

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

---

**VENDOR LOGISTICS CHECK LIST**

**All relevant information to be included**

<b>ORDER / CONTACT DETAILS</b>	
Purchase Order Reference	
Logistics contact name / details	
<b>EQUIPMENT PARTICULARS</b>	
Equipment description	
GA Drawing provided	
Dimensions	
Weight	
Location of C of G	
Lifting Points (number, type, capacity)	
Transport Fastening Points (number, type, capacity)	
Pressurized and / or Energized parts present	
Fluids & / or Hazardous Substances present	
Electrical Power present or required	
Compressed Air present or required	
Cooling Water required	
<b>PACKAGING AND LOADING ARRANGEMENTS</b>	
Packaging design / type	
Dedicated Lifting Rigging supplied or offered	
Original Certificates for Lifting Rigging to accompany Cargo Item(s) throughout journey	
Plant type / capacity for handling throughout journey	
Handling recommendations throughout journey	
<b>TRANSPORT &amp; DELIVERY ARRANGEMENTS</b>	
Type / capacity of Transport required	
Notifications required for road haulage, if any	
Transport risk assessment throughout journey	
For Ex Works all known risks to be considered	
Potential changes in C of G due to loading / movement	
<b>ONWARD SHIPMENT</b>	
Special precautions for loading / unloading	
Special precautions for transport by sea	
<b>DOCUMENTATION</b>	
Lift Plan required for movement / loading	

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

---

O&GUK Cargo Handling Guidelines to be available & consulted when planning each stage of journey	
---	--