Forwarding, Packaging and Marking Instructions for Suppliers
QE-91-IQ-00232

PROJECT / FACILITY	Supply Chain Management	
REVIEW INTERVAL (MONTHS)	24 Months	
SAFETY CRITICAL DOCUMENT	~~YES~~	NO

Rev No	Date	Owner	Reviewer	Approver
		Land Logistics Superintendent	Logistics and Materials Manager	Executive Manager Supply Chain
4	22/02/17			

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REVISION HISTORY

Revision	Author / Editor	Amendment
4	Carsten Loscher	Incorporated updated Quadrant Cargo Load-out Checklist as requested by John Naughton and updated references

CONTENTS

1. INTRODUCTION

The purpose of this instruction is to ensure Suppliers of materials and equipment to Quadrant Energy pack all goods in a manner which ensures optimum protection during transit by road, air and sea to Quadrant Energy facilities.

2. SCOPE

These instructions contain directives and minimum requirements concerning preservation, packing, marking, export documentation and delivery of equipment and material for Quadrant Energy facilities located both onshore and offshore.

All preservation and packaging materials together with package markings and documentation shall be subject to inspection by Quadrant Energy and any charges incurred by Quadrant Energy due to the failure of the Supplier to comply with these instructions will be to the account of the Supplier.

In conjunction with this document Suppliers must ensure that they comply with all relevant legal and legislative requirements relating to the forwarding, packaging and marking requirements of materials and equipment supplied to Quadrant Energy.

This Document forms an integral part of the Purchase Order terms and conditions.

Quadrant Energy reserves the right to reject or, at its discretion due to schedule constraints, repack all goods which do not comply with these packing instructions. Supplier will be back charged for any repacking costs incurred by Quadrant Energy due to Supplier's non-compliance.

3. REFERENCES

The packaging of material and equipment shall be carried out in accordance with but not limited to the latest revision of the following standards and codes. Should requirements of this specification in any way differ from the following standards and codes then the more stringent requirement shall apply.

- QE-91-IQ-00189: Quadrant Energy Quarantine Procedure;
- QE-91-IF-00011: Quadrant Energy Lifting Standard;
- QE-91-SE-10002: Quadrant Energy Electrical Equipment Inspection, Testing and Tagging Specification
- ISO 3874: Freight Container Handling and Securing;
- AS 2400.7 Packaging : Timber Boxes;
- AS 2852–2004 Packaging – Pictorial marking for the handling of packages;
- AS 3711 Freight containers;
- AS 4068 Flat pallets for materials handling;
- IMDG Code;
- IATA Standards & Guidelines;
- Australian Code for the Transport of Dangerous Goods by Road and Rail (the ADG Code);
- AS 3711 Freight containers;
- National Transport Commission Australia - Load Restraint.

4. HSE REQUIREMENTS

The Supplier shall pack all materials and equipment in a manner that avoids risk of personal injury and damage to equipment and property.

5. PROHIBITED PACKING MATERIALS

Quadrant Energy operate their facilities under the jurisdiction of the regulators National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) and Western Australian Department of Environment Regulation (DER). In conjunction with the regulators and Quadrant Energy's Environmental Policy and Quarantine Procedure the following conditions must be abided by all Suppliers;

- The use of polystyrene foam will not be accepted as packing material;
- The use of carpet will not be accepted as packing material;
- The use of hay or straw will not be accepted as packing material;
- All materials and equipment shall be supplied free of weeds and vermin;
- Second-hand cases, crates or skids and/or any other type of wood packing constructed with used timber are not acceptable.

For further information refer to QEAL QUARANTINE PROCEDURE QE-91-IQ-00189

6. QUARANTINE

Australia's quarantine laws are amongst the strictest in the world. The country is free from many exotic diseases prevalent in other parts of the world. As a major exporter of primary produce to world markets it is imperative for Australia to prevent the introduction of plant material, soil or contamination from animal products. It is therefore mandatory that only approved packaging materials be used on any imported goods.

All timber packaging / dunnage must be treated against insect infestation by a method approved by the Australian Government Department of Agriculture and Water Resources. Treatment options, dosage rates, temperatures and durations can be found in the department's Biosecurity Import Conditions system (BICON)

Examples of packing and dunnage includes but is not limited to pallets, crating, packing blocks, drums, cases, load boards, pallet collars, gluts and skids.

