



# CARGO DELIVERY INSTRUCTIONS



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

**You**, our supplier, are our best collaborative partner to achieve 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 the supplier's performance. Deliveries not in accordance with this instruction might be returned at your cost and risk.

Document no:

Rev.no	Date	Description of change
3.1	03.11.2025	Delivery deadlines by security level have been updated. Included transport lead time and transportation requirements.
3	30.05.2023	General revision
2	13.10.2022	General revision
1	23.06.2021	Document created

## Table of contents

General .....	4
Transportation and customs .....	6
Delivery deadline and security level.....	8
Deliveries to supply base for vessel transport.....	10
Deliveries to heliport for helicopter transport.....	12
Regulations and guidelines .....	13

## General

### Purpose of this document

This instruction outlines the guidelines and requirements for suppliers delivering goods to Aker BP. Its aim is to make these requirements and related information readily accessible while fostering a respectful and collaborative relationship with our value chain partners.

This document encompasses detailed guidelines and requirements for transport and deliveries of cargo to/from the supply base or other point of deliveries requested by Aker BP. The specifications and requirements outlined shall be adhered to. The document outlines the transport and delivery requirements, deadlines and documentation standards applicable. This document is subject to updates; a version log detailing all changes can be found later in this document.

### Definitions

For the purposes of this document, any term appearing in capitalized form shall bear the meaning as defined herein.

- **Cargo** includes materials, equipment owned or obtained by Aker BP, rental items, consignment goods, specialized tools, and consumables supplied by the Supplier for the Work.
- **Materials** refer to any materials, goods, or equipment acquired or possessed by Aker BP.
- **Kabal** is Aker BP's designated logistics planning and execution tool. Requirements and procedures related to Kabal, as described in this document, are only applicable to suppliers who have been specifically instructed by Aker BP to utilize Kabal for planning and documentation purposes.

### Planning and predictability

Aker BP expects proactive planning to ensure predictability for all parties in the supply chain. This includes details on:

- Clarification of transportation date
- Special transport requirements
- Estimated size, volumes, weight and/or preferred lifting carriers.

Effective planning ensures that all necessary materials and equipment are available when needed, reducing risk of delays and disruptions.

All deliveries must be coordinated by Aker BP and its appointed Transport Agent to ensure timely delivery with the necessary documentation, in accordance with this instruction.

Effective cooperation and communication are essential for consolidating Cargo at the supply base and minimizing offshore handling.

**Vessels are the primary method for offshore transport; helicopters are reserved for urgent equipment when vessel timing is insufficient.**

Requirements for suppliers that have been instructed to use Kabal:

- Planned Cargo (incl bulk) with transport volume estimates (m<sup>2</sup> / m<sup>3</sup>) shall be registered in **Kabal** a minimum of 14 days prior to operation start.
- Ad Hoc Cargo shall be registered and communicated as soon as possible.

## Transportation and customs

The supplier is required to obtain all necessary approvals, permits, and licenses (e.g., for dangerous cargo, radioactive materials). Additionally, coordinate with customs, port authorities, the Supply Base, Aker BP's appointed transport agent, and any other relevant agencies for the transportation of cargo.

Supplier is responsible for:

- Arranging transportation of cargo to and from the designated supply base, heliport, or other destinations assigned by Aker BP.
- Providing the correct delivery address before cargo is returned from the worksite. If the address is not provided on time, the Supplier will be responsible for transport costs.

## Aker BP provided transport

All equipment transport orders for which AkerBP is responsible (per-contract Incoterms) must be directed to **Asco Freight Management** (AFM). Choose the most efficient transportation to minimize risk, reduce transit time, and control costs.

