



# CARGO DELIVERY INSTRUCTIONS



*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.

Kabal is our primary logistics planning and execution tool.

### Requirements (\*)

- Planned cargo (incl bulk) with transport volume estimates (**m<sup>2</sup> / m<sup>3</sup>**) shall be registered minimum **14 days prior to operation start**.
- Unplanned cargo shall be registered and communicated as soon as possible.

*\* Does not apply for purchased equipment and materials, except when instructed by Supply Chain Responsible / Logistics Coordinator.*

## 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.

E-booking via ASCO connect is available. Contact as pr below to set it up.

#### Contact details:

Telephone (24/7): +47 5194 0300

E-mail: [trafikk@ascoworld.com](mailto:trafikk@ascoworld.com)

#### The transport order shall include the following information:

- Description of cargo. Avoid abbreviations.
- Dimensions (Weight, length, height, width, diameter, and center of gravity as applicable)
- Type of cargo / Dangerous goods (ADR)\*
- Ready for pick up
- Delivery time
- Destination (rig)
- Aker BP Purchase Order number and/or Cargo Package ID
- Company Contact person

### Booking deadlines

- Local Transport: For delivery before 10:00, booking the day before.
- Domestic: Booking before 10:00 on departure day for normal transports.
- Base/Base: In according to table "Fremføringstider"

\*DG/ADR needs to be booked one day earlier than normal transports.

### 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.

#### 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 Kabal **minimum 2 hours prior to delivery** at Supply base. (\*)
- Packing, labeling and documentation shall be according to “**Packing and labeling instructions**”.

*\* Does not apply for purchased equipment and materials, except when instructed by Supply Chain Responsible / Logistics Coordinator.*

If you are unable to meet delivery deadlines below, the Supply Chain Responsible / Logistics Coordinator shall be notified immediately, and you shall generate a **Late Delivery Notice** in Kabal - pending priority evaluation. This also applies for Critical cargo.

## Limitations

- If Cargo unit weight exceed **10 tons**, the Supply Chain Responsible / Logistics Coordinator shall be notified before ordering transport, so that preparation according to routines for heavy lifting could be complied with.
- All **temporary equipment / NORSOK Z-015** to Aker BP installations, shall be inspected by 3<sup>rd Party</sup> Contractor nominated by Aker BP prior to delivery at supply base. Notify the 3<sup>rd Party</sup> Contractor minimum 48 hours prior to loadout date.

## Delivery deadline

| MAIN RULE                                   |  |
|---|--|
| Cargo that requires 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 w/3.party approval      | 10:00 the day of loadout*                |
| Dry- and wet bulk volumes confirmed         | 48 hrs before loadout* / backload.       |
| Purchased equipment & materials             | According to Purchase Order              |

**NB!** When loadout occurs during a weekend/ public holiday the cargo shall be delivered on the day before the last business day.

*\*Loadout date = Shipping date in Kabal*

## 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.**
- 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 3 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 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

**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.**

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.

### 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