Imported solid timber packaging arriving in Australia by air freight and in break-bulk consignments must be treated in accordance with Australian Government Department of Agriculture and Water Resources requirements.

Second hand cases, crates and/or other type of wood packing constructed with used timber are prohibited.

Skids, pallets, cases, crates and any other type of wood packing shall be made from new well-seasoned timber free from bark and treated against Sirex or other wood borers by means of fumigation as per Australian Regulations. A fumigation or treatment certificate provided by a government health authority or authorised fumigation company must be supplied.

Fumigation or treatment certificates must accompany the original set of shipping documents and be supplied by an Australian Government Department of Agriculture and Water Resources approved fumigation authority in the country of origin. The certificate must state that:

- The timber has been kiln dried;
- The moisture content of the timber is less than 14%;
- The timber is free from bark;
- The timber is free from infestation.

In the case of ISO containerised cargo an Australian Government Department of Agriculture and Water Resources approved packing declaration on the Supplier's letterhead must accompany the original shipping documents. All containers are to be fumigated prior to use and transportation.

Australian Government Department of Agriculture and Water Resources website: www.agriculture.gov.au

Supplier will be responsible for any costs for W.A. Department of Health facilities or operations arising from the lack of or wrongly certified packaging requirements.

7. PACKAGING

7.1 Materials

All materials shall be suitably packaged to protect the goods for ultimate shipment to and storage at an offshore location in the North West of Western Australia.

All packing must provide protection from the ingress of moisture as the goods will most likely be transported offshore in a landing barge vessel or an offshore support vessel that is prone to take water during transit to the facility.

All packaging materials and procedures being utilised or to be utilised by the Supplier shall be subject to inspection by Quadrant Energy.

All packaging and protective materials shall be new and maintain its integrity and perform its intended function whilst being transported, handled and stored.

Packaged Products showing any damage, defect or shortage resulting from improper packing, packaging materials, packing procedure, having concealed damage or being short at the time of unpacking shall be subject to rejection and be replaced at the Supplier's cost.

Any instructions covering storage, preservation, care and maintenance of the packaged equipment or material to be carried out after delivery to the job site must be included with the packaged equipment or material. These instructions and other instructions covering unpacking and installation details and one copy of all drawings and data shall be included with the shipment. These instructions, drawings and data shall be attached to the shipment, preferably to the largest package in the shipment, in such a manner that they are accessible without opening the package to which they are attached. The package shall be marked to indicate that this information is attached.

7.2 Optimisation

The Supplier shall optimise the size, weight and complexity of the packaging and packaging materials to minimise the cost of transport, handling, storage and disposal of packaging materials.

The design of packages shall take into consideration the method of lifting and where slings are to be utilised, particularly those weighing in excess of 300 kg, the top edge shall be sufficiently reinforced to withstand the loads that will be applied during lifting.

The Supplier, when designing protection packaging for equipment such as electrical switchboards, motor control centres and distribution boards shall provide for the inclusion of lifting lugs and sling

points, ensuring they are always accessible and available for lifting and transport purposes, the weight of the item is to be clearly marked on the item. All lifting lug eyebolt holes shall be blanked off to stop entry of water and dust.

For the purpose of lifting by forklift truck, packages, where applicable, shall be fitted with skids having a skid height of no less than 100 mm high and 150 mm wide.

7.3 Weather Proofing

All Products except reinforcing steel and painted structural steel shall be weatherproof or packed in a suitable package being weather proof lined.

Products that are susceptible to damage from moisture shall be placed in waterproof case liners in bag form or overwrap. Asphalt laminated Kraft paper and sealed waterproof adhesives shall be used within packaging and pictorial markings shall be on the outer packaging denoting storage under-cover requirements if applicable.

Equipment such as electrical panels, switch boards, motor control centres, office machines and instrumentation etc. shall be packed in interior moisture - vapour proof barrier with a suitable desiccant to absorb moisture within the package.

The application of desiccants in this type of packaging shall be in accordance with AS 2400 Part 18.

Openings in electric motors, generators and other electrical equipment shall be sealed with plugs, waterproof tape etc. to prevent the ingress of dust and moisture.

All packaging and protective material shall maintain its integrity and perform its intended function through all phases of handling, transportation and storage subject to the temperatures encountered in the North West of Australia.

