



NAM

NAM Notification & Delivery Requirements

Offshore Cargo Shipments: Sea- & Air-freight

1. General information

Delivery addresses:

Den Helder - Quayside	Den Helder – HUB	Den Helder - Airport
Peterson Den Helder B.V.	Peterson Den Helder B.V.	DHSS
Paleiskade 41	Industrieweg 31 – 35	Luchthavenweg 10
1781 AN Den Helder	1785 AG Den Helder	1786 PP Den Helder
The Netherlands	The Netherlands	The Netherlands

Further information can be obtained by contacting the NAM handling agent; Peterson Shipping Coordinator (SHIPCO): +31 223 685345 or via e-mail; nam-epe-sns-cargologistics@shell.com (Production operations) nlk236-f@shell.com (Drilling Operations)

2. Outbound Shipments

2.1 Notification and delivery requirements – Sea-freight (delivered direct to Quayside)

Notification requirements

Notification of Sea-freight (delivered direct to Den Helder quayside) must be submitted to SHIPCO 2 working days prior to the sailing date before 12:00 hours and must accompanied with the following document:

- NAM e-Cargo Booking Form: with at least all (highlighted) obligatory fields filled out
Link to the latest version can be found in the Reference Documents in the Appendix

Delivery requirements

Before 16:00 hours on the day prior to the sailing date, the CONTRACTOR/SUPPLIER must ensure that all Goods are containerized (if applicable) and ready for transport. The delivery must at least be accompanied with the following information:

- Offshore destination;
- Packing List / Manifest / Delivery Note / Pro-Forma document;
- International Maritime Dangerous Goods Code (IMDG) Declaration by sea (if applicable);
- Test certification (if applicable);
- Inspection Release Note (if applicable);
- Certification to accompany goods for Portable Equipment (if applicable);
- Weight; for heavy loads in excess of 25 tonnes to allow the SHIPCO to prepare the necessary Permit to Work;

All Sea-freight have to comply with the Packing Requirements as stated in the Appendix.



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2.2 Notification and Delivery Requirements – Loose materials (delivered to the HUB)

Notification and Delivery Requirements

Loose materials shall be delivered to the HUB 2 working days prior to the sailing date before 12:00 hours. These materials must be accompanied with the following:

- NAM e-Packing Slip; at least all obligatory fields need to be filled out after which the file should be send to the SHIPCO.
- Link to the latest version can be found in the Reference Documents in the Appendix;
- Offshore destination;
- Packing List / Manifest / Delivery Note / Pro-Forma document;
- International Maritime Dangerous Goods Code (IMDG) Declaration by sea (if applicable);
- Test certification (if applicable);
- Inspection Release Note (if applicable);
- Certification to accompany goods for Portable Equipment (if applicable);

All Loose materials have to comply with the Packing Requirements as stated in the Appendix.

2.3 Notification and Delivery Requirements - Air-freight (delivered directly to the Airport)

To avoid helicopter payload issues, Air-freight may only be delivered directly to the Airport with (a written) authorisation of the Offshore Installation Manager / Drilling Supervisor of the final destination.

Unless hand carried, loose materials should be delivered to the HUB by default.

Loose materials delivered directly to the Airport should be delivered preferably at 19:00 on the day before flight, but a minimal of 2 hours prior to the flight. These materials must be accompanied with the following:

- NAM e-Packing Slip; at least all obligatory fields need to be filled out
Link to the latest version can be found in the Reference Documents in the Appendix
- Offshore destination;
- Packing List / Manifest / Delivery Note / Pro-Forma document;
- International Maritime Dangerous Goods Code (IMDG) Declaration by sea (if applicable);
- Test certification (if applicable);
- Inspection Release Note (if applicable);
- Certification to accompany goods for Portable Equipment (if applicable);
- Comply with the Packing Requirements as stated in the Appendix, and in addition comply with the IATA legislation if applicable.
- The maximum weight of the air-freight shall not exceed 25Kg

Please note that all personal belongings (clothes, personal items and laptops etc.) passengers take with them on their flight are not considered as Air-freight. Everything else (tools, equipment etc.) that passengers take with them is considered as Air-freight and must therefore adhere to the requirements listed above. In addition, please make sure that if you take equipment/tools with you that these are accompanied with a certification of value and ownership with the corresponding serial number/type. This also accounts for loose materials that are delivered to the Airport for transport by air. Also all Air-freight therefore has to comply with the Packing Requirements as stated in the Appendix.



