

CARGO DELIVERY INSTRUCTIONS



AkerBP

*These **Cargo Delivery Instructions** are applicable to all deliveries to Aker BP.*

***You**, our supplier, are our best collaborative partner to achieve a safe, efficient and compliant cargo flow. We ask you to review and follow these instructions.*

***Your** ability to deliver according to these instructions will be measured and used to evaluate supplier's performance. Deliveries not in accordance with this instruction might be returned at your cost and risk.*

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PLANNING AND PREDICTABILITY

We expect proactive planning to ensure predictability for all involved parties in the Supply Chain. To ensure proper consolidation of cargo at the Supply base and reduce offshore cargo handling, we are reliant on close cooperation and communication.

Vessel is the preferred transport method offshore - Helicopter transport is only for critical equipment when there is insufficient time for vessels transport.

WELS is our main IT system for logistics planning and execution.

Requirements (*)

- Planned cargo (incl bulk) with transport volume estimates (**m2 / m3**) shall be registered minimum **14 days prior to operation start**.
- Unplanned cargo shall be registered as soon as possible.

** Does not apply for purchased equipment and materials, except when instructed by Logistics Coordinator / Buyer.*

TRANSPORTATION AND CUSTOMS

Company (Aker BP) provided transport

When INCOTERMS states Company provided transport, you shall use our partner ASCO Freight Management, unless otherwise agreed.

Contact details:

Telephone (24/7): +47 5194 0300

E-mail: trafikk@ascoworld.com

Customs

In cases where the shipment is to be customs-cleared, a copy of Commercial invoice and Shipping documents shall be sent to fortolling@ascoworld.com as soon as documentation is issued.

Special transport

Due to general and special dispensations for oversized cargo (*), all cargo in this category must be notified well in advance - and no later than three days before delivery.

Transportation of **oversized cargo** can't be carried out at specified times:

General dispensation:

- Weekdays, Monday-Friday 06.00 – 09.00 & 15.00 – 18.00
- Weekends, Friday 15.00 – Monday 09.00
- Holiday, day before and not after 13.00

Special dispensations:

- According to the dispensation instructions.

** Oversized Cargo: Length over 13.6 meters, width over 2.5 meters, height above 3.0 meters and weight over 25 tons.*

DELIVERIES TO SUPPLY BASE FOR VESSEL TRANSPORT

Requirements

- All details and documentation shall be updated in WELS **minimum 2 hours prior to delivery** at Supply base. (*)
- Packing, labeling and documentation shall be according to “**Packing and labeling instructions**”.

If there is a possibility of delay, the Logistics Coordinator shall be notified immediately, and you shall generate a **Late Delivery Notice** in WELS - pending priority evaluation. This also applies for Critical cargo.

Limitations

- If Cargo unit weight exceed **10 tons**, the Logistics Coordinator shall be notified before ordering transport, so that preparation according to routines for heavy lifting could be complied with.
- **Temporary equipment / NORSOK Z-015** must be registered 3 days prior to loadout. All temporary equipment to Aker BP installations, shall be inspected by 3rd Party Contractor nominated by Aker BP.

Delivery deadline

MAIN RULE	
Cargo that require packing	10:00 the weekday <u>before</u> loadout
Non-rental equipment in load carriers	15:00 the weekday <u>before</u> loadout
Rental equipment in load carriers	10:00 the day of loadout
Backload notification	10:00 vessel departure date
EXEPTIONS	
Tubulars / OCTG according to load out plan.	By appointment with the Supply base
Food Containers	12:00 the day of loadout
Temporary equipment, NORSOK Z-015	10:00 the day of loadout
Dry- and wet bulk confirmed volume	48 hrs before loadout / backload.
Purchased equipment & materials	According to Purchase Order (*)

** Does not apply for purchased equipment and materials, except when instructed by Logistics Coordinator / Buyer.*

DELIVERIES TO HELIPORT FOR HELICOPTER TRANSPORT

Requirements

- A pre-filled helicopter cargo request form should be submitted to designated logistics coordinator **minimum 4 hours prior to flight departure**.
Form is available here: <https://www.akerbp.com/om-oss/anskaffelser/>
- Packing, labeling and documentation shall be according to “**Packing and labeling instructions**”.