If shrink wrap is to be used to protect material and equipment the product used shall be clear and UV resistant *(shrink wrap shall not be used as a primary source of restraint)*.

7.4 Inhibitor

All exposed non-painted metal surfaces shall be treated with suitable rust inhibitor prior to packing.

7.5 Assembly

Products, where practical, shall be shipped fully assembled. If shipping of fully assembled Products is not possible it shall be the Supplier’s responsibility to disassemble the products so that it can be properly packed and protected.

7.6 Pipe Spools

Pipe spools that cannot be suitably packed into crates due to length or shape shall be suitably packaged and strapped to pallets to avoid damage to paint and flange / bevels or alternatively pack onto flat racks with spools laying on gluts, used tyres or similar materials.

Timber plywood or rubber caps are to be securely affixed to all flange faces for protection.

7.7 Rotating Equipment

Rotating equipment shall be securely braced so that shafts do not rotate or displace axially during shipment. The Supplier shall include instructions for the proper removal of the bracing.

7.8 Vertically Mounted Motors

Vertically mounted motors in equipment shall be supported for transport to prevent damage to the rotor and stator plates.

7.9 Gear Boxes

When practical, gear boxes shall be transported filled with oil. Where this is not practical vapour phase inhibitors shall be used to protect internal surfaces. The Supplier shall provide instructions detailing the type of inhibitor and the procedure for its removal prior to operating. Additionally Supplier shall tag the item 'NO OIL'.

7.10 Base Plate

Baseplate mounted equipment shall be shipped with all auxiliary piping completely assembled and properly braced for shipment.

7.11 X Trees

Supplier shall ensure all X Trees are placed on a shipping skid prior to uplift and that drawings are supplied. The shipping skid must have a unit loading not exceeding 5 tonnes per square metre. It must be securely attached to the X Tree such that the shipping skid will not fall off when the X Tree is top lifted.

Quality tarpaulins shall be supplied to protect the X Tree from the elements.

7.12 Support Saddles

Support saddles are required for the transportation of equipment such as vessels, columns and exchangers and shall be supplied by the Supplier.

Saddles shall be fitted with lifting lugs and supplied with a steel rope or flat metal strapping to secure the saddle to the equipment during lifting or transport.

A packing medium such as rubber shall be provided for placement between equipment and saddle, securing ropes, cable and/or straps.

Saddles may be constructed out of timber or steel.

7.13 Cable Drums

Cable drums shall have timber battens that follow the full circumference of the drum.

Cable drums exceeding 5 tonne gross weight shall be constructed of steel.

The internal end of the cable shall be secured firmly to the drum to prevent it breaking loose during transport.

Cable drums shall be loaded and transported in accordance with Load Restraint Guide – Second Edition - 2004.

Drums of electric logging cable, drilling line & pennant or anchor wire are to be mounted in purpose built steel cradles with a steel axle through each drum. The axle is to have retaining clamps to hold the drum in the cradle.

7.14 Structural Steel

Handrails and grating etc. shall be, where practical, bundled together for shipment.

7.15 Sacks and Bags

Sacks and bags shall comply with AS 2400 Part 8 and where protection from the ingress of dust, dirt and moisture is required, liners shall be used.

When using sacks and bags the Supplier shall ensure they are individually tagged and branded with the purchase order/contract number, item number and the contents.

Sacks and bags when used for packaging structural steel bolts, structural bolting, nuts and fasteners shall be packed into steel drums or similar storage container.

7.16 Pipe

All piping shall be packaged according to material technical specifications. Packaging requirements are to meet industry standards and best-practices; as a minimum the following apply:

- Pipe lengths shall be bundled by strapped timber cleats of suitable dimensions above and below the bundle. Coated pipe shall be provided with maximum protection to prevent damage by abrasion or impact;
- Supplier shall ensure the ends of individual pipe lengths are sealed with plastic plugs or covered with plastic end caps. Tape covering is not acceptable.

7.17 Pipe Fittings

Pipe fittings shall be sorted according to type and shall be packed in crates.

Flanges shall be protected by the use of plastic covers or the bolting of timber/metal blanks to the flange. Under no circumstances shall tape be used.

Caps or plugs shall be used on all threaded connections.

7.18 Bundles

Bundles shall be treated as individual packages and marked accordingly.

Strapping of bundled materials shall be in accordance with AS 2400 Part 13.

