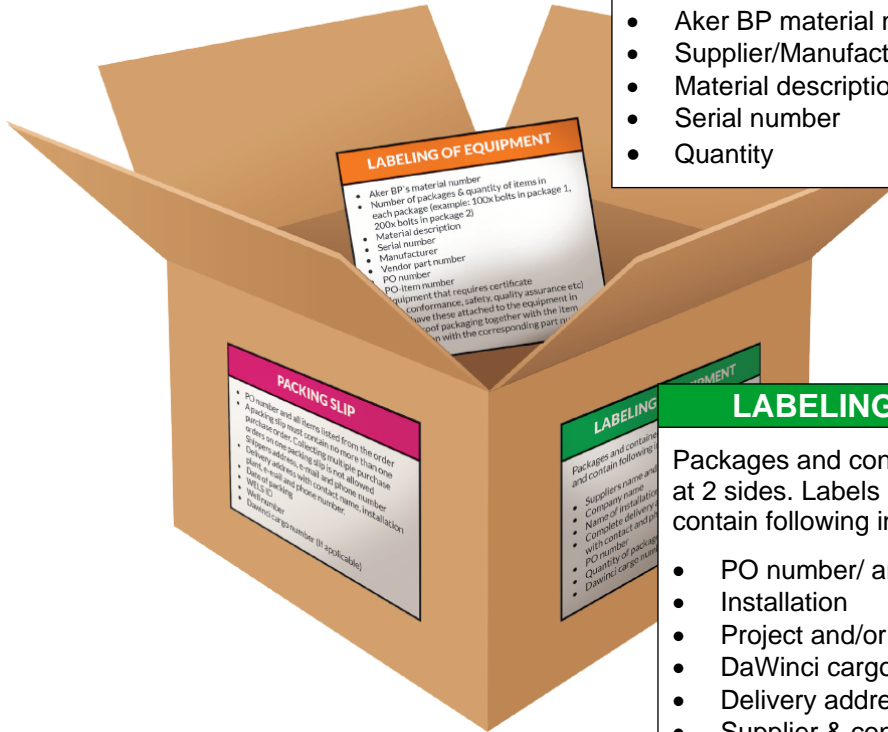


LABELING OF EQUIPMENT

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 EQUIPMENT

- Aker BP's material number
- Number of packages & quantity of items in each package (example: 100x bolts in package 1, 200x bolts in package 2)
- Material description
- Serial number
- Manufacturer
- Vendor part number
- PO number
- PO item number
- Equipment that requires certificate of conformance, safety, quality assurance etc)
- Have these attached to the equipment in each of the packages together with the item with the corresponding part number

PACKING SLIP

- PO number and all items listed from the order
- A packing slip must contain more than one order or packing slip (full or partial purchase)
- Delivery address, email and phone number
- Date of packing
- WLS ID
- Warehouse
- Divisional supervisor (if applicable)

LABELING OF SHIPMENT

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

- PO number/ and or Cargo Package ID
- Installation
- Project and/or Work order number
- DaWinci cargo number (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

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 **1 month** 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 CHESS/ Eco Online*.
- Correct Norwegian MSDS shall be enclosed.

DANGEROUS / HAZARDOUS GOODS & WASTE

- ADR/RID, I-ATA DGR, IMDG.
- Shall be labeled and declared for the entire Supply chain.
- Eg. For transport to offshore with vessel, both ADR/RID and IMDG is required. For transport to offshore with helicopter, both ADR/RID and IATA DGR is required.

CUSTOMS DOCUMENTS

- When applicable.

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

*For Edvard Grieg

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.