agent / FF /Transporter
Truck dock staff shall perform the checks related to marking labeling, weight and volume at the time of cargo admittance.	Real basis	time	MIAL Export Ops Team
The MIAL supervisor will count the number of pieces and maintain a record.	Real basis	time	MIAL Export Ops Team
MIAL truck dock team will move the cargo from the truck dock to the Weight check area by Hand Pallet Trucks	Real basis	time	MIAL Export Ops Team
On completion of the weighment of all the pieces of the shipment ,MIAL representative shall endorse a copy of TC confirming the completion of weight / volume checks and updates remarks in case of weight variations.	Real basis	time	MIAL Export Ops Team
MIAL staff will co-ordinate with Agent/CHA for any incomplete shipments and may impose appropriate administrative charges for delaying the shipment.	Real basis	time	Agent / FF / MIAL Export Ops Team
Step 4: X-Ray Screening of HEA Shipments			
Process	Time Lines		Responsibility
After weight & Volume checks, cargo will proceed for screening	Real basis	time	MIAL Export Ops Team
Agent will submit the required documents at screening point:- 1.Annexure I/ II 2.Airway bill Copy			

3.MSDS/ Non Haz Certificate (For Pharma) 4.DGD/ Checklist (For DG) 5.No gas certificate (For cylinders) 6.Consignment Security Declaration Copy (For AF, BA, CX,KQ, LH, NH, TK) 7.180 Days Master Airwaybill statement (In case of US Bound Cargo) 8.Authorised TSA ID card photocopy (In case of US Bound Cargo)	Real time basis	Agent / FF / Appointed X-Ray Screening Agency
The physical check of shipment will be carried out by the screener, as and when required.	Real time basis	Agent / FF / Appointed X-Ray Screening Agency
On screening of the last piece of the shipment, the Screener will endorse the reverse of the TC copy with screener name/Date/Time and handover the TC copy to the agent and will retain the security declaration.	Real time basis	Agent / FF / Appointed X-Ray Screening Agency
Step 5: Placing of X-Ray Screened pkgs in SHA Location		
Process	Time Lines	Responsibility
On completion of X-Ray screening, MIAL GHA personnel will place the shipment in Cargo SHA.	Real time basis	MIAL Export Ops Team
After placing the complete shipment in SHA, the MIAL GHA staff will maintain a register (Location Register) at CISF access control point, mentioning the AWB Number, pieces and location of the shipment.	Real time basis	MIAL Export Ops Team

Step 6: Online Cargo Arrival Message to Customs		
Process	Time Lines	Responsibility
Agent/Freight forwarder shall approach MIAL TDG counter and submit the TC copy endorsed by weighment staff along with shipment location on the reverse of TC.	Real time basis	Agent / FF / MIAL Export Ops Team

Staff at TDG counter shall accept the shipment in the system and send cargo arrival message (CARR) to customs. In case of weight variation, shipment weight shall be amended and necessary charges will be collected.	Real time basis	Export Ops Team
Agent shall submit Annexure C for registration of shipment with customs system after the CARR message is sent.	Real time basis	CHA / Agent
Step 7: Examination of Cargo		
Process	Time Lines	Responsibility
Cargo marked by customs for examination will be intimated to MIAL GHA supervisor by CHA/Agent at CISF access control point.	Real time basis	CHA / Agent
GHA supervisor will ensure cargo is brought at the designated area at the earliest for examination.	Real time basis	CHA / Agent
The Cargo pkgs requiring examination will be brought on written request from CHA / Freight Forwarder representative in a register kept at Export Examination area.	Real time basis	Export Ops Team
Upon completion of the Customs examination, the recalled pkg will be will move to SHA through a common X-ray machine positioned in the Examination area and will be placed / stacked in the SHA.	Real time basis	CHA / Agent / Customs / Export Ops Team
Step 8: LEO		
Process	Time Lines	Responsibility
After completion of all Customs Clearance procedures, LEO will be granted and Shipping Bill Copies will be printed.	Real time basis	Customs
Receipt of Online LEO message to Custodian system	Real time basis	Customs
The agent will make a final set of document, and get the Main AWB stamped by the Screener by returning	Within One hour of SB /	CHA / Agent

