INDUSTRY STANDARD

NO. 101

Marine Transport Operations

Annex I

Safety Guidelines

&

Logistics Instructions

2026

Introduction

Operators, logistics service providers and suppliers produced these guidelines and instructions to provide practical guidance for the safe and efficient transport of goods to and from offshore locations.

The first edition of this document was created as a result of the NOGEPA industry day 2009. It was issued in a booklet, titled 'Marine Transport Terms and Conditions 2009'. This fifth revision 2026 replaces the 2020 version of the Marine Transport Terms and Conditions. This 2026 version is issued as an Annex to the NOGEPA Standard 101 on Marine Transport Operations. This is to properly secure the document within the NOGEPA document control and approval structure, which is based on agreements between NOGEPA and State Supervision on Mines.

The document consists of 2 parts:

Part A – General Transport Safety Guidelines & Good Practices
The safe transport of goods relies upon the correct packaging, stowage, labelling and handling procedures. The objective of these guidelines and good practices is to address areas where additional guidance helps to secure improvements in safety of marine transport in the Dutch offshore industry. The content should be understood and implemented by all operators, logistics service providers and suppliers.

Part B – Logistic Terms and Instructions
This part provides the practical terms and instructions to ensure a joint and standardized logistic process from delivery of goods to one of the onshore sites, to customs formalities and shipment to the offshore locations. It contains contact information and opening hours of the onshore sites, as well as specific terms for delivery of goods. Logistic service providers and suppliers should take note of and follow these instructions as applicable to their goods and operations.

The latest version of this document can be found at the NOGEPA website:

https://www.nogepa.nl/downloads/marine-transport/

Element NL was launched on May 16, 2022, the successor to the NOGEPA industry association. The twelve companies that are licensed to produce oil and gas in the Netherlands are united in Element NL. All industry standards and guidelines, MIAs, training and medical examinations, transport conditions, and environmental protocols will continue to operate under NOGEPA.

Application

This document is intended for logistic service providers and suppliers delivering materials for shipment to and from the offshore locations situated on the Dutch Continental Shelf of the North Sea.

Shipments may take place via all partners, vendors supplying to and receive from locations on the Southern North Sea, the Dutch Continental Plat (DCP)

The guidelines and instructions in this document shall be adhered to when delivering goods at the premises of all Energy operators or their appointed logistic vendors

Shipment may also take place via other harbor/logistic operators situated in the various ports. The requirements of the operator of the offshore location apply.

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PART A - General transport safety guidelines & good practices

1 Dropped objects

Dropped objects continue to be a major health and safety issue within the industry. A dropped object can be defined as any loose item found on cargo which is not properly restrained and therefore has the potential to fall off whilst stowage or hoisting. Common examples of potential dropped objects are hand tools which have been used in preparation of the lift, debris, stones, and even ice.

The law of physics dictates that even a small item can have a devastating effect when it falls 30 meters on to a person handling cargo on deck of a supply vessel.

Similarly, a loose object falling from a travelling truck could have disastrous results to other road users.

1.1 Checking for dropped objects

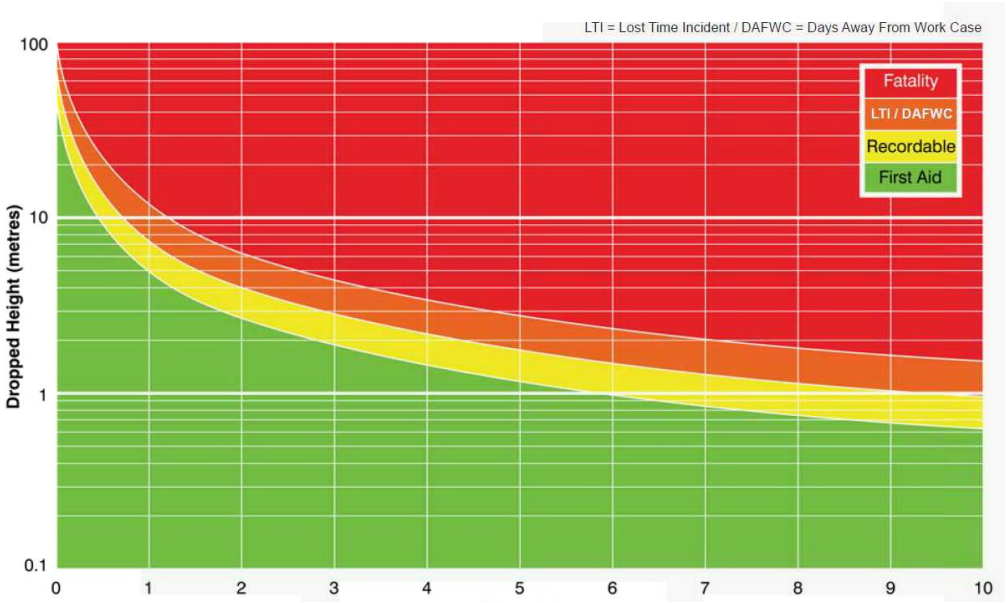


FIGURE 1: METRIC VERSION OF DROPS CALCULATOR (WWW.DROPSONLINE.ORG), CALCULATOR FOR DETERMINING POTENTIAL CONSEQUENCES OF A DROPPED OBJECT.

At every stage of the supply chain, the following checks should be taken to mitigate the risk of potential dropped objects:

1. Check all forklift pockets (transverse and longitudinal) for loose objects or debris.
2. Check on top of all lifts.
3. Check all horizontal and vertical surfaces including grating floors e.g. gas racks
4. Check within and around the structure of open framed lifts.
5. Check tanks to ensure all valve caps are closed and secured.
6. Check bundles of pipe and tubes externally and internally.
7. Ensure thread protectors and endcaps are securely fastened.
8. Ensure contents are properly secured to prevent items escaping during transit.

Any potential dropped objects that are found must always be removed prior to transportation.
Verification of checks

To verify that the CCU has been fully checked for potential dropped objects it is a mandatory requirement that the applicable checklist (General cargo checklist or Tank container cargo checklist) is completed for all in- and outbound cargo prior to shipment.

Dropped Objects Prevention Scheme (DROPS)
To access detailed information and best practices regarding dropped objects please visit the following web site www.dropsonline.org.

