



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड

CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS

सीमा शुल्क आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOMS

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F.No. S31/180/2018 CSD cus

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Standing Order No 07 /2018

WORKING PROCEDURE AT THE CONTAINER SCANNING DIVISION

It has been decided with the approval of the Commissioner to constitute a new section, namely, the Container Scanning Division(CSD). The CSD has become operational w.e.f. from 15.10.2018 with the following organisational structure.

- 1. Additional/Joint Commissioner of Customs:** ADC/JC shall be the over-all in-charge of the division and shall be responsible for forming the policy under the guidance of the Commissioner of Customs. He shall also be responsible for coordinating with other departments/agencies for smooth functioning of the CSD.
- 2. Deputy/Assistant Commissioner of Customs:** DC/AC shall assist the Additional Commissioner/Joint Commissioner in day-to-day operation of the CSD and keep him updated. DC/AC shall coordinate with the representatives of all the container Freight Stations, Port terminals, Shipping Lines, various departments and sections and all other agencies in the matter concerning to the CSD.
- 3. CSD shall be divided into two sections viz (i) Administration Section (ii) Scanning & Image Analysis Section.** The Administration Section shall work

from 9 AM to 5.30 PM and the Scanning & Image Analysis Section shall work 24X7 in three shifts.

3(a) Administration Section : Admin section shall be headed by a Superintendent of Customs(Prev). One PO(Inspector) and one TA along with one Havaldar/MTS will be posted for administration work.

(i) **The Superintendent in charge (Admin)** shall supervise all administration related works and monthly reports. He shall liaison with Rapiscan in case any issue comes up relating to machine and also liason with DP World for the smooth functioning of the Scanning Division.He shall monitor and direct the PO(Admin) working under him/her.

(ii)**The PO (Admin)**, shall do all administrative related works and assist Superintendent (Admin) . He shall maintain a register showing the IGM wise containers selected for scanning after receiving the list from the RMD . He shall also reconcile the containers selected for scanning and actually scanned and ensure the closure of the IGM. He shall also maintain a record of containers selected for scanning but lying uncleared inside the terminal. He shall keep track of the containers selected for 100 % examination and track the examination report of the suspicious containers and maintain a register to keep record. He shall monitor the containers selected for scanning and lying in the terminal for more than 30 days, then he shall report to the Superintendent (Admin) for getting them scanned and again stacked in the terminal with the help of DP World.

(iii) **Licensee:** The licensee shall comply with the surveillance procedures, safety codes and safety standards. Radiological Safety Officer, will investigate under the supervision of Licensee in case of exposure in excess of regulatory constraints received by individual workers and maintain records of such investigations. He shall inform competent authority promptly of the occurrence, investigation and follow-up actions in cases of exposure in excess of regulatory constraints.

(iv) **RSO:** RSO shall ensure that all the safety conditions laid down by AERB are fulfilled. RSO shall check the radiation levels at the site regularly and send the report to the AERB. He shall maintain the TLD cards. He shall reports on all hazardous situations along with details of any immediate remedial actions taken to the employer and licensee. In case the drivers make a request for the amount of dose received during scanning, he shall direct the Rapiscan engineer to provide the dosimeter and the reading shall be noted in the register and the entry shall be signed by the driver.

3(b).Scanning & Image Analysis Section

(i) **Superintendent of Customs:** Superintendent shall be posted round the clock in three shifts and shall review the image analysed by the PO, if in case PO is not satisfied and needs a second opinion. After analysing the image, if he finds nothing suspicious he will press the non-suspect button and the message will go to the checkout cabin for the clearance. But if he finds something suspicious he will press the suspect button and the message will go to the checkout cabin. The container which are found suspicious will be selected for 100% examination and container shall be moved to the respective/designated CFS (in case of DPD containers). The Check out officer shall endorse same on the reverse of the EIR copy. If the B.E. is facilitated under RMS without examination then such bills shall be recalled for proper examination order with the permission of ADC/JC through AC(CSD).

(ii) Preventive Officers:

Officer posted at the **Check in Cabin** shall check the documents at the time of entry of the vehicle and scan EIR copy/Movement form. He shall confirm whether the container has been selected for scanning or not after checking the EIR copy.

Officer posted as **operator** will get the details of container entered by the Check in Gate Officer and he will endorse the same in the system. He will permit the vehicle inside the scanner after ensuring that the site is secure and no one is inside the tunnel. He has the control to permit the movement of the vehicle inside the Container Scanner. He will allow the Container inside the scanner after ensuring that the previous container has already left the Container Scanner. He shall be responsible for the overall safety and operation at the site. He shall always be alert and monitor the systems and if there is any warning or alarm is active then he shall clear the same before allowing the container inside the tunnel for scanning. **If he notices any emergency in the tunnel during scanning, he shall activate the emergency stop immediately.** He will have access to the public addressing system.