Suppliers managing significant cargo volumes can set up E-booking through ASCO Connect, which streamlines the booking process and improves efficiency. For more information or to begin the setup process, contact ASCO using the details below:

ASCO freight Management AS  
 24/7 Phone: +47 51 94 03 00  
 E-mail: [trafikk@ascoworld.com](mailto:trafikk@ascoworld.com)

The transport order must specify:

- Full cargo description
- Dimensions: weight, length, height, width, diameter, center of gravity (if applicable)
- Cargo type / Dangerous goods
- Pick-up date and time
- Delivery deadline
- Collection and delivery details (incl.rig details)
- Aker BP PO number or Cargo Package ID
- Aker BP contact

## Booking deadlines

Booking in due time is crucial for giving transporters the predictability they need to plan resources and schedules. Timely bookings help avoid delays, reduce last-minute changes, and ensure reliable delivery for all parties involved

Type of transport	Booking deadline
Local Transport	For delivery before 10:00, booking the day before.
Domestic	Booking before 10:00 on departure day for normal transport.
To supply bases in Norway	<a href="mailto:trafikk@ascoworld.com">trafikk@ascoworld.com</a>

Bookings for cargo containing dangerous goods must be made at least one day in advance of standard transport arrangements.

See more details on transport [here](#).

## 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](mailto: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.

Suppliers are encouraged to familiarize themselves with all regulations and requirements concerning the transport of goods. Early and proactive planning is essential to ensure that all deliveries meet the required deadlines. If there is any uncertainty regarding procedures, documentation, or specific transport limitations, suppliers should promptly reach out to the designated carrier for clarification on the details outlined above. Taking these precautions helps avoid unnecessary delays and ensures a smooth and compliant supply chain process.

## Delivery deadline and security level

Suppliers are responsible for ensuring that suitable arrangements are made to meet the agreed-upon delivery schedule to the designated destination for shipment to the installation.

If delivery deadlines are not met, the supplier must coordinate with the Supply Chain Responsible or Logistics Coordinator. Suppliers using the “Kabal” platform should submit a Late Delivery Notice, which will be evaluated according to priority. This procedure also applies to Critical Cargo.

**Late deliveries** must be reported immediately to the Supply Chain Responsible or Logistics Coordinator. Please note that a delayed delivery may result in the shipment not being included in the planned shipment to the installation, and a request for priority must be submitted should the urgency of the situation require special handling. Should a delayed delivery require **priority** handling, a formal request must be submitted through the Supply Chain Responsible or Logistics Coordinator. Aker BP will evaluate such requests based on the overall cost implications and the company’s broader operational needs.

## Security Level

The security level framework sets out measures designed to address risks as threat levels change. In addition to basic security, there are four enhanced security levels: Blue, Yellow, Orange, and Red. All procedures and requirements are established in accordance with Offshore Norge guidelines 091, which provide the industry standard for logistics and supply chain management on the Norwegian Continental Shelf. Compliance with these guidelines ensures that risk assessment, transport documentation, and operational routines meet the highest standards of safety and efficiency.

Please note that delivery deadlines are subject to adjustment in accordance with the current security level in effect. The applicable requirements and expectations for each security level are detailed in the table below.

The security level is available on the Aker BP website, and suppliers are expected to remain updated on the current security level at all times.

MAIN RULE	SECURITY LEVEL			
	BLUE	YELLOW	ORANGE	RED
Cargo that requires packing	<del>10:00 the weekday before loadout*</del>	09:00 the weekday before loadout*	TBA	
Non-rental equipment in load carriers	<del>15:00 the weekday before loadout*</del>	12:00 the weekday before loadout*	TBA	
Rental equipment in load carriers	<del>10:00 the day of loadout*</del>	15:00 the day before loadout*	TBA	
Backload notification	<del>10:00 vessel departure date</del>	10:00 vessel departure date	TBA	
EXCEPTIONS				
Temporary equipment w/3.party approval	<del>10:00 the day of loadout*</del>	15:00 the day before loadout*		
Tubulars / OCTG according to load out plan.	By appointment with the Supply Base			
Food Containers	12:00 the day of loadout*			
Dry- and wet bulk volumes confirmed	48 hrs. before loadout* / backload			
Purchased equipment & materials	According to Purchase Order			

**NB:** If loadout takes place during a weekend or public holiday, the cargo must be delivered on the business day prior to the last business day.

