

# NOGEEPA



## STANDARD FOR AIR FREIGHT

*Specific instructions for safe transport, packing and handling of air cargo to and from offshore installations*

# NOGEEPA

## GENERAL

Transport of material to an offshore destination on the Dutch continental shelf is normally done with supply vessels. In those cases when urgent freight, hand tools or fresh food needs to be transported, helicopter transport can be an alternative.

A distinction can be made between accompanied and unaccompanied freight.

- **Accompanied freight** is freight which is in the possession of the passenger and is in principle transported on the same flight.
- **Unaccompanied freight** is transported without a linkage to a passenger.

For both sorts of freight, the following is applicable:

## NOTIFICATION TO PLANNING DEPARTMENT

Transport requests for airfreight shipments need to be addressed to the applicable planning department of the Oil & Gas Operator, and need to contain at least the following information:

- Offshore destination
  - Name of supplier
  - Purchase order, vendor reference number or likewise
- Number of pieces and weight
- Measurements
- Description of contents
- Value

The Planning Department will advise the shipper where and when to deliver the shipment and flight details.

## CONDITIONS FOR DELIVERY AT THE AIRPORT

All goods need to be clean, packed in rigid and durable material, need to be accompanied by a packing list, and pro forma invoice).

As a minimum, the details will have to be the same as above notification.

Goods offered should always be suitable to be transported safely. Any item weighing more than 20 kilo needs to be labelled with a 'HEAVY WEIGHT' sticker mentioning the exact weight.

## AVAILABILITY

Goods need to be available for transport at the airport at least three hours before planned departure of the flight. Any freight booked on the early morning flights (planned departure between 07:00 and 08:00 LT) should be delivered the evening in advance before 19:00 LT.

Exceptions are only possible in consultation with the Planning Department and Air Freight Agent at the airport.



## AIRPORT HANDLING

After acceptance of the shipments the Air Freight Agent will complete the following requirements:

- Manual inspection of the contents of the goods
- Weighing
- Labelling
- Manifest to flight
- Declaration to Customs (for all platforms situated outside the Dutch 12 mile zone and values > 200 Euros)
- Hand over to Helicopter Operator Cargo Handler via X-ray machine.

## CUSTOM FORMALITIES

In those cases where Custom Authorities stop shipments for further inspection, goods need to stay at the airport until formalities are completed and cleared by Customs (inbound as well as outbound cargo).

## MANIFESTS

It is a legal obligation that the information on the Manifest corresponds with the actual load during the flight.

## INTERFIELD AND INBOUND SHIPMENTS

For planning purposes, interfield and inbound shipments need to be addressed to the Planning Department. Platform OIM's are responsible for manifesting these shipments onto a flight.



## DANGEROUS GOODS

Dangerous goods are articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods according to the ICAO Technical Instructions.

All dangerous goods offered to the Helicopter Operator have to meet the IATA dangerous goods regulations in order to ensure aircraft safety. In order to comply with these regulations, all dangerous goods must be labelled, packed and documented by an IATA approved shipper.

Please contact your Oil & Gas Operator with the UN number, substance name and hazard classification in order to make proper arrangements for transporting dangerous goods. Dangerous goods transport might only be accepted by the Helicopter Operator with prior notification of at least 24 hours. Inbound and interfield transport of any dangerous goods is forbidden unless specific arrangements have been made with the Helicopter Operator.

## MATERIAL SAFETY DATA SHEET (MSDS)

It is the shipper's responsibility to correctly classify dangerous goods if necessary. Freight declared under a general description may contain hazardous articles that are not apparent.

Such articles may also be found in baggage. A Material Safety Data Sheet will identify an item suspicious for IATA dangerous goods regulations. Any suspicious dangerous item without an MSDS can be refused for helicopter transport. A transport indication (IATA, IMO, ADR) can be found under article 14 of the MSDS.

## MAGNETIC GOODS

All magnets and other items of similar material are dangerous goods with regards to helicopter operations. Please contact your Oil & Gas Operator if you need to transport such goods by air. For transport by helicopter the regulations of IATA must be met.

## LITHIUM OR NICAD BATTERIES

Spare batteries for notebooks and other items containing lithium or NiCad cells can be identified as a dangerous goods. Special IATA regulations are in place for transport of lithium and NiCad batteries, please check the requirements at <https://specialcargo.nl/lithium-keuzehulp/>

## LAPTOP COMPUTERS

A laptop should be transported in a separate strong padded case (strong plastic or aluminium housing with foam to protect the laptop) and should be switched off. This baggage must be labelled with a "FRAGILE" label. If the laptop is packed differently, then transportation is at your own risk. At the check-in desk a notification to passengers is available detailing the safe transport of laptop computers.

## DAMAGED CARGO

Damaged cargo should be reported immediately at the check-in desk on the airport, or on the platform.



**Note 1: Oil and Gas (O&G) Operators may in individual cases deviate from the below mentioned procedures, by applying more strict requirements. All O&G Operators have agreed that the minimum requirements are in compliance with this NOGEPFA Standard. The O&G Operator in question can inform you if additional requirements are applicable. It is your task to check with the O&G Operator if additional requirements apply.**