Officers posted for **analysis of the scanned images** will analyse the images coming on his screen. He shall check the container number noted by the OCR and if there is a mismatch he will correct the same. After analysing the image, if he finds nothing suspicious he will press the non-suspect button and the message will go to the checkout cabin for clearance. But if he finds something suspicious he will press the suspect button and the message will go to the checkout cabin accordingly. The container which are found suspicious will be selected for 100% examination and container shall be moved to the respective/designated CFS (in case of DPD containers). If

the PO is not satisfied and needs second opinion and further assistance, he will push the image to the Superintendent. The Check out officer shall endorse same on the reverse of the EIR copy. If the image is not clear due to over speed or under speed of the vehicle then the officer shall inform the check out officer to direct the driver to rescan the container. If the B.E. is facilitated under RMS without examination then such bills shall be recalled for proper examination order with the permission of ADC/JC through AC(CSD).

Officer posted at the **Check out Cabin** shall stamp result of the scanning on the reverse of the EIR copy provided by the driver/CHA. If the image is selected as clean, he will put the stamp and write "image clean" and if the image is selected as suspicious he will put the stamp and write "image suspicious". If the image is not clear and container selected for rescan then the officer will direct the driver to go for rescanning.

4. Havildar/Head Havildar: In each shift two Havildar/Head Havildar will be posted at Sentry Cabin. They will see the overall security of the site and stop the unauthorised entry.

Havildar/Head Havildar posted at the Sentry Cabin at the entry gate shall help the officer posted at the Check in cabin. He will take the documents from the driver and provide them to the officer. He will guide the movement of containers in the scanning area. He will guide the driver about the speed limit and ensure that no container stops inside the tunnel.

Havildar/Head Havildar posted at the Sentry Cabin at the exit gate shall help the officer posted at the Check out cabin. He will take the documents from the driver and provide them to the officer. He will guide the movement of containers going out of the scanner area.

5. Docks Officer -Everyday list of containers selected for the scanning will be provided by the CFS to the Supdt(prev)/Appraiser. During examination of the Suspicious container marked by the Container Scanning Division (CSD), Docks Officer (D.O.) posted at CFS will do 100% destuffing and 100% examination and will take the photographs of the empty container with clear visibility of container no. and cargo destuffed and ensure that the same must be kept in the dossier along with the scanned image of the container. Data will be stored in system/hardcopy for a period of one month and then transferred to DMS. The Docks Officer shall endorse the examination report in the B.E. as he regularly does for other examination. The examination report of the suspicious scanned containers shall be provided to AC (CSD) through AC (Docks) on daily basis. If any container selected for

scanning is not scanned due to any reason, Officers posted in CFS shall follow the normal procedures without fail.

6. No container shall be examined at the Container Scanning Division, but the container with suspected cargo which is threat to National Security such as arms and ammunition, explosives etc noticed during the scanning. These containers shall be held by CSD and it shall be moved to the designated isolated area inside the D.P. World (Terminal) for examination and further necessary action.

7. In general, empty containers will not be scanned at the CSD as they are already opened at the bubble gate and only in case suspicion empty container will be scanned. Officer posted at CSD shall affix a stamp "Not scanned - empty container" on the reverse of the EIR copy.

8. In special cases, the officers posted at CSD may also supervise the examination of the suspected cargo in CFS.



(SUMIT KUMAR)
COMMISSIONER OF CUSTOMS

Issued to:-

1. Joint Commissioner of Customs, Custom House, Cochin
2. All the DCs/ACs, Custom House, Cochin
3. All officers posted at CFS's
4. Notice Board/Website.

In case of an emergency involving radioactive exposure, the RSO and other emergency numbers mentioned below shall be contacted promptly.

Radiological Safety Officer (RSO) (24X7)	+91 - 9895774509
Alternative RSO 1 Mithun Yadav	+91 - 9562209268
Alternative RSO 2 Jitendra Kumar	+91 - 9645418378
Alternative RSO 3 R Jitin	+91 - 9447747937
Fire Emergency	0484-4156313
Ambulance	0484-4156313
Police Control room	0484-2750772
Customs Control Room	0484-2666422
Head, RSD, AERB, Niyamak Bhavan, Anushaktinagar, Mumbai-400094	+91 - 22 25990100

Rapiscan Technicians

Sl No.	Name	Designation	Mobile
1	Rajeev	Sr. Manager	7799742900
2	Edwin	Service Engineer	9496824328
3	Mithun	Service Engineer	8592081706
4	Joseph	Service Engineer	8289846183

ICTT Security - Main Gate

Sl No.	Mobile Number
1	9539703456
2	0484 4156512

In Lorry Breakdown in this Scanner

Duty Manager DP World - 9539703491

In Case officer needs to contact the CFS

S No	CFS Code	CFS Name	CFS EMAIL ID
1	INCOK1CPC1	Cochin port	container@cochinport.gov.in
2	INCOK1PET1	Pettah	pettacfs@gmail.com
3	INCOK1GDL1	GDKL	customerservice.kochi@gateway-distriparks.com
4	INCOK1FAL1	Falcon	enblock@falconindia.co.in
5	INCOK1CIF1	KSIE(CICFS)	Cicfs.ksie@gmail.com
5	INCOK1CON1	Concor	vpdm@concorindia.com
7	INCOK1MLP1	MIV Logistics	customerservice@mivcfs.com

In Case officer needs to contact the DP World

INCOK1IGT1	IGPTL	documentation.igtpl@dpworld.com
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