1.2 Examples of potential 'dropped objects'


Figure 1 - nut in forklift pocket


Figure 2 - Wooden beam not secured


Figure 3 - wrench on top of CCU


Figure 4 - debris- stones in forklift pocket


Figure 5 - Hammer in CCU


Figure 6 - Twist-lock on top of tank

2 Packing

As a rule, all materials shall be packed in a certified CCU. Any other way of preparing a transport should be discussed in advance with the operator's Materials Coordinator / Logistics Coordinator. Drill pipes, casings, big bags and other may be shipped as a "special" transport as long specific handling instructions are covered.

2.1 Packing Cargo in CCUs - General

In the course of offshore operations, cargo in transit and its sea fastening arrangements are likely to be subjected to forces acting in the three axes. Such forces can be the result of shock loadings during transfer operations or vessel motions in a seaway, particularly during bad weather.

Goods being transported by other means will also experience significant forces as a result of vehicle motions or rough handling during transit. While being transported on moving vehicles, goods and their securing arrangements may also be subjected to exceptional loads during emergency situations.

These forces can result in violent, unexpected movements of the goods both at the time an incident occurs or when the package or CCU is subsequently opened. Goods must therefore be adequately secured against potential movement within their individual packages. In turn, where the packages are loaded into a CCU they must likewise be correctly stowed and secured.

Failure to recognise and comply with these requirements could result in severe injury to personnel and material damage.

All packaging must be suitable. It must prevent any of the contents moving or falling under adverse weather conditions and rough handling. When packing goods, metal to metal contact should be avoided where possible, to prevent movement during transit. Where this becomes a necessity, a Risk Assessment should be carried out.

Management arrangements in the organisation must ensure that the personnel involved are properly trained. Training should cover theoretical guidance and practical application of the relevant sections of this document relative to their day to day duties.

The following guidelines should be taken into account by packing an CCU:

- All packages must be suitable, properly labelled and in satisfactory condition.
- Goods must be stowed safely and properly secured in the CCU. Checks must be made on the weights of the packages to ensure a safe load distribution and to prevent the maximum permitted gross weight of the CCU being exceeded.
- Placard the CCU with the destination label.
- When suspended, lift must be level in both axes, <3% of length/breadth (equivalent to 30 cm in 10 meters).
- Affix any relevant hazard placards and labels when hazardous goods are carried.
- When loading CCUs, consideration should be given to manual handling constraints according to the Operators requirements, e.g. Shipping Matrix. Always load the heavier cargo at the bottom of the container if using a shelved mini container. Particularly heavy items should generally be shipped in open CCU's.
- If necessary, use appropriate stowage materials between items in CCU.
- Ensure CCU contents are lashed or wedged securely, to avoid movement in transit.
- For lashing and securing of gas bottles in bottle racks, 2x lashing are required. This can consist of 1x steel beam and 1x lashing strap or 2x lashing strap depending on the design of the rack.

- Use cargo restraining nets in all closed/fixed doors CCUs. Ensure that nets are the correct size and type for the CCU and that the fixing points and nets are in good condition.
- Check the container door(s) are closed, dogs (cams/claws) top and bottom are fully engaged and the closing mechanism secured so that it cannot inadvertently come open during handling and transport.
- Tape must never be used to secure loose items which could constitute a potential dropped object hazard. Loose items should be containerised and protective packaging should be secured using a certified lashing product (refer to manufacturer's instructions for correct use of lashing product).
- To ensure there is no cargo movement, take extra care when packing cargo into CCUs that have internal sea- fastening lugs, otherwise cargo could move and be punctured and/or an environmental spill could result.
- Operator's requirements vary, but it is generally obliged to sea fasten all cargo in CCU's.

2.2 Packing Cargo in CCUs – Open offshore baskets and open top containers

The following guidelines are additional to paragraph 2.1 and are applicable for loads in open baskets:

- Any load with free space around it, must be adequately secured to prevent movement.
- Loads that protrude above the top edge of the basket while resting on the floor of the basket must be secured with a minimum of 2 lashings or chains. If the load comprises individual parts (for example individual planks/ sheet material), they must be strapped together, with for example plastic or metal bands (bandit)
- Ensure that no equipment is loaded above the height of an open CCU without a Risk assessment. This is to prevent snagging, damage to contents and potential dropped objects. The use of a net, tarpaulin, wooden battens or roof bar is recommended to mitigate the risk of snagging.
- The lifting equipment should never contact the load during lifting
- Lifting equipment should be clear from snagging hazards. When this is not readily visible or if there is a potential snagging hazard, the Materials Coordinator / Logistics Coordinator must be advised in prior to shipment.
- The load must not protrude from the sides
- The load must be equally distributed on the container floor
- It is not permitted to transport the load when more than 50% of the total height and/or center of gravity is above the top of the basket.
- Comply to IMO-legislation.

The supplier should inform the Materials Coordinator / Logistics Coordinator if the shipment does not comply with the above prior to the transport take place. An approved item of cargo shall be mentioned on the manifest with the additional wording "Special lift" This will highlight that the item is accepted with deviations from the conditions as mentioned in this document.

2.3 Examples of incorrect packaging

Examples of incorrect packing

3 Snagging Hazards

Prior to shipping, the person responsible for packing CCUs must perform appropriate Risk Assessments and, if appropriate, introduce control measures to prevent snagging of lifting arrangements with contents during cargo operations.

Examples of measures to be considered include:

- Use of the correct CCU for the job, e.g. consider using closed CCU as opposed to cargo baskets and half heights.
- Where there is a risk of lifting sets snagging the cargo, make use of suitable material to cover equipment. This could include, but is not limited to, cargo nets, tarpaulins, wood battens, roof bars, cord-lashing and crating of equipment.
- Remove protruding parts from cargo in the CCU and secure in the appropriate manner.

During cargo planning and prior to loading, logistics service providers and supply vessel crew should consider the potential for CCUs to snag on vessel structures, in particular the safe havens.

3.1 Distinct types of Snag Hazards

There are two distinct types of snag hazard:

1. The hoisted cargo itself - e.g. CCU/Deck Cargo which has significant integral protrusions such as stacking points and pad eye protectors which snag on other cargo or snag on the structure of the vessel itself (commonly safe havens).

2. The equipment/materials packed within a CCU in a manner which allows the lifting set to snag on it.






- Snag Hazards occur onshore or offshore. Onshore, CCUs can snag whilst being offloaded During crane lifting operations and from a truck using a forklift.
- Offshore, the problem is exacerbated by the motion of the sea. The primary reason for this is that, as the supply vessel is alongside the installation and the lift is being performed, there is a natural rise and fall of the vessel created by the sea state.
- The rise of the vessel leads to a relaxation in the tension of the sling set, which creates the potential for the relaxed sling set to slacken off and lower into the open CCU and snag on the material contained within.
- The fall of the vessel subsequently increases the tension on the sling set. Therefore, where the sling set has looped under or around the material within the CCU, an excessive amount of strain is placed both on the material and the sling.

