

## Checks

To ensure compliance checks are embedded in Tomcat throughout the lifecycle of products at our terminal. The checks are embedded by means of logbook lines per stage in the process and per order type. Below an overview is provided of relevant checks for customs and excise purposes with an indication of relevance per stage.

### Preparations

Line description	AST	BLE	CLN	DBA	DTR	DVE	HOM	IMP	ITS	LBA	LRA	LTR	LVE	SDC	SRE	STR	TTT	WDR
Correct CN Code(s) Used?				1	1	1												
Check customs status; if T1 document permission discharge				1	1	1												
Fill in B/L figures L/15C and KGV				1	1	1												

### Final Handling

Line description	AST	BLE	CLN	DBA	DTR	DVE	HOM	IMP	ITS	LBA	LRA	LTR	LVE	SDC	SRE	STR	TTT	WDR
Customs doc. number present on master receipt?										1	1	1	1					

### Calculations

Line description	AST	BLE	CLN	DBA	DTR	DVE	HOM	IMP	ITS	LBA	LRA	LTR	LVE	SDC	SRE	STR	TTT	WDR
Has tank been checked for water (&CS informed if >0)?						1											1	1

### Close order check

Line description	AST	BLE	CLN	DBA	DTR	DVE	HOM	IMP	ITS	LBA	LRA	LTR	LVE	SDC	SRE	STR	TTT	WDR
Invoice used to calc import duties filed in DIVA									1									
Correct blend license used		1		1	1	1											1	1
Correct CN Code(s) Used?	1	1		1	1	1			1	1	1	1	1	1	1	1	1	1
Has RoR(EMCS)/unloading remarks(NCTS) been sent?				1	1	1												
Is cargo doc screen filled correct and complete?	1	1		1	1	1			1	1	1	1	1					
Is the correct customs status used?	1	1		1	1	1			1	1	1	1	1				1	1

**Logbook**  Hide executed lines  
 Show mandatory lines only

Planning  
 Preparations  
 Discharging  
 Calculations  
 Documents

Line Description	Notes		Event Occurred	User	Show	
	Int	Ext			Ext	ts
Correct CN Code(s) Used?	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 19:50	JGM	<input type="checkbox"/>	<input type="checkbox"/>
Check customs status; if T1 doc discharge appr.	<input type="checkbox"/>	<input type="checkbox"/>	24-MAR-18 16:00	GLR	<input type="checkbox"/>	<input type="checkbox"/>
Verify Unit Of Meas. on B/L figures (Vac/Air)	<input type="checkbox"/>	<input type="checkbox"/>	24-MAR-18 16:05	GLR	<input type="checkbox"/>	<input type="checkbox"/>
Prepare Master receipt	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Tank measurement < 500 mm: manual measurement	<input type="checkbox"/>	<input type="checkbox"/>	24-MAR-18 16:00	GLR	<input type="checkbox"/>	<input type="checkbox"/>
Bill of lading	<input type="checkbox"/>	<input type="checkbox"/>	24-MAR-18 16:05	GLR	<input type="checkbox"/>	<input type="checkbox"/>
Radio Document	<input type="checkbox"/>	<input type="checkbox"/>	24-MAR-18 16:05	GLR	<input type="checkbox"/>	<input type="checkbox"/>
Inspector informed before discharge	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 17:45	JGM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arrival jetty (all fast)	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 18:06	JGM	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Logbook  Hide executed lines All movements are frozen  
 Show mandatory lines only

Planning  
 Preparations  
 Loading  
 Calculations  
 Final Handling

Line Description	Notes		Event Occurred	User	Show	
	Int	Ext			Ext	ts
Customs doc. number present on master receipt?	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 17:05	GLR	<input type="checkbox"/>	<input type="checkbox"/>
Create Doc AAD: 'AAD'	<input type="checkbox"/>	<input type="checkbox"/>	23-MAR-18 16:20	HAM	<input type="checkbox"/>	<input type="checkbox"/>
Completed loading-arm(s) disconnection	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 14:10	PAH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inspection completed	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 16:00	GLR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Operation final check</b>	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 16:05	GLR	<input type="checkbox"/>	<input type="checkbox"/>
Customs Messages	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 16:05	GLR	<input type="checkbox"/>	<input type="checkbox"/>
Generate Master receipt documents	<input type="checkbox"/>	<input type="checkbox"/>	26-MAR-18 13:55	HAM	<input type="checkbox"/>	<input type="checkbox"/>
Documents on board	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 16:45	GLR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Departure jettv	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 17:00	GLR	<input checked="" type="checkbox"/>	<input type="checkbox"/>