7.19 Handling

Freight containers to be packed shall comply with AS 2400 Part 20.

Containerised material and equipment shall be blocked, braced and/or bolted to prevent movement within the container. Material and equipment which cannot be anchored or blocked shall be removed and packed separately.

7.20 Pressurised Vessels

Where equipment is nitrogen charged the equipment or outer package shall be marked accordingly and a packing lists and SDS provided.

The pressure that is required to be maintained shall be marked accordingly on the outside of the vessel.

Supplier to forward SDS's, attached to delivery paperwork to Quadrant Energy and Quadrant Energy's nominated Freight Forwarder or Transport Company.

7.21 Liquids and High Pressure Gas (Including samples containing hydrocarbons)

Are to be accompanied by signed DG documentation for the appropriate mode of transportation.

7.22 Gas Bottles General

Gas bottles of oxygen, nitrogen, acetylene & LPG are to be supplied in purpose built cages that house & restrain the bottles in an upright position.

7.23 Painted Surfaces

Painted surfaces shall be suitably protected to prevent rubbing or scuffing during transport.

Carpet is not acceptable to use as padding between painted items.

7.24 Strapping and Retaining Clips

Stainless steel strapping and retaining clips shall be used to secure items of stainless steel. At no time shall the Supplier allow carbon steel strapping to be used or come in contact with stainless steel items.

7.25 Dissimilar Metals

To avoid metallurgical contamination the supplier shall avoid packing two different types of metals together.

7.26 Electronic Equipment

Electronic equipment to be road freighted shall have the circuit cards removed which are not physically locked in place, heavy cards such as power supplies and cards where vibration is likely to damage connectors by the Supplier prior to being released from their premises.

All components removed shall be individually wrapped and packed in suitable containers. Diagrams showing the locations of all cards shall be included with the equipment.

Any units with electrical leads i.e. workshop containers or refrigerator/freezer containers require electrical test and tagging as per AS/NZS 3760. See QE-91-SE-10002: Quadrant Energy Electrical Equipment Inspection, Testing and Tagging Specification.

7.27 Chemical / Hydrocarbons in Drums

New drums shall be used to package hydrocarbons and chemicals.

Pallets used to transport these materials are to be free of any hazards that have potential to puncture the drums whilst in transit.

All drums must be belly strapped together and secured to the pallet with steel strapping and clips.

A shock absorbing material (e.g. rubber) is to be placed under all drums to protect the base of the drum from wear whilst in transit. This is also required to reduce the flex of the drum base. Further protection (e.g. rubber) shall be placed between drums to prevent rubbing whilst in transit.

All chemicals and hydrocarbons that are packaged and transported in non-watertight packaging are to be covered to prevent the ingress of water through inclement weather and sea transportation.

7.28 Liquids

Hazardous liquids are to be package using absorbent pads, not beads / granules and accompanied with relevant SDS. Liquids are not to be overfilled and clear instruction is required if venting is to be performed in certain climatic / transporting conditions.

IBC's used for the transportation of liquids are to be serviceable and maintained in good condition.

7.29 Tubular Handling Equipment

Tubular handling tools are to be packaged in size sorted sets with each size set to be packaged in an offshore certified container or basket e.g. Tubular handling tool set for 13 3/8" casing – tubular handling tool set for 10 ¾" casing – etc.

Hydraulic power packs are to be skid mounted and free of fuel and oil leaks. The hydraulic hose systems must be of dry break connection design.

Hydraulic tongs come with a range of jaw size sets and are to be supplied in offshore certified containers or baskets.

Flush Mount Spiders, slips and rotary slip elevators are to be supplied in offshore certified containers or baskets.

7.30 Electric Submersible Pump (ESP)

ESP's are to be packaged in certified steel cases that are complete with lifting lugs for a four leg sling assembly. The steel cases need to be of rigid design such that the ESP's are not subjected to bending when being lifted for loading onto transport.

8. HAZARDOUS MATERIALS

8.1 General

Hazardous material shall be prepared for shipment, packed, marked and documented in accordance with the applicable rules, regulations and tariffs of all appropriate governmental authorities and other governing bodies. The Supplier shall be responsible for the completion of all Dangerous Goods documentation appropriate to the applicable mode of transportation. All Dangerous Goods documentation is to denote the final destination of the consignment e.g. the Quadrant Energy facility named on the Purchase Order.