- In the case of Open Top containers, the Vessels Crew and the Crane Operator are commonly unaware that the snag has occurred until its being lifted. This may be too late to rectify it.
- The snag, combined with the dynamic forces of the lifting operation has the potential to cause something to break, usually the materials but potentially the sling set.
- In some cases it has been known for part of the material to snap off and become a projectile. In severe cases there is the potential for the snagged leg of the sling set to snap putting even more pressure on the remaining three legs to conclude the lift. This forces the Crane Operator to land the now spinning CCU either back onto the ship's deck or the installation, both of which have limited space.
- Worst case scenario is that the lift fails and drops from height and the projectile hits someone.

3.2 Snag Hazards – Best Practice

In order to identify the risk and implement control measures which mitigate the risk, the following guidelines should be followed.

CCU/DECK CARGO

- Consideration should be given to the type and design of CCU/Deck Cargo used when shipping cargo offshore.
- CCUs/Deck Cargo should be inspected to determine whether there is any risk of snagging from protruding parts. These include but are not limited to – Stacking points and Pad Eye protectors which are larger than usual, tie-down hooks, door handles, and any items which are fabricated to the external surfaces of the unit.
- Where it is not feasible to modify the CCU/Deck Cargo and there is no suitable alternative, the CCU/Deck Cargo should be stowed on deck away from other cargo and away from safe havens or anything else which it might snag on.
- Select lifting equipment to the correct length to suit the lifting angle of the CCU. Avoid lifting sets with extra length in order to avoid snagging and entanglement. In general lifting sets with a fifth leg / forerunner are recommended.

EQUIPMENT/MATERIALS WITHIN THE CCU

- Equipment/Materials should not protrude above the top of an open CCU/Deck Cargo without specific Risk Assessment. Notwithstanding the potential remains for the CCU/Deck Cargo slings to snag on contents which are lower down inside an open CCU / Deck Cargo.
- Every open CCU should be risk assessed to determine whether there is the potential for the sling set to catch on the contents during the lifting operation. Where the potential has been identified, control measures must be implemented to prevent the CCU lifting set from snagging on the protruding equipment or falling inside the CCU and snagging on the contents.
- Examples of suitable control measures to cover the top of the open CCU are tarpaulins and nets to cover the top of the CCU. It is vital that the tarpaulin or net used to cover the open CCU is sufficiently tensioned to prevent the weight of the sling set from falling inside the unit. Roof bars or similar braces can also be used to prevent the sling set from falling in.

- The fitting of tarpaulins/nets will not only prevent snag hazards but is also intended to prevent the lifting set from falling back inside the open CCU.
- Identification of snag hazards is not always apparent; therefore, best practice is to cover all open CCUs. Standard tarpaulins can be unwieldy and difficult to fit, and they also have the negative effect of retaining water. The optimum solution is to use bespoke netting designed to fit the specific CCU dimensions.

3.3 Responsibilities

It is the responsibility of the Packer to identify the snag hazards and implement effective control measures. The shipper has the responsibility of performing the final inspection of the cargo and approving it for shipment.

3.4 Innovations

The issue of snag hazards is not unique to individual operators or indeed service providers, it is an industry problem. As such, there are many innovative solutions being developed.

Open Top Extension Frame

Bespoke Tarpaulin including drainage

Tarpaulins with Bungee Cords

Tarpaulin with reinforced wire

4 Deviations / exceptional transports

4.1 General

Exceptional loads that need to be transported once or incidentally towards or from an offshore location (construction parts, gas compressors, gas coolers, etc.) which do not fit in an offshore container, can be transported. Specific preparation for such a shipment is required. Such a shipment will be conducted under responsibility of the operator of the final destination.

The operator can require a specific lift plan for the shipment, an example of such a lift plan is attached in Appendix E. The operator's Materials Coordinator / Logistics Coordinator will be able to provide information on specific requirements. Note: When materials are transported repeatedly to an offshore location, a suitable offshore container must be developed.

For materials that are transported loose in the regular logistic process (combination loads together with standard offshore containers on a vessel), the following requirements are applicable:

- Notification to the Materials Coordinator / Logistics Coordinator of the appropriate operator.
- The Materials Coordinator / Logistics Coordinator will check and book extra space to avoid damage if required.
- Material must be delivered with lifting equipment ready for lifting with a single hook. A maximum of 2 hook on points will have to be hooked in order to lift each load.
- The hook-on height of this lifting material must not exceed a maximum of 1.30 meters from ground level.
- The use of shortening claws and manually operated hoists is not allowed for a vessel to platform lift.
- Lifting arrangements should be manufactured to EN- 13414 for wire rope and EN-818 for chain slings.
- Lifting equipment must be attached in such a way that it cannot snag.
- Materials must be packaged seaworthy and protected from damage.

If it is not possible to transport the load in the regular logistic process, the operator should be contacted in advance. The operator is responsible for preparing the risk assessment and the requirements for the exceptional transport.

4.2 Requirements / guidelines for specific exceptional lifts

Use of Corner block Adapters: Under exceptional and incidental circumstances (such as described in the NOGEPA guidelines no.2: 2006) is it permitted to utilize Corner block adapters (e.g. TLQs, Emergency Power generators, Emergency Kitchen units, Emergency Sanitary units).
Storage tanks: These must not contain any residue of hazardous substances in accordance with the IMDG code, unless the tank complies completely with the packaging regulations stated in this IMDG code.
Use of spreader bars: Under exceptional circumstances and only following permission from the parties involved are container yokes/spreader bars accepted for use in the marine transport. The use of spreader bars should be avoided as much as possible to avoid potential impact damage of the spreader bar to the equipment.
Tank containers: Tank containers that are only used for storage and not for transport of liquids must be provided with the additional text shown below, which has been applied at eye level on four sides:

ATTENTION
USE FOR STORAGE
ONLY TO BE SHIPPED EMPTY

Leaking trays: When supplying materials provided with a drip tray this must be empty prior to sailing

5 Inspection of offshore containers

5.1 Offshore (tank)containers definition

Definition of offshore (tank)containers: “Portable units for repeated use in the transport of goods, liquids or equipment, handled in open seas, to, from and between fixed and/or floating installations and ships”.

