



INTERNAL MEMO

REF : CUST/MGRWHS/14/04/2020
DATE : 14th APRIL.2020
TO : WAREHOUSING STAFF
FROM : MANAGERS WAREHOUSING
CC : AC-FS ; WAREHOUSING SUPERVISORS

REVIEW OF WAREHOUSING UNIT COVID 19 CONTINGENCY MEASURES – COVERING IM4s RED LANE, WAREHOUSING-IM7s AND RE-EXPORTS

We thank you for adhering to the previous COVID 19 contingency measures. This has enabled us reach this far without any reported cases. For purposes of business continuity and in order to avoid accumulation of consignments pending clearances in bonds and the resultant demurrage thereof, we have made the following reviews in regard to the handling of shipments for physical verification (IM4s RED LANE, goods for warehousing and re-exports) effective 15th April 2020:

PART A: General Cargo Clearance guide

1. Clearance of consignments in the Green, Blue and Yellow lane of the Customs system shall remain as usual; in line with the COVID 19 mitigation measures earlier communicated.
2. Clearance of essential items shall remain as previously communicated.

NOTE: Essential supplies include

- a. Health, Sanitary, Medical, humanitarian and relief supplies
 - b. Foods and beverages
 - c. Supermarket supplies
 - d. Machinery, machinery spare-parts and industrial raw materials.
 - e. Agricultural inputs and products
3. Clearance of ALL Red Lane imports shall only proceed in a Customs controlled area subject to availability a fully Functional Crane and Forklift(s) as guided hereunder:
- a. The station in-charge will check system for consignments available for examination and manually allocate them to available cargo examination staff.
 - b. Cargo examination officer will facilitate, offload, examine and supervise reloading of the allocated consignments.
 - c. Cargo examination will inspect entry with examination results
 - d. Station in-charge shall quality assure and reroute consignments to the yellow lane once satisfied with examination results for further facilitation.
 - e. Priority for cargo clearance shall be followed by the Station Incharge and all cargo examination staff as below:
 - i. First priority shall be essential supplies
 - ii. Followed by single items imported in less than four variations
 - iii. Followed by consolidated or mixed cargo
 - iv. End with consignments that have risk alerts (NTC, NII Enforcement etc)

PART B: Cargo Handling and Examination Guidelines:

1. Each consignment to be examined 'MUST' have:
 - a. At least one dedicated forklift assigned to aid in cargo offloading and loading.
 - b. A maximum of four offloaders per container aided by a forklift operator to facilitate the removal and reloading of the goods. **The above number of**

participants shall apply irrespective of the nature of goods or the size of the container.

- c. Non groupage cargo will be permitted to have 01 clearing agent to oversee the exercise whereas Groupage cargo will be represented by the Consolidator. No declarants for groupage cargo shall be allowed at verification. This is to limit exposure and to meet the government guideline of not more than 5 persons congregating at a time.
 - d. All persons participating in cargo examination indicated above ‘MUST’:
 - i. At all times during Cargo examination wear Masks and Gloves and any other personal protective gear.
 - ii. Observe the Customs, Ministry of Health, Presidential and Other Government guidelines for Mitigating COVID 19
 - iii. Customs MUST ensure all participating persons are adhering to (i) and (ii) above before verification can commence and must remain so till the end of the exercise.
2. Loading and offloading ‘SHALL NOT’ be permitted in Warehouses that do not have working Fork Lifts and Cranes. **Supervisors, please inspect and confirm this provision and enforce the requirement accordingly**
 3. Take note that to avoid unnecessary complaints, the shipments MUST be handled on FIRST COME, FIRST SERVE.
 4. Containers for examination must be offloaded 100% to make it easy for staff to work from outside the containers for open air circulation and easy counting of items.

PART C: Private warehouses and factory bonds

All consignment destined to this category of warehouses shall be handled as guided in part B, and the number of persons to participate in the examination, loading and offloading of cargo shall be enforced as guided. Personal Protective gear must be worn by all persons handling cargo with Customs.

Staff managing these warehouses especially the factory bonds are asked to ensure the manufacturers are swiftly facilitated and all inputs and raw materials expeditiously handled.

PART D: Caution

Customs Warehousing management shall not hesitate to move swiftly to suspend any Warehouse where the COVID -19 Mitigation Guidelines given by Customs, the Ministry of Health, The President and Government of Uganda are not adhered to. Most importantly should be provision and use of sufficient hand washing centers, Provision of sanitisers, gloves and masks for all persons within the premises, ensuring social distancing of 4 metres and congregating of not more than five persons per activity. Critical is also the recording of ALL persons that access the warehouse area at all times. Such records will be shared with Management.

Lastly, we wish you God's protection and good health as we continue to serve our country with commitment and integrity

-----*STAY SAFE*-----