It shall be the responsibility of the Supplier of any hazardous materials to designate the materials as hazardous, and to identify each material by its proper commodity name, UN Number and hazardous material class code.

A copy of the SDS must accompany all such shipments.

8.2 Radioactive Source

A radioactive source is to be supplied in a specially designed and purpose built lead shield container that is pad locked. The lead shield container should then be packed in an offshore rated mini container that is also locked. Both containers are to carry the correct DG markings and be accompanied by a signed hazardous goods declaration and SDS together with emergency contact details.

8.3 Explosives

Explosive are to be supplied in special designed and purpose built magazines (steel boxes with a non- metal lining) that are compatible with jettison racks installed on drilling rigs. The explosives are to be accompanied by the correct government permits & a signed hazardous goods declaration and SDS together with emergency contact details.

Primary and secondary explosives cannot be packed in the same magazine. Primary and secondary explosives must be transported in an explosives certified vehicle with a DG rated driver and with the mandatory separation distance between the primary and secondary explosives.

8.4 Hydrofluoric Acid

Hydrofluoric acid is to be packaged in accordance with SDS guidelines. It should be packaged for surface transport by a Specialist Company that is certified to correctly package DG. It is required to be supplied in an appropriate plastic container placed inside of a liquid retaining container which is then to be packed in a box.

8.5 Methyl Bromide (Fumigant)

Gas bottles containing Methyl Bromide (fumigant) are to be supplied securely packed in padlocked steel cages or containers and be handled, packaged and transported as per SDS requirements. Correct DG markings are to be in place on the gas bottles and cages or containers together with emergency contact details.

9. PRE-SHIPMENT NOTIFICATION

Suppliers supplying material and equipment should ensure that any one individual dimension is less than the following:

Length 12 metres

Width 2.5 metres

Height 2.8 metres

Weight 24 tonnes gross

If it is necessary to exceed these dimensions then the Quadrant Energy Contact shown on the Purchase Order should be consulted prior to packing and delivery.

Quadrant Energy's third party logistics provider is licenced in the management of Explosives and Radioactive consignments in transit only with no provision for storage. 24 hours' notice is required prior to the delivery of Explosives or Radioactive consignments to Quadrant Energy.

Transport drawings of all individual lifts and restraining points must be submitted to the Quadrant Energy Logistics Contact shown on the Purchase Order at least 60 days prior to delivery or as otherwise agreed with by the Quadrant Energy buyer shown on the Purchase Order;

Notification sheets together with any special handling requirements for the Products to be supplied are completed and despatched to Quadrant Energy within 4 weeks of Contract placement as per agreement outlined on the Purchase Order or Contract. This requirement for forward notification does not alleviate the Supplier of its obligation to provide documentation as required by law, or government regulation.

10. DOCUMENTATION AND PACKING LISTS

10.1 Verified Gross Mass (VGM)

From 1st July 2016 the International Maritime Organization (IMO) amendments to the Safety of Life at Sea (SOLAS) requires a packed container to have a Shipper verified weight as a condition for loading into a vessel for export. All packed containers will legally require a VGM declaration, including all standard sea freight containers, tank containers, flat racks and bulk containers. When the supplier is the legal entity or person named as the shipper on a bill of lading or sea waybill the supplier must provide the VGM as defined in the IMO SOLAS guidelines to Quadrant Energy's freight forwarder.

10.2 Packing List Requirements

The Supplier shall ensure Documents, Special Handling Requirements, Hazardous Cargo Sheets, Safety Data Sheets and Packing Lists are completed and despatched with consigned Products.

Packaging lists shall contain no less than the following information:

- Quadrant Energy Purchase Order Number or Rental Order Number;
- Tag/Equipment number;
- Supplier's name;
- Quadrant Energy item number / Material Number- where applicable;
- Detailed description of contents for each case/package/crate;
- Total number of packages and package numbers e.g. 1 of 3, 2 of 3, 3 of 3;
- Supplier reference number;
- Package dimensions and gross weights for each case/package;
- Point of Delivery;
- Origin of the goods.