5.2 Requirements/ Guidelines

- **NOGEPA Standard 101 Marine Transport Operations on Offshore Containers:** This chapter of the Standard is applicable to offshore containers with a maximum gross weight not exceeding 25.000 kgs, intended for repeated use to and from, and on mining installations in the Dutch sector of the Continental Shelf, as well as, on the Dutch territorial sea and inland waters. (Source: http://www.nogepa.nl/)

5.3 New and existing offshore containers

All containers in use on the Dutch Continental Shelf must comply with the requirements in the NOGEPA Standard 101.
It is understood from this standard that

- All offshore containers built after April 2000 must be designed and manufactured according to the European Standards NEN-ENISO12079 and NEN-EN ISO10855-1/2/3
- Containers built before this date need to comply with the criteria from the former NOGEPA Guidelines No. 2 for Offshore Containers.

DNV-GL ST-E271 (formerly DNV 2.7-1) is equivalent to the European standard NEN-EN ISO12079 and NEN-EN ISO10855-1/2/3.

5.4 Testing and Inspection

Testing and inspection of offshore containers and corresponding lifting equipment for the Dutch Continental Shelf will take place in accordance with the schedule as represented in the inspection tables in the NOGEPA Standard 101 for containers and lifting equipment.

5.5 Inspection interval IMO tank containers (see IMDG-Code)

- Every 2½ years, an inspection in which a distinction is made between a 2½ and a 5-year inspection.
- In the case of a 2½ year inspection, the tank container can be submitted for shipping up to 3 months after expiry of the inspection date.
- In the case of a 5 year inspection (hydrostatic testing), any transport after expiry of the test date is not permitted.

5.6 Certificate management

Supplier should be in possession of valid certificates. In addition, up-to-date records should be maintained. Certificates shall be presented to the operator upon request.

5.7 Colour coding in accordance with IMO/EKH

The lifting equipment on offshore containers will be provided with a colour code after inspection and testing. The colour code should be prominently displayed, with the objective of immediate recognition of the inspection year.

THE COLOUR SCHEME ACCORDING TO IMO/EKH:

Jaarkleuren IMO (International Maritime Organisation)				
Bruin	2016	2022	2028	2034
Blauw	2017	2023	2029	2035
Geel	2018	2024	2030	2036
Rood/Oranje	2019	2025	2031	2037
Zwart	2020	2026	2032	2038
Groen	2021	2027	2033	2039

2025 = Orange* (RAL 2003) (only applies for NOGEPA / IMO code is RED)
2026 = Black (RAL9005)
2027 = Green (RAL 6018)
2028 = Brown (RAL 8011)
2029 = Blue (RAL 5005)
2030 = Yellow (RAL 1016)

5.8 Nonconformance on certification

Any nonconformance shall be immediately reported to the operator and such may result in refusing the shipment for transportation offshore.

5.9 Exceptions on Offshore (tank)containers & lifting equipment to and from the UK Continental Shelf

5.9.1 New and existing offshore containers

There are multiple guidelines/standards applicable on the UK Continental shelf. You will find information in "Best Practice for the Safe Packing and Handling of Cargo to and from Offshore Locations", ISSUE 6 released in 2015 by Oil & Gas UK.

Note 1: Offshore transport units certified in line with the former NOGEPA Industry Guideline No.2 shall not be used cross-border in the UK territorial waters for the shipment of Dangerous Goods. As effective of January 1st, 2015, all offshore containers that do not (fully) comply with the MSC/Circ.860 may no longer be used in the UK. A full statement from the UK Maritime and Coastguard Agency (MCA) can be found by clicking on the following link: https://www.gov.uk/government/publications/mgn-282-carriage-of-dangerous-goods-on-offshore-supply-vessels

Note 2: that operators have to be informed upfront of such units being transported to other waters than the Dutch Continental Shelf.

Note 3: At the Dutch sector tag plates or so-called sling plates with WLL information are part of the CCU lifting sling assembly. This tag plate is often removed when the CCU enters UK waters due to have been recognized as being a potential loose object. Nevertheless, within Dutch sector it is concluded that the tag plate is of more importance to be present for recognizing inspection dates and WLL limitations.

5.9.2 Testing and inspection

As per below table the Periodic inspection for offshore containers and the corresponding lifting equipment according to the various production standards.

Schedule of periodic inspection, examination and testing of container					
Inspection interval	Manufacturing standards inspection requirements				
	DNV 2.7-1 1995	EN 12079 1999	DNV 2.7-1 2006	EN 12079 2006	EN 10855 2018
On manufacture	T or VN				
6 months					
12 months	V	V	V	V	V
18 months					
24 months	V	V	V	V	V
48 months	V	V	VN	VN	VN
60 months	V	VN	V	V	V
Afer substantial repair or alteration	T	T	T	T	T
T	Proof load test, non-destructive examination and visual inspection				
VN	Non-destructive examination (NDE) and visual inspection				
V	Visual examination only				

Note: Inspection requirements for the UK shelf may deviate where regulations from LOLER are followed. Slingplates and colour codes are not mandatory for the UK shelf.

5.10 Inspection requirements for deviating materials

Exceptional loads that need to be transported once or incidentally towards or from an offshore location will be shipped under responsibility of the operator of the platform. The following requirements are applicable:

- The separate units that are provided with lifting points must have had an initial test load of 200% of the maximum gross weight (MGW)
- Certificates and weights of all separate items should be available to the operator.

The operator is responsible for preparing the risk assessment and the requirements for the exceptional transport. The operator can have specific requirements other than the ones mentioned above.

5.11 Pre-shipment inspection of offshore containers

Exceptional loads that need to be transported once or incidentally towards or from an offshore location will be shipped under responsibility of the operator of the platform. The following requirements are applicable:

- The separate units that are provided with lifting points must have had an initial test load of 200% of the maximum gross weight (MGW).
- Certificates and weights of all separate items should be available to the operator.

The operator is responsible for preparing the risk assessment and the requirements for the exceptional transport. The operator can have specific requirements other than the ones mentioned above.