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2.4 Rental Equipment

Next to the Notification and Delivery requirement as stated above there is an additional step in the process of the delivering Rental Equipment/Tools. The CONTRACTOR/SUPPLIER needs to inform the initiator of the Purchase Order not later than 7 days prior to the vessel sailing date by means of a notification of the planned Rental Equipment/Tool delivery. This applies to both Rental Equipment/Tools that is delivered to the HUB as well as for Rental Equipment delivered directly to the quayside.

For questions about the additional steps for Rental Equipment you can always contact the Purchase Order initiator directly.



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2 Dangerous and Hazardous Goods

- Dangerous and Hazardous Goods are subject to IMDG regulations based on the final offshore destination.
- It is the CONTRACTOR/SUPPLIER'S responsibility to pack and visibly mark / label all Dangerous & Hazardous Goods in accordance with relevant and current Statutory Regulations (ADR/IMDG). All modes of transport to which the Goods will be subjected to will have to be taken into account when preparing the Goods for transport.
- CONTRACTORS/SUPPLIERS must complete and forward a Dangerous Goods Declaration Form for the delivered Goods together with the correct (visibly) marking/labelling in accordance with the relevant and current IMDG Code. This also includes explosives (1.4 DG) and radioactive materials.
- Explosive Goods: Before delivery of any explosive goods (accordance IDMG class 1.4) prior contact with the SHIPCO is obligatory. The delivery address for Explosive Goods always is directly to Quayside (Paleiskade 41, 1781 AN Den Helder).
- Chemicals: All Chemicals must be accompanied by a correctly filled out Material Safety Data Sheet (MSDS).

4 Material Rejection

Delivery shall be rejected/quarantined by Peterson and/or NAM if any of the abovementioned requirements are not met.

Appendix

Packaging Requirements (incl. specification / testing / certification / marking / labelling)

- CONTRACTOR/SUPPLIER'S delivery notes must be clearly marked with the COMPANY'S Purchase Order, item number(s), description, delivery address/destination, quantity, and cast or heat numbers if applicable. Contents of package(s) must be individually marked with order item material numbers.
- CONTRACTORS/SUPPLIERS must use packaging methods, which comply with NOGEP A Standards of which the latest version can be found using the link in the Reference Documents below. The packaging should meet these requirements whilst minimising harm to the environment. CONTRACTOR/SUPPLIER'S should use recyclable materials for packaging where possible, and consider the waste implications of using excessive protective packaging.
- It is the CONTRACTOR/SUPPLIER'S responsibility that goods are packaged for land transport to the delivery point, ensuring adequate protection for the freight and such that they may be handled and processed safely by COMPANY'S personnel/agents at the point of receipt. Packaging must also be suitable for shipping to the ultimate onshore or offshore destination as is specified in the order. Packaging shall comply with applicable legislation, and evidence of compliance must be supplied where requested.
- CONTRACTOR/SUPPLIER'S should not pack items for different locations together.
- Large or heavy items shall be securely strapped to Europallets with additional protection (e.g. shrink wrapping, bubble wrap etc.) where appropriate.
- The use of steel bands is not allowed.
- Polystyrene chips may not be used as a packaging medium.
- Containers / Portable Units, Tanks e.g. Skids / Frames should include the correct Hoisting & Lifting Equipment and should be checked prior to transporting/attaching. At the moment of delivery the unit must have at least 30 days left until the certification expires.



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Reference Documents

NOGEPa Transport Terms for Marine Transport – Version 2015

<https://www.snsPOOL.com/Marine/Library/MarineTransport/MarineTransport.aspx>

NAM digital booking forms (including manuals)

<http://www.nam.nl/algemeen/nam-zakelijk/logistiek-en-inkoop.html>