10.3 Packing List Distribution

1 Copy: In an envelope enclosed within the case or package

1 Copy: Together with any special handling instructions, preservation requirements in a waterproof envelope securely fastened to the outside of each case or package

2 Copies: To accompany the consignment upon collection.

1 Copy: To Quadrant Energy nominated freight forwarder if cargo is to be collected from overseas.

Freight containers shall have delivery dockets and packing lists placed in weather proof envelopes and attached to both the internal wall and to the outside of the non-opening door.

Packing lists may be placed in package one of multiple packages when the outer surface is marked "Packing List Enclosed". Packing lists attached to the outside of a package must always be placed within a waterproof envelope.

10.4 Lifting Certification and Cargo Load-out Checklist

Quadrant Energy Lifting Standard QE-91-IF-00011 forms the basis for lifting compliance. All material and equipment that is transported in a container – basket - IBC – tanks – racks or transport-frame etc. (hereafter referred to as Container) is required to be certified for both on-shore and off-shore lifting and is to be accompanied with the Quadrant Energy Cargo Load-out Checklist (Annexure A). Supplier / vendor providing material and equipment within a Container under PO or contract Terms and Conditions is to ensure it has been checked and secured by a competent supplier / vendor representative. The Cargo Load-out Checklist requires the supplier / vendor to provide a competent representative with sufficient knowledge / experience of the following areas to sign the checklist:

- Container Certification Requirements;
- Container Integrity and Inspection;
- Lifting Arrangement and Suitability;

- Cargo Restraint Methodology;
- Dangerous Goods Transportation.

The Supplier shall package the equipment for shipping to the specified destination in a manner consistent with the mode of transport to prevent damage to the equipment. Any baskets used for transportation of equipment to offshore location, whether they are portable or permanent (duration of campaign) shall comply with the relevant industry standards DNV 2.7-1 and/or AS EN12079 from Det Norske Veritas (DNV) or Bureau Veritas (BV). The requirement for classification society certification includes the sling set.

Offshore containers are portable units with a maximum gross mass not exceeding 25,000 kgs, for repeated use in the transport of goods or equipment, handled in open seas, to, from or between fixed and/or floating installations and ships.

Offshore containers are divided into three main categories:

a) Offshore freight containers;

b) Offshore service containers; and

c) Offshore waste skips.

Portable offshore units with a gross mass up to 50,000kgs utilised by Suppliers will meet the design, manufacturing and testing requirements of DNV 2.7-3. Portable offshore units are not offshore containers and are not intended to carry cargoes as their primary function.

The Supplier must not use chain slings on offshore containers or portable offshore units. All Sling assemblies and Rigging shall conform to the Australian Standard (AS) 1666.2 and in addition only wire rope slings shall be accepted offshore. Shackles are required to conform to AS 2741 and only ‘four point’ shackles shall be accepted offshore.

All certifications must be valid for a minimum of three months at the time of mobilization. The Suppler will prepare the documentation package in advance of the inspection. The Company QA/QC Inspector will review the certificates and inspect the lifting/lifted equipment before release.

Any equipment container which is found to be not certified at the time of Company pick up shall not be transported by Company. The Supplier shall be required to provide the required certified container at Supplier’s cost.

Company will charge back any and all charges it has incurred for transported equipment that has been shipped using a non-certified transportation container.

Company will require QA/QC Inspectors to monitor and supervise the inspection, assembly and testing process for designated load-outs. Company reserves the right not to accept inspection work done without our QA/QC representative on site to witness the inspection and / or load out. It is the Suppliers responsibility to contact the Quadrant Energy QA/QC Inspector as soon as the request for equipment is placed by the Company Materials Logistic Coordinator or Drilling Engineer and when timing for the inspection of the equipment is established. Equipment can only be mobilized upon approval of Company QA/QC Inspector by issuance of the signed Cargo Load-Out Check List. Company may elect to waive this right and shall advice Supplier in writing.

The Supplier shall not ship equipment that has been inspected, assembled and tested for Company to another company without authorisation from Company’s QA/QC Coordinator. Company will charge back any and all third party inspection charges it has incurred for down-hole equipment or any other rental equipment that has been inspected, assembled and tested for Company, but which has been shipped to another company without Company authorisation.

11. DELIVERY AND SHIPPING ARRANGEMENTS

11.1 Break Bulk Cargo

All break bulk cargo is to be shipped below deck (where practicable) in box hull type cargo ships or roll on/roll off type cargo ships. Top loading is not allowable for the sea freight cargo, without prior consent from Quadrant Energy representative.