5.12 General Checks for Open and Closed CCUs

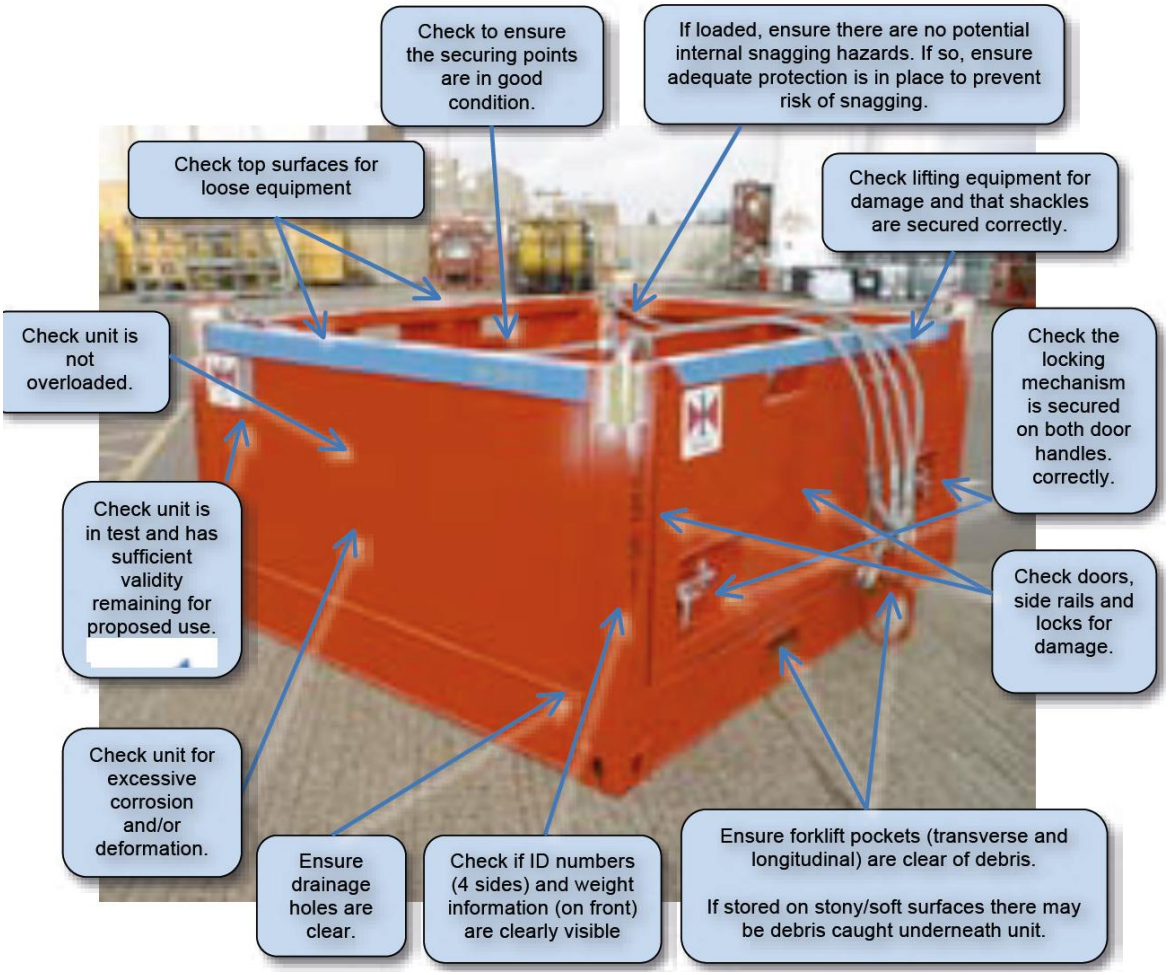
The following checks must be carried out:

- Check condition of CCU, including operation of doors, door hinges, seals and locks, tie-down points and ensure that generally there are no signs of excessive corrosion or deformation.
- Check all certification is fully in date at the time of use, and has sufficient test period remaining (minimal 30 days for outbound cargo) so as to prevent the CCU certification expiring when offshore.
- Containers with less than 30 days currency of certification will not be shipped to any offshore installation, except by written agreement with the Materials Coordinator / Logistics Coordinator.
- Remove old hazard placards and labels when the unit does not contain hazardous goods.
- With open CCUs, ensure the drainage holes are clean and free of debris. When this situation occurs, a larger open top containers can hold up to 18 tons of water.
- Check that the units are clean and free of debris prior to loading.
- Use cargo restraining nets in all closed CCUs. Ensure that nets are the correct size and type for the CCU and that the fixing points and nets are in good condition.
- Check CCU roof, forklift pockets and all ledges for potential dropped objects such as tools, dunnage, stones, etc.
- Always perform visual inspection of lifting sets and fixed lifting points.
- Check the container door(s) are closed, dogs (cams/ claws) at top and bottom are fully engaged and the closing mechanism secured with a form of secondary retention e.g. tie wraps or karabiners so that it cannot inadvertently come open during handling and transport. Full integrity checks must be performed as part of the trip examination.

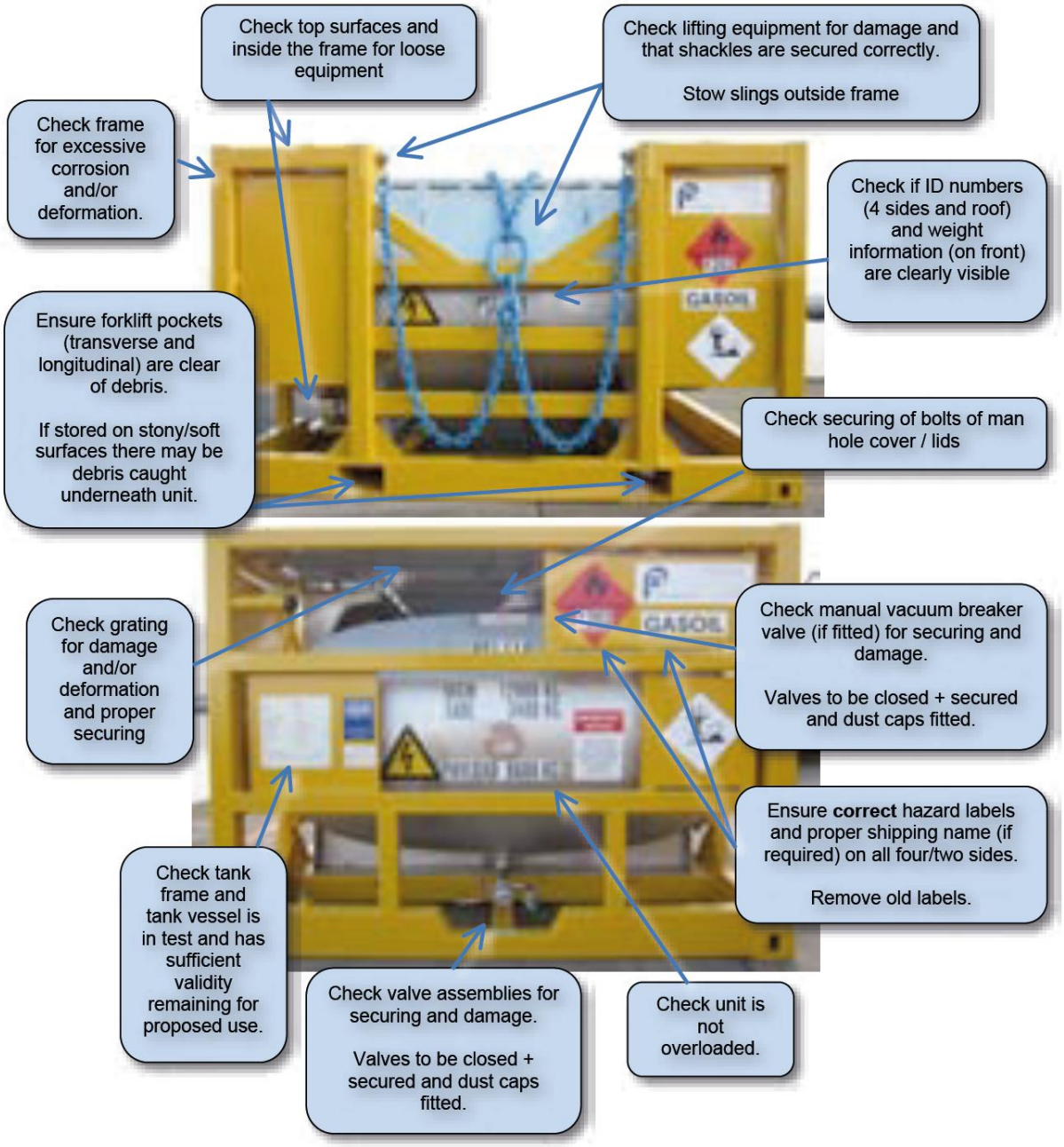
CLOSED CONTAINER – KEY POINTS FROM CHECKLIST

