



DEPARTMENT OF
PETROLEUM RESOURCES
....Petroleum Regulatory Agency Of Nigeria

DPR

Applicable to all Oil & Gas Operators

GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL
LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS
INDUSTRY

Code: DPR Guide 0016- 2020

Revision Date: 2nd October 2020

GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY

ISSUED BY


DEPARTMENT OF PETROLEUM RESOURCES

2020

 <p>DEPARTMENT OF PETROLEUM RESOURCESPetroleum Regulatory Agency Of Nigeria DPR</p>	<p>Applicable to all Oil & Gas Operators</p>
<p>GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY</p>	<p>Code: DPR Guide 0016 - 2020 Revision Date: 2nd October 2020</p>


Table of Contents

1. INTRODUCTION	1
1.1 Purpose	1
1.2 Scope	1
2. DEFINITION OF TERMS	1
3. APPLICATION FOR COASTAL VESSEL LICENCE.....	2
3.1 Conditions for Obtaining Coastal Vessel Licence	2
3.2 Procedure of Application for A Coastal Vessel License	2
4. INSPECTION AND ASSESSMENT REQUIREMENT FOR COASTAL VESSEL LICENCE	3
5. APPLICATION FOR COASTAL VESSEL CLEARANCE	6
6. MISCELLANEOUS	7
6.1 Change of Discharge Port	7
6.2 Co-Loading.....	7
6.3 Late Submission	7
6.4 Additional Note	7
7. GLOSSARY	8

 <p>DEPARTMENT OF PETROLEUM RESOURCESPetroleum Regulatory Agency Of Nigeria</p> <p>DPR</p>	<p>Applicable to all Oil & Gas Operators</p>
<p>GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY</p>	<p>Code: DPR Guide 0016 - 2020</p> <p>Revision Date: 2nd October 2020</p>

Copyright

All rights reserved. This document is the property of the Department of Petroleum Resources (DPR), and the copyright thereof is vested in the DPR. The use of any part of this document as a quote or in any publication shall be acknowledged and/or referenced.

 <p>DEPARTMENT OF PETROLEUM RESOURCESPetroleum Regulatory Agency Of Nigeria DPR</p>	<p>Applicable to all Oil & Gas Operators</p>
<p>GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY</p>	<p>Code: DPR Guide 0016- 2020 Revision Date: 2nd October 2020</p>

1. INTRODUCTION

1.1 Purpose


The purpose of these Guidelines is to establish a statutory guideline and procedure for obtaining a coastal vessel licence and a coastal vessel clearance for the operation of coastal vessels pursuant to Sections 4 and 9(1)(e)(iv) of the Petroleum Act, 1969, the Petroleum Regulations, 1967, and the amendments.

1.2 Scope

These guidelines shall apply to all Coastal vessels used for lifting and/or discharging of bulk petroleum and petroleum products at the Nigeria's Jetties or from shore to shore or trans-ship to shore within the nation's territorial waters and to all foreign flagged vessels loading and discharging petroleum products within Nigeria territorial waters for more than three (3) consecutive voyages in a quarter.

2. DEFINITION OF TERMS

- I. **Coastal Vessel** – This refers to vessels specifically used for lifting and/or discharging of bulk petroleum and petroleum products at the Nation's Jetties or from shore to shore or trans-ship to shore within the nation's territorial waters. Please note that Coastal vessels are prohibited from engaging in bunkering operations.
- II. **Coastal Vessel Licence (CVL)** - This refers to the Licence granted to a company's vessel to engage in the services of lifting and/or discharging of bulk petroleum and petroleum products at the Nation's Jetties or from shore to shore or trans-ship to shore within the nation's territorial waters
- III. **Coastal Vessel Clearance (CVC)**- This refers to the mandatory clearance that a coastal vessel must obtain before discharging/loading its product at or from receiving facilities.

 <p>DEPARTMENT OF PETROLEUM RESOURCESPetroleum Regulatory Agency Of Nigeria DPR</p>	<p>Applicable to all Oil & Gas Operators</p>
<p>GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY</p>	<p>Code: DPR Guide 0016 - 2020 Revision Date: 2nd October 2020</p>

3. APPLICATION FOR COASTAL VESSEL LICENCE

All applications for coastal vessel licence shall be submitted online via **cvl.dpr.gov.ng** or in hard copies, if necessary.

3.1 Conditions for Obtaining Coastal Vessel Licence


The DPR may grant the application for a coastal vessel licence to a company only where the Department is satisfied that the following requirements have been met:

- i. Attachment and upload of all relevant documents;
- ii. Mandatory inspection and assessment exercise in line with Section 4 of these Guidelines has been carried out on the coastal vessel;
- iii. Satisfactory review and verification of submitted documents by the DPR;
- iv. The company is of good reputation, or is a member of a group of companies of good reputation, or is owned by a company or companies of good reputation; and
- v. The company is in all other respects acceptable to the Federal Government.