Loading & unloading surveillance is to be carried out by a qualified Marine Surveyor. Written reports complete with photos are to be supplied.

For single indivisible cargo items with dimensions exceeding cargo hold limits, a deck loading plan must be submitted together with a fully detailed lashing plan.

11.2 Export Documents

Immediately after completion of preservation and packing, Suppliers must submit export documents to Quadrant Energy and / or Quadrant nominated Freight Forwarder or Transport Company covering the equipment or material in quantities as mentioned below to enable space to be booked with Carriers and shipping arrangements to be made. Documents required are:

- Commercial Invoice – 2 copies;
- Packing lists 2 copies;
- Fumigation Cert. 1 Original and 2 copies;
- VGM if applicable.

The complete pack of documents is to be sent to Quadrant Energy's nominated Freight Forwarder.

11.3 Call Forward

In the instance of items are Free on Board (FOB) after Quadrant Energy have received receipt of booking confirmation from Carrier, the consignment will be called forward by Quadrant Energy's Freight Forwarding Agent and / or the Quadrant Energy buyer for delivery to Quay or Warehouse at port of shipment at a date or within a period as per Purchase Order agreement or as otherwise agreed in writing.

When items are FOB the Supplier must ensure that the consignment is accompanied by valid transit / customs export documents and is delivered well in time for the nominated vessel and agreed loading date.

In the instance of Ex-Works collection the Supplier shall ensure that all items and documentation are made available to Quadrant Energy's nominated Freight Forwarder on the date that is requested by Quadrant Energy.

12. MARKINGS

Delivery Address:
QEAL Purchase Order/Rental Order Number:
Tag/Equipment Number:
QEAL Stock Number (if applicable):
ITEM:
SUPPLIER:
PACKAGE. NO:…….. OF……..
SIZE: mm X mm X mm
VOLUME: …… Cubic M
GROSS: ……. KG
NET: …… KG
Centre of gravity clearly marked
Appropriately marked to show fragile or water sensitive contents
Hazardous Goods marked if applicable

Ultimate Destination: (Insert ultimate destination as detailed in the purchase order e.g. Varanus Island etc.)

12.1 Shipping Markings

Shipping marks must be printed on cases / crates / pieces etc. on the top and two adjacent sides in the English language. Markings shall be in a size proportional to the package or equipment.

Bundles and loose items not suitable for application of shipping marks direct on to bundles or pieces must be supplied with at least two indestructible labels, one at each end, bearing shipping marks and additional data including weight and dimensions. Labels are to be tied to bundles or pieces with steel wire.

Single indivisible units, pieces / cases / crates or other type of packing weighing two (2) tonnes and over shall clearly mark the centre of gravity either by using a painted stripe extending upwards on both sides of the words “CENTRE OF GRAVITY” or use of the relevant “IMO” symbol. In addition indications of lifting points must be shown in the appropriate places.

Appropriate numbering shall be used indicating the total number of packages in each consignment e.g. 1 of 3, 2 of 3, 3 of 3 etc.

Hazardous goods must be marked as per requirements of Part 8 accompanied with SDS

12.2 Pictorial Markings

Pictorial markings shall be shown on all packages where applicable as in accordance to IMO 223E and AS 2852-2004. Markings shall be shown on the top and two (2) adjacent sides of each shipping unit or package and shall be of waterproof ink, exterior grade paint in a colour which produces a high contrast with the background.

Packages containing Products which can be easily damaged shall be appropriately marked or show the appropriate “IMO” symbol for: “THIS WAY UP” or “HANDLE WITH CARE”, etc.

Packaged materials weighing in excess of two (2) tonnes shall clearly mark the centre of gravity either by using a painted stripe extending upwards on both sides of the words “CENTRE OF GRAVITY” or use of the relevant “IMO” symbol.

Packages requiring a spreader bar for lifting shall have the lift points clearly marked.

12.3 General Markings

Markings on fabricated steel, equipment etc. are to be stamped with alpha/numeric lettering of not less than 10 mm in height.

Marking tags where required to be utilised on grating, structural steel etc. shall be made of metal and all relevant markings shall be stamped. Tags made from cloth, aluminium or paper is never to be used.

Placards where required shall be constructed of exterior grade timber, galvanised sheet steel or durable weather resistant material. Placards shall be securely attached with stainless steel, non-corrosive fasteners or wire.