the earlier stamped TC copy. At this stage the screener will update screening record for change of weights, if any.	LEO Endorsement	
On checking both the document, the Screener will put a <u>screened stamp</u> on the final AWB set.	Real time basis	CHA / Agent
Step 9: Handover / Acceptance of Customs LEO granted Cargo / Docs and Carting of Export Cargo		
Process	Time Lines	Responsibility
Within 01 hour of shipping bill endorsement, Agent/Freight forwarder shall submit the original document set along with LEO print out and one copies of TC receipt to the respective Airline representatives / Carting agents located at the Heavy Bonded Exports shed at Acceptance desk.	Within One hour of SB / LEO Endorsement	CHA / Agent / FF / Airline Representative (GHA)
Carting agents / Airline representatives are positioned at the Exports shed throughout the LEO processing hours. In case of any difficulty in locating them, CHA / Freight Forwarder may please contact MIAL Exports team for further assistance.	24 x 7	Airlines / Respective Carting Agent / MIAL Export Ops Team
The appointed acceptance representative shall perform a proper handover / takeover of shipment from the agent. A proper receipt with an endorsement "Goods and Docs received" shall be given on the agent's copy of the TC receipt. Second copy (Stamped) will be attached with AWB.	24 x 7	Airlines / Respective Carting Agent / MIAL Export Ops Team
If the time difference between LEO message endorsement timing and document submission to the Carting representative exceeds 01 hour, MIAL may impose an Admin fee levy for the delay in handover.	Within One hour of SB / LEO Endorsement	CHA / Agent / MIAL Export Ops Team
Immediately upon receiving handover Cargo shall be moved with carting challan complete with permission taken from Customs.	24 x 7	Airlines / Respective Carting Agent / MIAL Export Ops Team
Step 10: BAG		
Process	Time Lines	Responsibility

The BAG will be done after getting security stamp mentioning Date and Time of the carted cargo at MIAL BAG Counter situated adjacent to Heavy cargo Terminal's Exit gate.	24 x 7	Airlines / Respective Carting Agent / MIAL Security / Export Ops Team
<u>The Demurrage charges will be applicable to whomsoever (Agent/ Airline) if the goods are carted after free period of 24 hrs from the time of ADMITTANCE of cargo.</u>	24 x 7	Airlines / Respective Carting Agent
<u>At the time of carting, the appointed carting agent should ensure that whenever possible the cargo is stacked in such manner that on all pieces AWB number are visible.</u>	24 x 7	Airlines / Respective Carting Agent
Step 11: Bonded Cargo Process (Cargo processed at hinterland stations for which BOM airport is used as Gateway Airport.)		
Process	Time Lines	Responsibility
No change in Truck dock admittance, X-ray screening, Handover/ acceptance, carting and BAG process. The only difference being Bonded Cargo is already Customs cleared, hence no requirement of Customs Examination and waiting for LEO for Export bonded shipments.	24 x 7	Bonded Trucker / Airlines / Respective Carting Agent / MIAL Security / Export Ops Team
Step 12: Security Procedure for ODC shipments		
Process	Time Lines	Responsibility
The TC copy will be handed over to Security at the dock. The ODC cargo will be unloaded on the dock. Security will put a stamp on the TC and hand it over to Agent. The Agent will approach TDG counter for CARR. Agent will arrange for the Customs examination of this shipment. Once the customs LEO is done, CHA will inform the security screener for the physical inspection of the shipment. Upon completion of physical inspection the cargo will be moved to the SHA immediately on the basis of TC receipt.	Real Time Basis	CHA / Agent / FF / MIAL Security
The agent will get the cargo screened stamp on the	Real Time	CHA / Agent / FF /

AWB for physical check done by the security.	Basis	Appointed Security Screener / MIAL Security
The complete handover set will be made by the agent and handover to Airline or its representative.	Real Time Basis	CHA / Agent / FF / Airline Representative (GHA)
The concerned Airline shall ensure the security of such shipments with appropriate security measures after being security checked.	24 x 7	Airlines / Respective Carting Agent
The concerned airlines representative shall liaise with MIAL staff and ensure the smooth movement of ODC cargo as per the aforesaid process.	24 x 7	Airlines / Respective Carting Agent / MIAL Security / Export Ops Team
The TC copy will be handed over to security staff while carting ODC cargo from SHA to unitization area. The security will mention the time and handover the TC to BAG staff for BAG updating.	24 x 7	Airlines / Respective Carting Agent / MIAL Security / Export Ops Team
Step 13: Inventory of Backlog Cargo		
Process	Time Lines	Responsibility
An inventory of previous day's admittance left over / backlog Export Cargo (LEO and Non LEO) will be taken by MIAL GHA.	At start of Days Operations	MIAL Exp Ops team
A proper record of all such backlog Cargo will be maintained in the Export Cargo Inventory Register.	At start of Days Operations	MIAL Exp Ops team
MIAL Operations personnel will follow-up with the concerned Clearing agent / Airlines to expedite the process of Clearance / Carting so as to ensure smooth flow of admitting fresh Cargo.	24 x 7	MIAL Exp Ops team

In case of any queries or challenges please contact the below officials

Sr. No	Name	Contact No	Email ID
1	Gmax Support	41134113 / 9820120701	Gmax.support@gvk.com
2	Nandan Kanchan, Sr.	66851382 / 9930144171	Nandan.kanchan@gvk.com

	Manager – Cargo		
3	Satish Prasad, Manager – Cargo	66850324 / 9619996617	Satish.prasad@gvk.com
4	Subodh Thakur, Dy. Manager - Cargo	9930144164	Subodh.thakur@gvk.com
5	Balbir Singh, Dy. Manager – Security	66851360 / 9930144170	Balbir.singh@gvk.com
6	Yogesh Patange, Asstt. Manager - Cargo	9004981789	Yogesh.patange@gvk.com