\*Loadout date = Shipping date in Kabal

## Deliveries to supply base for vessel transport

All goods being delivered to Aker BP must comply with all applicable regulations, and the documentation requirements outlined herein are mandatory. Detailed packing and labeling instructions are published as a separate document on the [Aker BP's website](#) for reference.

Suppliers are responsible for delivering equipment packed in approved load carriers in accordance with regulations. As a general rule, if the equipment fills at least 75% of a load carrier's capacity, it must be delivered fully packed in a container, ready for transport to the final destination.

Deliveries to the base should occur according to the delivery deadlines set for the scheduled shipment date, avoiding both significant earliness and lateness, as the supply base mainly serves as a cross-docking terminal for materials intended for offshore installations.

If packing and labelling requirements are not met, Cargo may be rejected. Any costs related to rectification or return of Cargo will be the responsibility of the supplier.

## Requirements

- If cargo cannot be shipped in suitable load carriers, Aker BP must be notified and approve the alternative method of handling. This requirement does not apply to slung OCTG.
- All chemicals shall be approved before delivery; this is due to the discharge permit for each license. Chemicals shall be clearly labeled and correct Norwegian MSDS shall be enclosed.
- For suppliers instructed to use Kabal, all details and documentation shall be updated in Kabal minimum 2 hours prior to delivery at Supply base.
- For equipment or cargo requiring special handling (e.g. weight exceeding 10 tons), all necessary documentation and procedures for safe management must be provided to the responsible logistics coordinator before transport is ordered. All relevant information about such equipment must be presented well in advance to ensure safe and correct handling.
- All temporary equipment / NORSOOK Z-015 to Aker BP installations, shall be inspected by 3rd. party supplier nominated by Aker BP prior to delivery at supply base. Notify the 3rd. party supplier minimum 48 hours prior to loadout date. Supplier shall inspect temporary equipment, fill in Z-015 checklist (Sap App), update Kabal and prepare temporary equipment for 3rd party inspection.

## Deliveries from offshore installation

The restrictions and procedures governing offshore cargo deliveries are equally applicable to items dispatched from offshore installations. All materials returned from an offshore installation or rig must adhere to the packing and labelling requirements designated for

outbound cargo, in compliance with Offshore Norway's guideline 116.

Suppliers, including offshore suppliers, must ensure that both their equipment and subcontractors' equipment are properly secured and labelled on the installation. Before shipping, installations must pack, label, and secure cargo for safe transport and clearly indicate its next step (e.g., storage, scrap, return to supplier).

## Deliveries to heliport for helicopter transport

All goods being delivered to Aker BP must comply with all applicable regulations, and the documentation requirements outlined herein are mandatory. Detailed packing and labeling instructions are published as a separate document on the [Aker BP's website](#) for reference.

Before arranging the transport of goods by helicopter, it is crucial to understand the specific requirements, compartment limitations, and approval processes that ensure safety and compliance in offshore operations. The following section outlines the key regulations and procedural steps that must be observed when preparing cargo for helicopter delivery to and from offshore installations.

### Requirements and limitations

- A completed helicopter cargo request form needs to be submitted to the designated logistics coordinator at least four hours before the scheduled flight departure.
- The transportation of dangerous goods is governed by regulations established by the helicopter operator as well as the IATA rules for transporting dangerous goods, specifically outlined in the IATA/ICAO publication "Carriage of Dangerous Goods by Air." For further details regarding dangerous goods, please refer to DGM Norway (Dangerous Goods Management).
- Cargo compartment limitations are dependent on helicopter type, height x length x width & weight (ON 074)
  - Maximum 15 kg per item, items above 15 kg must be pre-approved (ON 003)
  - Maximum 60 kg per item in Cargo compartment (ON 074)
- Items in the cabin should be assessed individually, following ON 074 and ON 066.