Limitations

- Cargo compartment limitations are dependent on helicopter type, height x length x width & weight (NOG 074)

Cargo compartment:

- Maximum 15 kg per item, items above 15 kg must be pre-approved (NOG 003)
- Maximum 60 kg per item in cargo compartment (NOG 074)

Cabin:

- Items must be evaluated in each case (NOG 074 & NOG 066)

Delivery deadline

MAIN RULE	
Ordinary Cargo	Minimum 2 hours prior to flight departure
Cabin Cargo	Minimum 4 hours prior to flight departure

REGULATIONS AND GUIDELINES

We expect you to comply with appropriate regulations and guidelines!

Cargo and lifting equipment

G-OMO Guidelines for Offshore Marine Operations

NOG 091 Recommended guidelines for securing supplies and materials in the oil and gas industry (applicable for suppliers with a NOG 091 security agreement)

NOG 116 Recommended guidelines for packing, securing and transporting cargo, as well as user inspection of load carriers

NOG 142 Recommended guidelines for marking of personnel modules

NORSOK R-002 This standard is valid for lifting equipment

NORSOK R-003 This standard is for safe use of lifting equipment

Chemicals

AKER BP HSE Directive 7 "Kjemikalier"

CHESS All chemicals shall be approved in CHESS before delivery - this is due to the discharge permit for each license. Questions can be answered by your contact person, or kjemi@akerbp.com

Chemicals shall be clearly marked, and **correct Norwegian MSDS shall be enclosed.**

Dangerous / hazardous goods and waste

AKER BP HSE Directive 6 "Farlig materiell og avfall"

NOG Handbook "Arbeid sikkert med LRA"

NOG 093 Recommended guidelines for Waste Management in the offshore industry

ADR/RID Regulations for the transport of Dangerous Goods by Road and Rail

IMDG Regulations for the transport of Dangerous Goods by Sea

I-ATA DGR Regulations for the transport of Dangerous Goods by Air

Dangerous goods / hazardous materials and waste shall be **declared for the entire Supply Chain.**

Helicopter cargo

NOG 003 Recommended guidelines for check-in and security checks at heliport

NOG 066 Recommended guidelines for flights to petroleum installations

NOG 074 Recommended guidelines for helideck personnel

Temporary equipment

NORSOK Z-015 This standard defines the minimum technical and safety-related requirements for temporary equipment (i.e. electrical motors, pumps, wireline units, coil tubing units etc.)

AKER BP Doc.no. 53-000769 Aker BP Additional Requirements to NORSOK

PACKING AND LABELING INSTRUCTIONS

For all goods to be delivered to Aker BP the following regulations and minimum documentation requirements apply:

CARGO AND LIFTING EQUIPMENT

- Packing, securing and transport of cargo, as well as user inspections of load carriers according to NOG 116, NORSOK R-002 (pay special attention to Annex F – stacking points), and NORSOK R-003.
- Load carrier certificates shall be valid at least **2 months** from delivery date.
- No shredded paper or polystyrene chips to be used in the packaging of goods.
- All pallets must be fully utilized.

TEMPORARY EQUIPMENT

- Shall be handled according to NORSOK Z-015 incl. Aker BP additional requirements.

CHEMICALS

- Shall be clearly marked, and approved in CHESSE.
- Correct Norwegian MSDS shall be enclosed.

DANGEROUS / HAZARDOUS GOODS & WASTE

- Shall be labeled and declared for the entire Supply chain.
- NOG 093, Handbook “Arbeid sikkert med LRA».
- ADR/RID, I-ATA DGR, IMDG.

CUSTOMS DOCUMENTS

- When applicable.

For more details regarding regulations and guidelines, please read “Cargo Delivery Instructions”.

BMS 55-02 Doc.no: 55-001025 Issued Oct. 2019

LABELING OF EQUIPMENT

Applies for Aker BP purchased equipment and materials:

- PO number
- PO line number
- Manufacturer
- Aker BP material number
- Supplier/Manufacturer part number
- Material description
- Serial number
- Quantity

LABELING OF SHIPMENT

Packages and containers must be labelled at 2 sides. Labels and documentation shall contain following information:

- PO number
- Installation
- Project and/or Work order number
- DaWinci cargo number and/or WELS ID (if applicable)
- Delivery address & contact details
- Supplier & contact details
- Quantity
- Total unit weight
- Customs status
- Any special handling instructions or documentation (handle with care, this side up, dangerous goods etc.)

PACKING LIST

- One PO number per packing list
- Itemized content with reference to PO line number (*For purchased materials and equipment; details as per “Labeling of Equipment”*)
- Number of packages / units



NOTE: Prepacked load carriers must be utilized 75% or more - if not, cargo shall be secured and forwarded to Aker BP's pre-defined Supply Base for packing.