3.2 Procedure of Application for A Coastal Vessel License

To apply for CVL, the company is required to create a company profile/logon on the DPR's Electronic Licencing Portal System (ELPS) - **cvl.dpr.gov.ng**. The following shall accompany the application:

- i. Evidence of an annual non-refundable / non-transferrable coastal vessel license fee of Two hundred Thousand Naira (₦200,000.00) only via Remita, payable to the Federal Government of Nigeria – DPR Fees Account, in respect of every ship/barge for which a coastal vessel licence is being sought.


 <p>DEPARTMENT OF PETROLEUM RESOURCESPetroleum Regulatory Agency Of Nigeria DPR</p>	<p>Applicable to all Oil & Gas Operators</p>
<p>GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY</p>	<p>Code: DPR Guide 0016 - 2020 Revision Date: 2nd October 2020</p>

- ii. Evidence of an annual non-refundable coastal vessel verification fee of Fifty Thousand Naira (N50,000.00) only via Remita, payable to the DPR, in respect of every ship/barge for which coastal vessel license is being sought.
- iii. The company's Certificate of Incorporation.
- iv. A copy of the company's Memorandum and Article of Association (Company must be authorized to do business in oil and gas) and Form CAC2 (Particulars of Shareholders).
- v. A valid DPR Logistics/Marine Services OGISP (Specialized Category) for the company to engage in marine transportation.
- vi. A copy of the Nigeria Maritime Administration and Safety Agency (NIMASA) Certificate of Registration for Nigerian flagged vessel or NIMASA receipt for cabotage waiver payment for foreign flagged vessel.
- vii. A copy of a valid Insurance cover for the vessel.
- viii. A recent colour photograph of the vessel (clearly showing the name of the vessel).
- ix. A copy of Tax Clearance Certificate of the company for the past three years.
- x. Approval page of valid calibration chart (endorsed by DPR) or a class categorization/Certification by a recognized foreign / international company for the vessel.
- xi. Any other relevant approvals and documents as may be requested by the DPR.


Where photocopies of documents are required, the originals should be tendered for sighting.

4. INSPECTION AND ASSESSMENT REQUIREMENT FOR COASTAL VESSEL LICENCE


As part of the process for the licensing of coastal vessel, officers of the DPR shall inspect each of the company's vessels designated for coastal transportation of petroleum products to establish that the vessel is in safe operating condition. The inspections shall ascertain, at the minimum, the following:

 <p>DEPARTMENT OF PETROLEUM RESOURCESPetroleum Regulatory Agency Of Nigeria</p> <p>DPR</p>	<p>Applicable to all Oil & Gas Operators</p>
<p>GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY</p>	<p>Code: DPR Guide 0016 - 2020</p> <p>Revision Date: 2nd October 2020</p>

- i. The vessel is operated and maintained according to international best practices, in line with the classification society in which the vessel belongs to.
- ii. Verify all ship documents to confirm their validity and authenticity.
- iii. The principal officers onboard Nigerian Flagged vessels are qualified for the trade in which they engage. That Nigerians are in majority of the crew staff and key positions should have Nigerian understudies, as required by the Nigerian Local Content Laws.
- iv. All safety equipment such as life jackets/buoys, lifeboats/rafts are sufficient and in good working conditions. Sufficiency entails adequacy for all vessel crew and visitors on board, at every given time.
- v. Fixed firefighting systems are provided on the main deck, pump room, engine room and have clear operating instructions posted. Similarly, portable fire extinguishers are available in good order with operating instructions and expiration date clearly marked.
- vi. Fixed fire detection and alarm systems are available and in good order.
- vii. Fire control and evacuation plan are displayed in the accommodation area and all crew member must be conversant with its operation.
- viii. Inert Gas system for safe operations is onboard the vessel (note: this is compulsory for vessels above 8,000 MT dead weight, constructed from 1st January 2016).
- ix. That from ship records, regular drills are conducted and documented for all crew members. A brief demonstration of the working status of safety equipment and crew response may be conducted during the inspection.
- x. Adequate contingency plan for spill and its control.
- xi. Procedure for reporting or investigation and close out of accidents, incidents, non-conformities and near misses are in place.