Check that the cargo restraining net is serviceable and that the method of securing it is in working condition.

OPEN CONTAINER – KEY POINTS FROM CHECKLIST



TANK CONTAINER – KEY POINTS FROM CHECKLIST



5.13 General checks for specialized equipment

Examples of specialist equipment are compressors, ROV cable units, Wire line Cabins, skid mounted pumps, and other skid mounted units. However, this list is not exhaustive.

In addition to the checks listed above, the following checks should also be considered:

- Removable items are secured for shipment or removed and placed within a CCU.
- Locking mechanisms released for operation are re-secured, as per manufacturer's instructions, for transportation.
- Due consideration should be given to reducing the additional snagging hazards associated with this type of equipment.
- The carriage of machinery containing dangerous goods (e.g. fuel) should be in accordance with the IMDG Code.

5.14 Transport and handling of tubulars

(= tubulars: casing, tubing, drill pipe, drill collars etc.)

➢ **Transport**

The Transport of tubulars over public road shall be in line with the governmental and local regulations to maintain a save as possible transport. It is mandatory for transport companies to comply with the European Norm NEN-EN 12195-1 and NEN-EN 12195-2 describing the requirements and use of the vehicle/lashing equipment.

Transport frames, racks or likewise composition

The industry developed various types of frames/racks with different specifications. The application and or use are depending on the way as described in the manufacturer specifications. The following is considered important:

- Transport frames/racks shall comply with the safety design as described by the manufacturer.
- Special attention for the downforce securing's of tubulars situated in an open frame. Such construction shall be sufficiently secured in such way that tubulars do not become able to move/slide, with the risk to fall out/of during the route of transport.
- Frames only to be stacked during transport when this is allowed by the manufacturer of the frames. Such frames shall be equipped with special arrangements for stacking.
- Stanchions shall be of same length and must be placed in such way that transport frames are secured over their total length to avoid shifting on the trailer. A-minimum of 4 stanchions on each side are required. side.
- The cargo/frames shall be loaded as close as possible against the headboard, this to directly absorb the brake forces during transport.
- Cargo/Frames shall be lashed/secured in line with the European Norm EN 12195-1 and EN 12195-2.

➢ **Handling**

Loading and discharging of tubulars can be mentioned in the same breath and is inseparable from a safe transport. Not without reason that the following conditions are of high importance during the transport and forklift operations with tubulars:

Arrangements should be made and understood by the parties before start loading or unloading of tubulars.

Tasks should be clearly communicated between the truck and forklift driver. The regulations on site and the safe position of the truckdriver ("staying out of a line of Fire") should be clarified. A warning to be made to the forklift driver when short tubulars are present in between or on top of normal length and may not directly visible.

Regulations for the stowage of loose tubulars should be followed:

- Timber between layers should be at least 80 mm thick
- It is not allowed to load tubulars in tier. Exception is casing prepared in bundles mentioned to be discharged by crane only.
- Stanchions should be of same length and placed as such that tubulars will be secured (protected to over their full length with a minimum of 4 stanchions on each side.
- Tubulars may be loaded one third of the diameter above the stanchions knowing that the tubular is at least 7 inch or more. Stanchions obtain an optimized momentum when they are designed to reach above the trailer bed in line with the diameter of the tubular.
- Lashing shall be fitted when tubulars are able to move sideways, safe use of wedges and or stanchions shall be put in in place. It is only allowed to load an incomplete row of tubulars when a forklift driver can oversee such row. Alternative means of securing should be made when such row cannot be protected by stanchions from both sides.
- Tubulars should be loaded with boxes to one side and loaded as close as possible against the headboard.
- Tubulars should be lashed /secured in line with the European Norm EN 12195-1 and EN 12195-2.

5.15 Delivery of Big Bags

STOWAGE ON THE TRAILER

- Loose on trailers, not stacked. Palletized delivery permitted.
- Strapped with materials according to EN.

LABELLING

- Labelling with clear handling instructions and technical specifications (see example).
- Labelling per unit with reference to Offshore Location.
- Every delivery must be accompanied by a MSDS / SDS and Checklist. (see Appendices).

PART B – Logistic terms and instructions

6 Customs

6.1 Customs in general

The Dutch continental shelf is divided into two customs zones. All platforms within the twelve-mile zone are considered as the Netherlands. All platforms outside the twelve-mile zone are considered as a third country, therefore are considered outside the European Union by customs law.

Due to the required customs formalities, all goods shall be delivered according to the terms mentioned in chapters 7 and 8.

