

**NON ROUTINE OR SPECIAL CARGO ITEMS
TRANSPORTATION TO OR FROM SITE
BEST PRACTICE**

PROJECT SUMMARY & CONTACT DETAILS

PROJECT SUMMARY

Project		
Item(s) being Transported		
Client		
Vendor or Supplier		Vendor or Supplier to complete Vendor Logistics Check List (See Below)
Vendor / Suppliers Agent(s)		, ,
Logistics Service Provider(s)		, ,
Shipped	From	
	To	
	Via	, ,
Further Information		1.

Vendor Logistics Check List

The Vendor Logistics Check List in protected Word format is included at the bottom of this form..

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PROJECT TEAM

Contact Information	Particulars
Nominated Person(s)	
Representing	
Function	
Department	
Telephone, Office	
Telephone, Mobile	
Electronic Mail Address	

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Nominated Person(s)	
Representing	
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Representing	
Function	
Department	
Telephone, Office	
Telephone, Mobile	

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Electronic Mail Address	
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OPERATIONS SUPPORT TEAMS

Logistics and Quayside Operations

Contact Information	Particulars
Nominated Person(s)	
Representing	
Function	
Department	
Telephone, Office	
Telephone, Mobile	
Electronic Mail Address	

Contact Information	Particulars
Nominated Person(s)	
Representing	
Function	
Department	
Telephone, Office	
Telephone, Mobile	
Electronic Mail Address	

Marine Specialists

Contact Information	Particulars
Nominated Person(s)	
Representing	
Function	
Department	
Telephone, Office	
Telephone, Mobile	
Electronic Mail Address	

Contact Information	Particulars
Nominated Person(s)	
Representing	
Function	
Department	
Telephone, Office	
Telephone, Mobile	
Electronic Mail Address	

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Procurement

Contact Information	Particulars
Nominated Person(s)	
Representing	
Function	
Department	
Telephone, Office	
Telephone, Mobile	
Electronic Mail Address	

Operational Safety

Contact Information	Particulars
Nominated Person(s)	
Representing	
Function	
Department	
Telephone, Office	
Telephone, Mobile	
Electronic Mail Address	

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VESSELS

Vessel 1

Contact Information	Particulars
Function	
Name of Vessel	
Name of Master (if known)	
Telephone, KU Band	
Telephone, Marisat	
Telephone, Mobile	
VHF Channels	
UHF Channels	
Electronic Mail Address	

Vessel 2

Contact Information	Particulars
Function	
Name of Vessel	
Name of Master (if known)	
Telephone, KU Band	
Telephone, Marisat	
Telephone, Mobile	
VHF Channels	
UHF Channels	
Electronic Mail Address	

Vessel 3

Contact Information	Particulars
Function	
Name of Vessel	
Name of Master (if known)	
Telephone, KU Band	
Telephone, Marisat	
Telephone, Mobile	
VHF Channels	
UHF Channels	
Electronic Mail Address	

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