 <p>DEPARTMENT OF PETROLEUM RESOURCESPetroleum Regulatory Agency Of Nigeria DPR</p>	<p>Applicable to all Oil & Gas Operators</p>
<p>GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY</p>	<p>Code: DPR Guide 0016 - 2020 Revision Date: 2nd October 2020</p>


- xii. Communication and Navigational facilities are available and in good working condition. The facilities should include, at the minimum, the following:
- a. Single Side Band (SSB) radio, for distant communication with vessels
 - b. VHF base Radio
 - c. Gyro compass and standard magnetic compass
 - d. Global positioning System (GPS)
 - e. Radars
 - f. Automatic Radar Plotting Aid (ARPA)
 - g. Echo sounding device
 - h. Pelorus or compass bearing device
 - i. Automatic Identification System (AIS)
 - j. Basic communication system e.g. Walkie Talkie, Fax, Satellite phone etc.
- xiii. The vessel has a Calibration Table for volume determination issued by an organization registered accredited by the DPR or a Class Categorization/Certification.
- xiv. The vessel has functioning pumps and sufficient flexible hoses.
- xv. The hull has no visible structural defects that could warrant further investigation and that the main deck has no visible corrosion.
- xvi. The vessels have a well-equipped and functional workshop.
- xvii. Provision of appropriate personal protective equipment (PPE) for all crew based on their job description/requirement.
- xviii. Any further information or explanation as may be requested during the inspection.

 <p>DEPARTMENT OF PETROLEUM RESOURCESPetroleum Regulatory Agency Of Nigeria DPR</p>	<p>Applicable to all Oil & Gas Operators</p>
<p>GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY</p>	<p>Code: DPR Guide 0016 - 2020 Revision Date: 2nd October 2020</p>

5. APPLICATION FOR COASTAL VESSEL CLEARANCE

A Vessel clearance is required before any vessel can carry out loading or discharging operations in the Nigeria oil and gas. Before any vessel is granted vessel clearance to discharge/load at any facility, the Importer/Exporter shall notify the DPR at least three (3) days prior to the arrival of the vessel at a Nigerian Port via the online portal or hard copy application as may be necessary. The following documents shall be submitted alongside the application:

- i. Evidence of payment of a Vessel Arrival Notification fee of Two Hundred & Twenty Thousand Naira only (N220,000:00) to the DPR through the designated electronic payment system on the Petroleum Product Import Permit electronic portal of the DPR.
- ii. Financial documents that includes:
 - a. Copy of “Form M” raised for the transaction (for imports);
 - b. Copy of Letter of Credit for the transaction;
 - c. Letter from a bank attesting that the transaction was funded through the bank;
 - d. Copies of all relevant invoices; and
 - e. DPR Valid Import Permit.
- iii. Loading/Cargo document that includes:
 - a. Certificate of Quality of the consignment issued by the exporting refinery or a competent authority in the country of origin;
 - b. Copy of Certificate of Quantity (Mother & Daughter Vessels);
 - c. Copy of Cargo Manifest; and
 - d. Copy of Ullage Report/Cargo Transfer Certificate.

 <p>DEPARTMENT OF PETROLEUM RESOURCESPetroleum Regulatory Agency Of Nigeria DPR</p>	<p>Applicable to all Oil & Gas Operators</p>
<p>GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY</p>	<p>Code: DPR Guide 0016 - 2020 Revision Date: 2nd October 2020</p>

6. MISCELLANEOUS

6.1 Change of Discharge Port

Change of Discharge-Port should be requested to the DPR via a letter on company letter head stating the reason(s) for the change, and a penalty of One Hundred and Fifty Thousand Naira only (₦150,000), being fee for change of disport after twenty-four hours (24hrs) of submission of initial notification shall apply.

6.2 Co-Loading

Companies engaged in co-loading shall notify the Department of all Cargo Owners/Quantity onboard the vessel for proper ullage reconciliation with Bill of Lading description via a letter on company letter head.

6.3 Late Submission

For late submission of application for vessel arrival notification, the payment of a penalty fee of One Hundred and Fifty Thousand Naira only (₦150,000) shall apply.

6.4 Additional Note


In addition to these Guidelines, the DPR may request any other relevant approvals and documents as may be requested by the DPR. Where photocopies of documents are required in any application, companies may be required to tender originals for sighting.

 DEPARTMENT OF PETROLEUM RESOURCES <i>...Petroleum Regulatory Agency Of Nigeria</i> DPR	Applicable to all Oil & Gas Operators
GUIDELINES AND PROCEDURES FOR OBTAINING A COASTAL VESSEL LICENCE AND COASTAL VESSEL CLEARANCE IN THE NIGERIAN OIL AND GAS INDUSTRY	Code: DPR Guide 0016 - 2020 Revision Date: 2nd October 2020

7. GLOSSARY

Abbreviations, terms and references used in this document are explained hereunder:

AIS	Automatic Identification System
ARPA	Automatic Radar Plotting Aid
DPR	Department of Petroleum Resources
GPS	Global Positioning System
NIMASA	Nigerian Maritime Administration and Safety Agency
OGISP	Oil and Gas Industry Service Permit
PPE	Personal Protective Equipment
PPMC	Pipelines and Products Marketing Company

Approved by			
Engr. Sarki Auwalu, MNSE (Director/CEO, Department of Petroleum Resources)			
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="903 1576 1145 1621" style="text-align: center;">Date</td> <td data-bbox="1145 1576 1441 1621" style="text-align: center;">2nd October 2020</td> </tr> </table>	Date	2nd October 2020
Date	2nd October 2020		