6.2 Cargo Manifest

A manifest is considered an official document and must always be drawn up clearly. A discrepancy between the manifest and the actual (un)loaded materials is considered an economic offense and / or an act of 'smuggling' by the customs authorities and may result in considerable fines as well as the collection of excises, import duties and VAT.C

The legal requirements of a manifest are:

1. Name and complete address of shipping company
2. Identity of the vessel
3. Place and date of loading
4. Place of unloading

And for the goods:

1. Reference to related bill of lading or other commercial documents;
2. Amounts, description (+serial number), brands and reference numbers of packages
3. The usual commercial description of the goods, which is accurately, so the goods can be identified
4. Gross mass
5. Identification number of container (if applicable)
6. Customs status (IPR/ FCG)

7. Commodity code

Besides the legal requirements, the customs value is required in order to perform the required/necessary customs formalities, both import and export.
A manifest is considered an official transport document for Platform Supply Vessels and has to accompany the cargo. It's not allowed to change the manifest after loading without a request from the customs agent of the operators.

6.3 Authorised Economic Operator

As of 2008 it is possible to become a trusted partner of the European Customs, also known as Authorized Economic Operator (AEO). To become an Authorised Economic Operation, AEO an organisation must be compliant to the AEO Guidelines in which organisations have to demonstrate that they are self-regulated in customs matters. Furthermore the organisation must report (possible) transgression of customs legislation, like smuggling, fraud and other non-conformities.

The benefits of the AEO status is a significant reduction in the amount of physical checks, a priority at physical checks, requirement for specific customs simplifications and mutual recognition to equivalent international standards like those from USA, Japan, Switzerland and Norway.

6.4 Waste (from offshore locations)

Waste materials must be clearly marked on the manifest with the word WASTE.

6.5 Hazardous goods

The VLG/ADR stipulations apply for the transport of dangerous and environmentally hazardous substances, as does the IMDG Code with regard to the packaging (incl. tank containers), labelling and documentation, with additional operational instructions if required.
The legislation of the IMDG code must be adhered to in the transport of dangerous goods:
Chapter 1.1.4.2.1 of the ADR can be used for road transport.

7 Site specific terms and instructions

7.1 Deliveries to the various locations – Additional terms and instructions

In case you visit or enter one of the premises as described under the application of this document or any other logistic yard, please commit to the following:

- Observe the rules that you were presented with.
- Read the visitor instructions carefully and follow up instructions.

You may receive the most up-to-date visitor instructions via the operator upfront.
When in doubt if compliance can be met, contact your focal point of the concerned operator for further guidance on duty and emergency numbers of the site to be visited.

ACCESS TO THE SITE

- Access to the harbour sites is covered by the ISPS code for security reason. Information regarding this can be acquired from the PFSO (Port Facility Security Officer).
- Drivers must always report with Operator name, Platform/Rig of destination and Unit number.

- For all other sites special security rules may apply, ask for these rules upfront of visit.

VISITORS
Children under 16 years of age are never permitted to enter the sites without the accompaniment of an adult.

Non-compliance with these terms may result in access to the site being denied.

7.1.1 Pre-advise outgoing cargo

All material and equipment ordered for an offshore location should be pre-advised as planned offshore cargo by E-mail message to the appropriate logistics department at the latest 12:00 hours the day before the actual sailing date.

This E-mail must contain following information:
- Supplier
- Destination / Offshore location
- Quantity and type of Packing
- Goods Description
- Gross Weight
- Unit Dimensions (length, width, height) in centimetres
- IMDG Class, UN-number, Proper Shipping Name (if applicable)
- ID or Serial number / container number
- Customs Status
- Commodity code

Correct information about quantity containers, tanks, baskets, racks, weights and/or (exceptional) dimensions are required. In case an item (lift) exceeds 25.000 kilos a separate pre-advice is required in order to arrange a work permit if/when applicable.

7.1.2 Delivery of loose cargo / materials

Materials which are to be packed into containers must be delivered minimum 1 working day before actual sailing. These materials are to be clearly marked on the outside with following information:
- Suppliers name
- Destination
- PO number of operator

Cargo destined for the first available sailing must be delivered before 12:00 hours on the day before actual sailing day.

In certain cases (drilling operations, special projects) delivery of cargo is possible at the latest 2 hours before start loading operation of the vessel.

This fast-track delivery must always be in accordance and after approval of Materials Coordinator / Logistics Coordinator.

All materials are to be delivered and packed seaworthy and must be accompanied by the following documents:
- Checklist (see Appendix A & B)
- Pack list
- Pro forma / shipping invoice
- Freight note mentioning minimal: name of operator,

- offshore location and ID number of (tank)container
- Customs documents (if applicable).

In case of dangerous goods (IMO classified) the proper documents as stipulated in the IMDG code are required. Materials are to be delivered in such way that safe handling / discharge is possible. Containers are to be delivered onto open trailers.
For the delivery or transport of empty mix- and transport tanks (no paddle tanks for cement jobs) a clean-/free of gas statement must be raised (if/when required by the operator or supplier).

7.1.3 Special arrangements

For dangerous goods classified Class 1 (Explosives) and Class 7 (Radio-actives):
before arranging the actual transport, the supplier shall check with Materials Coordinator / Logistics Coordinator that outgoing vessel will be in port.

7.2 Collection of cargo / materials at the quayside

When the materials from offshore locations are cleared by the customs department, the Materials Coordinator / Logistics Coordinator will inform the owner so that the transport can be arranged. Customers having goods collected must inform their carrier CLEARLY about the goods for collection using a consignment note that states:

- Customer
- Number of packages
- Serial numbers
- Dimensions and weights
- Any class of risk
- The required Dangerous Goods documentation (if applicable)

Without a consignment note and Dangerous Goods documentation (if applicable), no goods will be transported.
In case of collecting waste materials, an LMA form must be available.

