

**OIL AND GAS UK CARGO SUMMARY TICKET FOR OUTBOUND CARGO
(Use Specialist Cargo Summary Tickets for Tanks and Gas Racks)**

TO – OPERATIONS DEPARTMENT/BUSINESS UNIT

COLLECT FROM (SUPPLIER ADDRESS)

DATE

TELEPHONE NUMBER

Daytime:
Out of Hours:

OFFSHORE LOCATION TO BE SHIPPED TO

SAILING DATE

VESSEL NAME

ITEM NO	DESCRIPTION/TYPE OF UNIT OR NO/TYPE OF JOINTS	UNIT ID OR NO OF BUNDLES	UNIT DIMENSIONS (L x W x H) (FEET)	ACTUAL WEIGHT OF LIFT	MAX GROSS WEIGHT	IMDG CLASS/ & UN No	LAST TEST DATE
1							
2							
3							
4							
5							
6							
7							
8							
9							

CARGO CHECKLIST

Yes/No/NA

1	Does the inspection plate show at least 30 days full remaining before statutory examination is due?	
2	Are the units free from excessive corrosion or holes?	
3	Are all drainage holes clear on open CCUs?	
4	Are all lifting sets properly fitted and configured, e.g. not twisted?	
5	Have slings been visually inspected for damage & split pins on shackles checked to see they are correctly fitted?	
6	Have you removed all potential dropped objects, e.g. Tools, debris on the lift or items strapped to lift?	
7	Has the destination label been added	
8	Are items packed and secured to prevent movement/damage in "Worst Weather" conditions?	
9	Where Dangerous Goods are being shipped, have they been pre-notified and the container correctly labelled on all four sides (Refer IMDG code)? – Chemical Tanks must have a product label attached to the tank.	
10	Is the cargo retaining net secure and positioned to prevent goods falling out?	
11	Have adequate precautions been taken to prevent Snag Hazards? (e.g.. Removal or covering of hazards)	
12	Have you checked that the doors and locking mechanisms are secure, with Secondary Securing Device attached e.g. tie-wraps?	
13	Have you checked that the load lifts horizontally? (See Oil & Gas Guidelines for parameters)	
14	Have you confirmed that the Actual Gross Weight is less than or equal to Maximum Gross Weight?	
15	If Actual weight is seven (7)tonnes or above, ensure a Heavy lift pennant has been attached	
16	Have all tubulars been slung & secured correctly and checked for potential dropped objects externally and internally?	
17	Have you fulfilled the Operator's requirements if the cargo is classified as 'Hired and Portable Equipment'?	

PRINT NAME

SIGNATURE

POSITION IN COMPANY

All checklist items must be completed prior to despatch.

This document, which stipulates the minimum checks to be completed, must accompany goods to the ultimate destination in order to ensure the correct identification of goods. Where there are multiple truckloads, one copy is to accompany each truck with the relevant items highlighted. For hazardous cargo, a copy of the dangerous goods declaration must be faxed / emailed along with this form. **Hazardous goods arriving without notification WILL NOT be shipped. SCHUK004 January 2015 rev-**