Labels shall be printed on durable, weather resistant material with surface marks being stencilled or printed in waterproof ink or paint. Labels shall be affixed to packages using only waterproof and non-corrosive glues.

12.4 Special Markings

CABLE DRUMS: Shall be marked with the following additional information:

- Cable Specifications;
- Phase and Voltage;
- Cable length;
- End identification.

PIPE and FITTINGS: Non- assembled pipe and pipe fittings shall be appropriately tagged and where individual pieces form part of an equipment assembly, each piece shall be match marked with the equipment to indicate its position. Quadrant Energy stock numbers, heat numbers shall be stamped.

TOOLS: Both general hand tools and any special tools including keys etc. to be provided by the Supplier for the installation of supplied materials and equipment shall be packaged separately with packages being clearly identified with the words ‘TOOLS’. Packing lists in all instances shall be clearly identified by quantity and description all tools supplied.

ELECTRICAL and ELECTRONIC EQUIPMENT: Electrical and electronic equipment designed for internal installation shall be stored inside or under cover while awaiting transport and installation. Items shall be clearly marked “PROTECT FROM WEATHER”.

DESSICANTS, INHIBITORS and SEALANTS: Items that have been machined and internal surfaces are protected by desiccants, inhibitors and sealants the exterior of the package shall be marked with the word(s) ‘SEALANT’, ‘INHIBITOR’ or ‘DESICCANT’. A metal tag shall be wired to the item clearly marked with the following details:

- Type of desiccant, inhibitor or sealant used;
- Quantity used;
- Location.

Annexure A – Cargo Load-Out Checklist

Cargo Load-Out Checklist

Doc No : QE-00-NG-1002
Rev No : 1
Date : 15/02/2017

Vendor:		Container Dimensions:	
Destination / Well:		Container Tare Weight:	KG
Load out Date:		Freight Weight:	KG
Container Type:		Max Container Weight:	KG
Container ID No:		Actual Weight	KG

Certification	VENDOR	QUADRANT
	YES / NO / NA	
Container Certification Data Plate secure, legible and correct		
Certified Visual Inspection date (frequency 1yr & does not expire within 3 months) **Date:**	/	/
NDT date (frequency 4yr max & does not expire within 6 months) **Date:**	/	/
Sling Certified Visual Inspection date (frequency 1yr & does not expire within 3 month) **Date:**	/	/
Electrical Test & Tagging current as per AS/NZS 3760 (workshop & refrigerated units)		
Sling Tags fitted, legible with matching ID on Ferrule		
Actual weight does not exceed GROSS weight		
Container	**YES / NO / NA**	
Container doors are locked with secondary locking mechanism in place		
Tank lids and valves are secured		
Check loose items/foreign debris for potential dropped objects **inc. fork pockets**		
Check drain holes are clear		
If applicable load out sticker is completed / applied (**old stickers removed inc. DG signs**)		
If any cargo is contained in a wooden box stencil **"NOT FOR LIFTING"**		
Slings / Bridle	**YES / NO / NA**	
Check wire rope is not broken or has strands, kinks or bends		
Confirm sling assembly is fitted correctly, i.e. not twisted and free from snagging		
Check condition of pad eyes and lifting points		
Check condition of 4 part anchor bolt shackles and split pins are fitted correctly		
Cargo Restraints	**YES / NO / NA**	
Cargo is secured safely to prevent movement in transit (avoid metal on metal contact)		
Palletised items secured to hardwood pallets (softwood pallets prohibited) utilising metal or nylon strapping as appropriate for weight and configuration of materials. Plastic pallets used for small/hand carry items only		
Nylon slings/straps are in good condition and secure (if required)		
Approved Ratchet tie down points are used within container		
All items are properly balanced in container		
Safety net in place (if fitted)		
Dangerous Goods	**YES / NO / NA**	
Miscellaneous dangerous goods are present? i.e WD-40, CRC aerosol spray etc		
Dangerous Goods sticker attached to container on ALL 4 sides		
SDS secured to item and no older than 5 years		
Multimodal DG form & SDS emailed to Quadrant Logistics		
Bottles and Cylinder Racks (Visual within 12 months & MPI within 3 yrs) min 2 lift points		

Vendor :	Dampier MLC:
Name:	Name:
Date:	Date:
Signed:	Signed: