Maritime Administration and Port Documentation Compliance Course

22 – 26 November 2026
Cape town

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Training Center

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Maritime Administration and Port Documentation Compliance Course

Ref: 992_175443 **Date:** 22 – 26 November 2026 **Location:** Cape town **Fees:** 6000 Euro

Overview

Maritime Administration and Port Documentation Compliance Course is a one-week advanced course for maritime administrators, port facility managers, terminal personnel, ship agents, documentation officers, and compliance teams. Participants leave with a Port Call Compliance Control File linking ship and cargo records, vessel clearance, Maritime Single Window submissions, security documentation, inspections, and stakeholder handoffs. The course resolves fragmented ship–shore information through mapped workflows, validation controls, and readiness reviews. Agile Leaders Training Center provides advanced training in maritime administration and port documentation compliance.

Who Should Attend

- Teams coordinating vessel arrival, stay, departure, and authority interfaces
- Personnel managing port facility operations, access, safety, and security records
- Ship agents preparing vessel clearance and cargo documentation
- Compliance teams maintaining certificates, declarations, logs, and inspection evidence
- Shipping company personnel controlling ship–shore data and operational handoffs
- Public-sector maritime professionals reviewing port-call information and records

The course assumes participants already handle maritime, terminal, agency, or compliance workflows and leaves out legal advice and jurisdiction-specific filing decisions.

Departments and Industries

The course supports departments that manage ship calls, terminal services, documentation, safety, security, and logistics interfaces.

- Port and terminal operations
- Maritime administration and harbor services
- Shipping agencies and vessel operations
- Oil, gas, bulk cargo, and container logistics
- Compliance, safety, security, and internal audit
- Customs coordination, freight forwarding, and supply chain services

Learning Objectives

By the end of this course, participants will be able to:

- Analyze port-call roles, interfaces, and information dependencies
- Build controlled arrival, stay, and departure document packs
- Apply Maritime Single Window data validation and submission controls
- Evaluate port facility security and safety documentation readiness
- Diagnose certificate, manifest, record, and handoff gaps
- Use an integrated inspection-readiness and escalation file

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Course Agenda

Day 1: Maritime Administration and Port Governance

- Ship–Port Interface Stakeholder Map
- Port Call Responsibility and Accountability Matrix
- Arrival, Stay, and Departure Process Map
- Authority and Service Provider Handoff Register
- Maritime Compliance Obligation Control Matrix

Day 2: Vessel Clearance and Cargo Documentation

- FAL Declaration Document Set
- General and Cargo Declaration Validation Checklist
- Crew, Passenger, Stores, and Effects Data Reconciliation
- Dangerous Goods Manifest Control Record
- Ship Certificate and Electronic Verification Register

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Day 3: Maritime Single Window and Data Control

- Maritime Single Window Submission Workflow
- Port Call Master Data Quality Rules
- One-Time Data Submission and Reuse Map
- Authentication, Integrity, and Confidentiality Control Checklist
- Submission Exception and Correction Log

Day 4: Port Facility Security and Inspection Readiness

- ISPS Ship–Port Security Interface Matrix
- Port Facility Security Plan Document Map
- Restricted Area and Access Record Controls
- Declaration of Security Decision Record
- Inspection Evidence and Corrective Action Tracker

Day 5: Port Call Compliance Simulation

- Exercise: Stakeholder Handoff Failure Diagnosis
- Exercise: Vessel Clearance Pack Reconciliation
- Exercise: Maritime Single Window Exception Resolution
- Exercise: Port Facility Inspection Readiness Review
- Capstone Exercise: Port Call Compliance Control File

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Practical Exercises

The course uses suggested activities that connect operational decisions with controlled maritime records.

- Suggested activity: map responsibilities for a vessel arrival and departure scenario
- Suggested activity: reconcile declarations, certificates, manifests, and stakeholder submissions
- Suggested activity: assess security documentation and inspection evidence for a port facility
- Suggested activity: assemble a Port Call Compliance Control File

FAQs

Who suits maritime administration and port documentation compliance training?

The course suits maritime administrators, port facility and terminal personnel, ship agents, documentation officers, compliance teams, and shipping company staff. It assumes operational experience with ship calls, records, logistics, safety, security, or regulatory interfaces.

How does port documentation compliance training differ from general port operations training?

Port documentation compliance training concentrates on controlled declarations, certificates, submissions, records, verification, and inspection evidence. General port operations training typically gives broader attention to cargo handling, resource planning, equipment, productivity, and terminal flow.

What documents support vessel clearance during a port call?

Vessel clearance can involve general and cargo declarations, crew and passenger information, stores and effects records, dangerous goods data, health and sanitation information, security details, waste-delivery information, and applicable ship certificates.

How does a Maritime Single Window affect ship documentation control?

A Maritime Single Window centralizes electronic submission to public authorities. Effective control requires validated source data, clear ownership, coordinated timing, secure exchange, exception handling, and evidence that information was submitted once and reused where applicable.

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What makes port facility documentation ready for inspection?

Inspection readiness requires current controlled records, traceable approvals, verified certificates, documented security and safety actions, accessible evidence, reconciled submissions, named owners, unresolved-issue logs, and corrective actions followed through to closure.

Conclusion

Participants leave with a Port Call Compliance Control File connecting responsibilities, clearance records, cargo and crew data, digital submissions, facility security, inspections, and corrective actions. The file replaces fragmented handoffs with traceable operational controls. It also gives managers a repeatable method for reviewing readiness before each ship call and inspection.