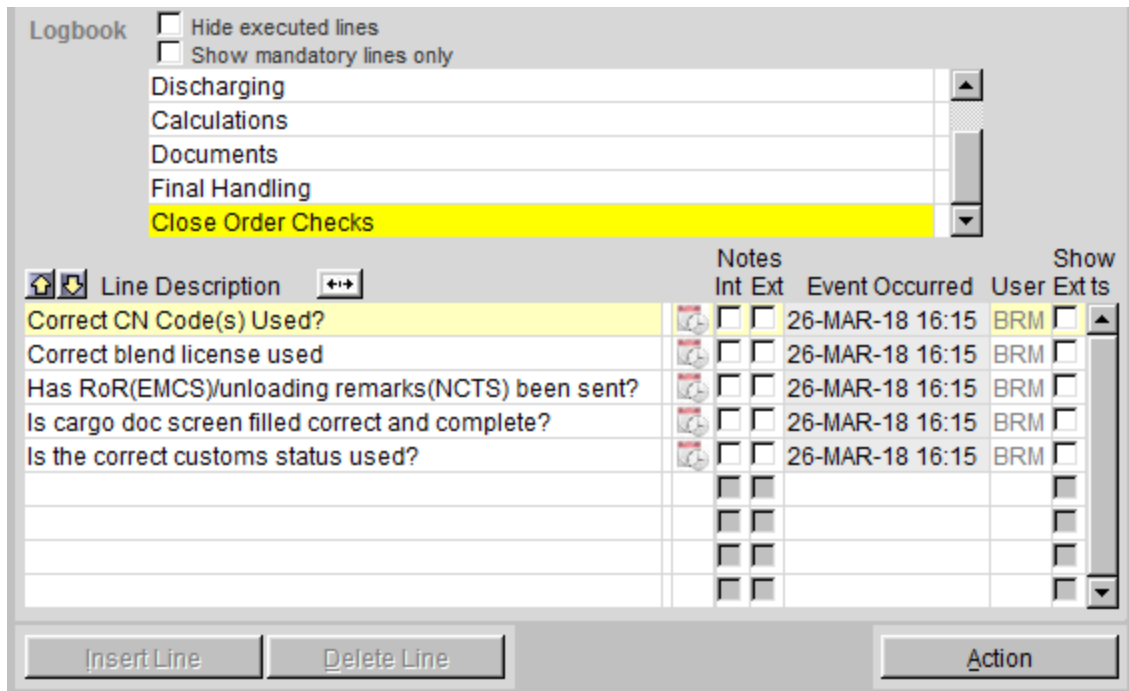
Insert Line      Delete Line      Action

Logbook  Hide executed lines  
 Show mandatory lines only

Preparations  
 Discharging  
 Calculations  
 Documents  
 Final Handling

Line Description	Notes		Event Occurred	User	Show	
	Int	Ext			Ext	ts
Has tank been checked for water (CS informed if >0	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 17:45	JGM	<input type="checkbox"/>	<input type="checkbox"/>
TK715 : Measurement before discharging (10,835,728	<input type="checkbox"/>	<input type="checkbox"/>	25-MAR-18 18:10	JGM	<input type="checkbox"/>	<input type="checkbox"/>
TK715 : Measurement after discharging (10,835,728	<input type="checkbox"/>	<input type="checkbox"/>	26-MAR-18 10:25	GLR	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

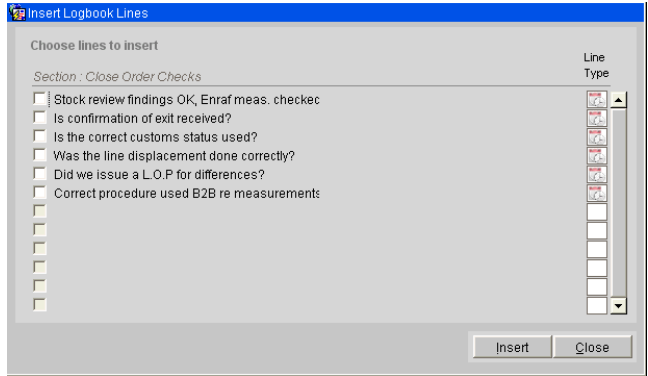
Insert Line      Delete Line      Action



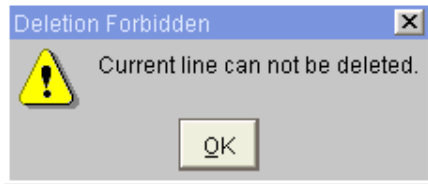
An order can only be closed after the “Close Order Checks” are done. This authority is, in principle, only granted to the customs specialist on the Customer Service department. The customs specialist checks during the “Close Order Checks” the execution of the order.

The checks which are carried out are recorded in Tomcat in the logbook section called “Close Order Checks”. In each order type mandatory checks are identified as well as optional checks. This is stipulated in the Tomcat screen called “Logbook Template Lines”.

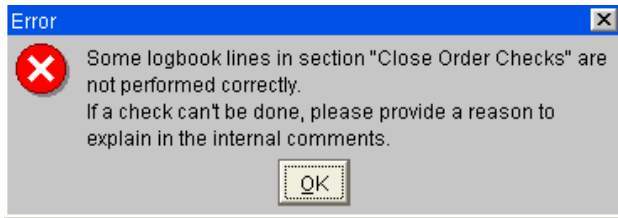
Optional checks can be added by the customs specialist by pushing the button “Insert Line”. This will display a list of all registered optional checks and these checks can be manually added to the list to be performed.



Optional indicated checks can be removed from the logbook. Mandatory indicated checks can never be removed and must be performed. If the user tries to remove a mandatory indicated check, then Tomcat will display the following warning:



An order cannot be closed without performing the checks which are identified as mandatory in the system. When the customs specialist try to close an order without performing the mandatory checks, the system will show the following error message:



### **Monitoring customs status outgoing manipulations**

When activating outbound orders, Tomcat checks whether sufficient product with the required customs status is present. This check is performed again when the Loading Master wants to capture the physical measurement. If it appears that insufficient goods are present with the desired customs status, then Tomcat will not extract the administrative quantity from the stocks. This ensures that the order cannot be completed, as no administrative documents can be made. The product will not leave the terminal.