Abbreviations

ADR	Accord Dangereux Routiers (European Standard on Dangerous Goods Transportation)
BOP	Blow Out Preventor
BS EN	British Standard European Norm
CCU	Cargo Carrying Unit (Offshore container)
CE	Conforms to a European Directive
DNV	Det Norske Veritas
DROPS	Dropped Objects Prevention Scheme
EKH	Erkende bedrijven Keuring Hijs- en hefmiddelen
IBC	Intermediate Bulk Container
IMDG	International Maritime Dangerous Goods code
IMO	International Maritime Organisation
ISPS	International Ship and Port facility Security Code
JSA	Job Safety Analysis
LOLER	Lifting Operations and Lifting Equipment Regulations
LMA	Landelijk Meldpunt Afval
MARPOL	International Maritime Organisation, Convention for the Prevention of Pollution from Ships
MGW	Maximum Gross Weight
MSDS	Material Safety Data Sheet
SDS	Safety Data Sheet
NOGEPA	Netherlands Oil and Gas Exploration and Production Association
PFSO	Port Facility Security Officer
ROV	Remote Operated Vehicle
SWL	Safe Working Load
VLG	Vervoer over Land van Gevaarlijke stoffen
WLL	Working Load Limit

GENERAL CARGO CHECKLIST

Sender Destination (operator + location)	

Cargo					
ID number unit	Type	Maximum Gross Weight (MGW)	Last inspection date – unit	Last inspection date – lifting equipment	IMDG class & UN number
		t	/ /	/ /	
		t	/ /	/ /	
		t	/ /	/ /	
		t	/ /	/ /	
		t	/ /	/ /	
		t	/ /	/ /	
		t	/ /	/ /	
		t	/ /	/ /	
		t	/ /	/ /	
		t	/ /	/ /	

CHECKLIST		
#	**Description**	YES/NA
1	Are all the units still within a minimum of 4 weeks from the date of the next inspection according to legislation?	
2	Are the units free of excessive corrosion and holes? (Extra attention is required for doors, floors, forklift pockets and hinges)	
3	Are all the open unit drainage holes free of obstructions?	
4	Is all lifting equipment properly secured (for example not twisted)?	
5	Has all the lifting gear been checked for damage and are the split pins fitted?	
6	Have all the units been checked for loose items both on top and on the sides of the unit as well as in the forklift pockets (for example tools, gravel)?	
7	Has the platform destination label been applied?	
8	Are all the doors closed and secured?	
9	Are all the loose items in the units packed and lashed in such a way that they are able to withstand “the worst weather conditions”?	
10	If applicable: have dangerous goods labels according to the IMDG been applied to all four sides?	
11	Have preventative measures been taken so that lifting equipment cannot get caught behind the open unit's loads?	
12	Is the weight of the loads in the units equally distributed so that they can be lifted horizontally?	
13	Is the loaded weight of the units lower than the maximum gross weight (MGW)?	
14	In the case of a total weight of more than 4500 kg, has the heavy load sticker been affixed?	

Date		Remarks:	
Inspector			
Signature			

TANK CONTAINER CARGO CHECKLIST

Sender	
Destination (operator + location)	

Cargo						
ID number unit	Maximum gross weight of unit (MGW)	Contents (Product or type of waste)	IMDG class	UN Number	Last inspection date – unit	Last inspection date – lifting equipment
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /
		t			/ /	/ /

CHECKLIST		
#	**Description**	YES/NA
1	Are all the tank containers (frame, lifting equipment and tank vessel) still within a minimum of 4 weeks from the date of the next inspection according to the applicable regulations?	
2	If applicable: have the dangerous goods labels and proper shipping name according to the IMDG Code been applied to all 4 sides, 2 sides for proper shipping name, long sides?	
3	Are all valves (for filling, draining and venting) closed and, if applicable, provided with a dust cap?	
4	Are all the manhole covers completely closed?	
5	Is all lifting equipment properly secured (for example not twisted)?	
6	Has all the lifting gear been checked for damage and are the split pins fitted?	
7	Have all the tank container lashing points been checked for loose items on the grating, in the frame and the forklift pockets (for example tools, gravel)?	
8	Are all the frames, gratings and steps undamaged and in good condition?	
9	Has the platform destination label been applied?	
10	Is the load weight of the units under the maximum gross weight (MGW)?	
11	In the case of a total weight of more than 4500 kg, has the heavy load sticker been affixed?	

Date		Remarks:	
Inspector			
Signature			

Appendix – E: Example JSA

LIFT OPERATION PLAN/ SIMOPS PLAN			
Description of Load:	Weight of Load (kg):	Operation no: N/A	
Include a brief description of the lift operation indicating, at least, the following information: **NOTE:** *Quay site to supply vessel under supervision of Supply base supervisor, Supply vessel to Platform under supervison of WSM*			
Lift Category:	Routine ☐	Simple ☐	Complex ☐	Complicated ☐

Possible considerations (tick if relevant and address each point "step-by step" plan section below

1. Weight of load unknown	☐	2. No dedicated Rigging	☐	3. Lifting through substantial heights	☐
4. High center of gravity	☐	5. Load has sharp edges	☐	6. Dynamic factors involved	☐
7. Unstable Load	☐	8. Extremely heavy load (≥ 4500 kg)	☐	9. Hazards to personnel	☐
10. Awkward size/shape	☐	11. No lift point above load	☐	12. Communications OK?	☐
13. Fragile Load	☐	14. Restricted headroom	☐	15. Tag lines needed	☐
16. No dedicated lift points	☐	17. Confined work area	☐	18. Poor light conditions	☐
19. Open hatches (fall protection)	☐	20. Tripping hazards	☐	21. Poor sight conditions	☐

Step By Step Plan:

Route to be travelled and Laydown area

1. Has route to be travelled been selected and cleared of obstructions?	☐ Yes	☐ N.A.
2. Is laydown/landing area(s) adequate in both size and load bearing capacity?	☐ Yes	☐ N.A.
3. Is suitable packing available for protection of lad/slings while landing the load?	☐ Yes	☐ N.A.
4. Have barriers been positioned to prevent access to unauthorized personnel?	☐ Yes	☐ N.A.
5. Is the landing area within the operating radius of the Crane?	☐ Yes	☐ N.A.
6. Will the Banksman always be visible to the Crane Operator and has an alternative method of communication (e.g. radios) been established?	☐ Yes	☐ N.A.
7. Have weather conditions been considered regarding their effect on the safety of the lifting operation?	☐ Yes	☐ N.A.
8. Has the load been checked for dropped objects potential	☐ Yes	☐ N.A.

Material list:

Certificates:

Personnel Requirements and manning levels	Banksman(men)	☐	Q.ty: 1 / 2	Rigger(s):	☐	Q.ty:
	Technician(s)	☐	Q.ty:	Eng. Support	☐ Yes	☐ No

Risk Assessments:	Lift Risk Assessment (att. copy)	☐	Additional TRA (att. copy)	☐
	MOPO consulted	☐	Permit To Work (if required)	☐
	Hazard Identification Tool used	☐	Toolbox Meeting	☐

Ensure all the lifting equipment and accessories have been checked and deemed safe!

Lifting operation planned by:		Date:	
Job title:		Sign:	