<b>Delivery deadlines for Helicopter transport</b>	
Ordinary Cargo	Minimum 2 hours prior to flight departure
Cabin Cargo	Minimum 3 hours prior to flight departure

## Regulations and guidelines

We expect our suppliers to comply with all relevant regulations and guidelines. Please note that this list may be updated or amended, and it is the responsibility of each supplier to ensure they are informed of and adhere to the latest versions of all applicable requirements.

### Chemicals

#### Aker BP kjemikalieportal (CHESS/ECO online\*)

<https://proactima.com/kjemikalieportal-akerbp/>

\*ECO online for Edvard Grieg

- **All chemicals shall be approved before delivery**; this is due to the discharge permit for each license.
- Chemicals shall be clearly marked, and **correct Norwegian MSDS shall be enclosed**.

### Dangerous / hazardous goods and waste

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

- E.g. For transport to offshore with **vessel**, both **ADR/RID and IMDG** are required.
- For transport to offshore with **helicopter**, both **ADR/RID and IATA DGR** are required.

Regulations and guidelines	Domain	Link
<b>GOMO</b> Guidelines for Offshore Marine Operations	Cargo and lifting equipment	<a href="#">GOMO</a>
<b>ON 091</b> Recommended guidelines – Supply chain security for offshore facilities (applicable for suppliers with a ON 091 security agreement)	Cargo and lifting equipment	<a href="#">ON 091</a>
<b>ON 116</b> Recommended guidelines for packing, securing and transport, as well as user inspection of load containers	Cargo and lifting equipment	<a href="#">ON 116</a>
<b>NORSOK R-002</b> This standard is valid for lifting equipment	Cargo and lifting equipment	<a href="#">NORSOK R-002</a>
<b>NORSOK R-003</b> This standard is for safe use of lifting equipment	Cargo and lifting equipment	<a href="#">NORSOK R-003</a>
<b>ON 093</b> Recommended guidelines for Waste Management in the offshore industry	Dangerous / hazardous goods and waste	<a href="#">ON 093</a>
<b>I-ATA DGR</b> Regulations for the transport of Dangerous Goods by Air	Dangerous / hazardous goods and waste	<a href="#">I-ATA DGR</a>
<b>ON 003</b> Recommended guidelines for check-in and security checks at helicopter terminals	Helicopter Cargo	<a href="#">ON 003</a>
<b>ON 066</b> Recommended guidelines for offshore helicopter operations	Helicopter Cargo	<a href="#">ON 066</a>
<b>ON 074</b> Recommended guidelines - Helideck manual	Helicopter Cargo	<a href="#">ON 074</a>
<b>ON 146</b> Recommended guidelines for the exchange of logistics data	Logistics Data	<a href="#">ON 146</a>
<b>NORSOK Z-015</b> This standard is for temporary equipment	Temporary equipment	<a href="#">NORSOK Z-015</a>
<b>AKER BP Doc.no. 53-000769</b> Aker BP Additional Requirements to NORSOZ Z-015	Temporary equipment	<a href="#">AKER BP Doc.no. 53-000769</a>
Regulations concerning the land transport of dangerous goods ( <b>ADR/RID</b> )	Transport	<a href="#">Forskrift om landtransport av farlig gods - Lovdata</a>
Regulations concerning dangerous cargo on Norwegian ships ( <b>IMDG</b> )	Transport	<a href="#">Forskrift om farlig last på norske skip - Lovdata</a>
Regulations concerning the transport of goods by aircraft ( <b>IATA</b> )	Transport	<a href="#">Forskrift om transport av gods i luftfartøy (BSL D 1-7) - Lovdata</a>
Regulations concerning driving and rest times and tachographs for road transport in the EEA	Transport	<a href="#">Forskrift om kjøre- og hviletid og fartsskriver for vegtransport i EØS - Lovdata</a>
Regulations concerning the use of vehicles	Transport	<a href="#">Forskrift om bruk av kjøretøy - Lovdata</a>