

1.0 Purpose:

The purpose of this document is to ensure effective processes are in place for collecting the data needed for Accounts Department to Invoice services undertaken at the Nassau Cruise Port facility.

2.0 Responsibility:

The Operations Manager is responsible for ensuring that the following procedure is complied with.

3.0 Procedure:

➤ Cruise Ships:

The Operations Department shall ensure the following activities are undertaken:

- Collect the Immigration stamped arrival report.
- Confirm passenger arrival, departure, embarking, and disembarking numbers for each cruise ship.
- Review all vehicle access records that are associated with the cruise ship during their stay at the facility.
- Confirm from all third-party service providers of activities and volumes associated with the cruise ship during their stay at the facility.
- Confirm all special work activities.
- Compile all data on the Dockside Checklist and supporting documents.
- Send all information to the Accounts Department.

➤ Yachts

The operations department shall ensure the following activities are undertaken:

- Confirm the arrival and departure dates and time with the yacht captain and/or yacht agent.
- Confirm all special work activities.



- Compile all data on the Yacht Operations Checklist and supporting documents.
- Send all information to the Accounts Department.

➤ **Tour Boats:**

- Operations and Security must confirm with the tour captain the passenger numbers for each tour or ferry that departs from the East Marina.
- Operations must compile Tour and Ferry data for the Accounts Department.