



Document name	<i>Maritime Service Special License Issuance</i>
Document number	<i>PS-MS-01</i>
Version	<i>1.0</i>

Maritime Service Special License Issuance

Title	Author	Review	Approve
Initial	M.D.	A.E.	A.D.


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1. Definition of Terms

Terms	Definition
KPI	<u>K</u>ey <u>P</u>erformance <u>I</u>ndicator
RACI	<p><u>R</u>esponsible: The Responsible function is performing and completing the task. The Responsible function is responsible for action/implementation. Responsibility can be shared with other functions as indicated in the RACI Matrix. The degree of responsibility is indicated by the function with “A”.</p> <p><u>A</u>ccountable: The Accountable function is the function that is ultimately accountable for the activity decision and performance. This includes “YES” or “NO” authority and veto power. The accountability cannot be shared with other functions for each activity or process.</p> <p><u>C</u>onsulted: The Consulted role is the function (typically subject matter experts) to be consulted prior to final decision or action. This implies a predetermined need for a two-way communication. Input from the designated position is required before a decision is made by the Accountable function.</p> <p><u>I</u>nformed: This is the individual who needs to be informed before or after the decision or action is taken. They may be required to take action as a result of the outcome. It is a one-way communication.</p>
UoM	<u>U</u>nit of <u>M</u>easure
Lead Time	The time between the initiation and completion of the process activity
Processing Time	The actual time it takes to execute an activity

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2. Purpose

The purpose of this document is describing the Maritime Service Special License Issuance for:

- Bunkering
- Sludge collection
- Slops collection
- Lubricant Providing

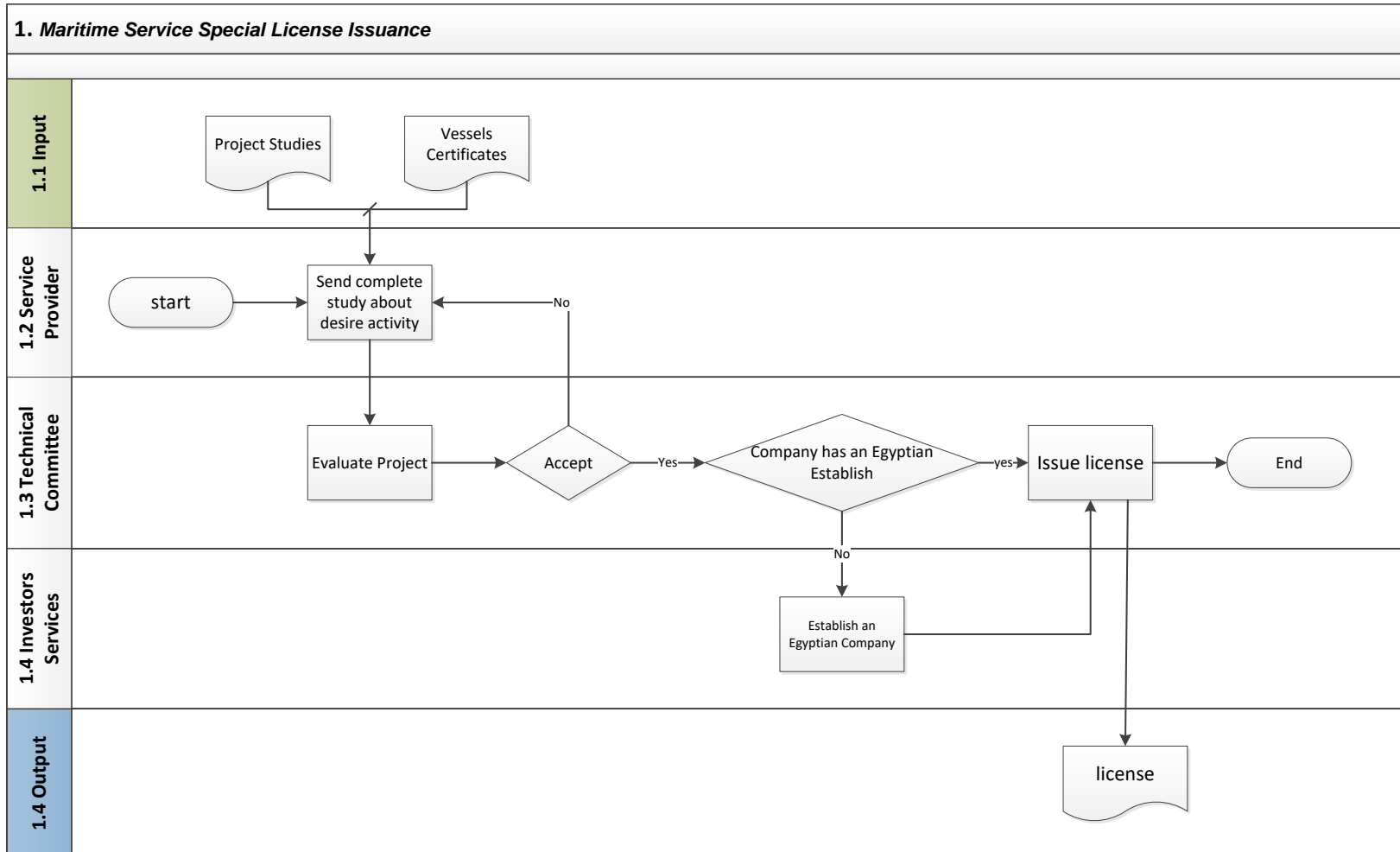
3. Scope

Service Provider whom want to provide there services in SCZone ports for the following services:

- Bunkering
- Sludge collection
- Slops collection
- Lubricant Providing

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4. Flow Diagram



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5. Procedures

Process Summary	
Input	Project Study and Vessels Certificates
Process Name	Maritime Service Special License Issuance
Output	License
Total process lead time	1 Month

Process Activity No.	Process Activity	Process Description	SLAs (Lead time)	Activity Owner
1	Submit Project Study and Vessels Certificates	<p>The service providers will submit full project's study to maritime services department in SCZone including:</p> <ul style="list-style-type: none"> • annual bunker sales delivered for the past 3 years. • business plan and projections for a 3-year period. • financial and managerial resources appropriate to the business. • All vessels Certificate as per SCZone the Safety / Security Regulations (PS-MS-02) 	-	Service Provider
2	Evaluate the Project	maritime services department will send the project papers to the technical committee to evaluate the project.	2 weeks	Maritime Services Department
3	Establish an Egyptian Company	After the approval of the technical committee the service provider shall establish an Egyptian company and register it in SCZone, and if there is an Egyptian Establishment it should be registered in SCZone.	1 week	Investor Service Department
4	Pay the Royalty fees and License Issuance	<p>After getting the approval from the technical committee and establish the Egyptian entity the service provider will pay the royalty fees as per the activity type which will as following:</p> <ul style="list-style-type: none"> • 500.000 USD for Bunkering • 50.000 USD for Lubricant Providing • 50.000 USD for Sludge / Slops Collection <p>Then Maritime Services Department will issue the license valid for one year</p>	1 day	Maritime Services Department

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6. KPI & RACI Matrix

Process Name					RACI			
KPI	Frequency	Formula	Source	UoM	Investor Service Department	Maritime Services Department	Port Sector CEO	Technical Committee
Company Establishment	Each project	Company Legal Paper's Receiving day - Paper Submittal Day		Day	R	A	I	C
Vessels Compliance	Always	No. of deviance in vessels inspection	Inspection sheets	#	-	R	A	C

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7. Approvals

Approvers	Name	Date	Signature
Author	Dr. Mohamed Abo Eldahab	1/1/2017	
Review	Captain / Ashraf Elmoghanny	15/1/2017	
Approve	Admiral / Adbdelkader Darwesh	20/1/2017	

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8. Revision History

Version	Date	Purpose of new version	Involved process activity
1.0		Initial Version	All

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9. Appendix





(Company Name)

Is hereby licensed to operate as

(Activity Type)

License No.: AAA 00 00

To supply bunkers within limits of

(Port Name)

Subject to provisions of the terms and conditions
of issue the license

The License is valid from

From To

BUNKERING & MARITIME SERVICES
will be integral to the delivery
of this regional strategy

.....
CEO
SCZone Ports Sector

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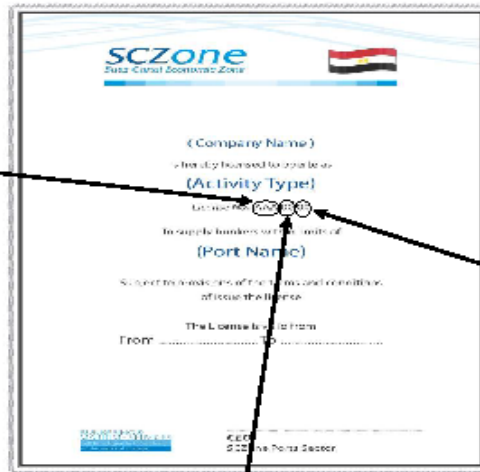
License Numbering System

The numbering system of process consist of 3 parts.

- The first 3 Letters are numbers that represent the Port Name as explain in the respective box.
- The second 2 digits are letters that represent the Activity Type.
- The third 2 digits are numbers that represent the Service Provider numbering.

1st Three Letters used for Port Name:

AAC	Alarish Port
ADA	Adabiyah Port
SOK	Ain Sukhna Port
ELS	EI-Tour Port
PSE	Port Said East Port
PSW	Port Said West Port



3rd two digits used for Service Provider numbering:

01	The 1 st Service Provider
02	The 2 nd Service Provider

2 nd two digits used for Activity Type:	
01	Bunkering of Fuel and Gas Oil.
02	Lube Oil supply.
03	De-Sloping.
04	De-Sludging.
05	Crew change.
06	Classification Societies Inspection.
07	Disposal of Domestic garbage.
08	Disposal of Expired Distress Signals.
09	Disposal of Expired Medicine.
10	Diving Services.
11	Electronic Devices Services.
12	Fresh Water supply.
13	Life Boats Drill.
14	Medical Services.
15	Minor Ship Repair.
16	Oil Additives supply
17	Ship chandlers, fresh and dry food supply.
18	Spare parts and deck equipment's supply.
19	Ship to Ship Oil Cargo transfer
20	Technical Services.
21	Under water hull cleaning.

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