



Oil & Gas UK Best Practice for the Safe Packing and Handling of Cargo to and from Offshore Locations, Issue 6 January 2015 Audit Checklist

This Audit Checklist is to be used as a prompt for the Auditor to assess the Vendor's understanding of the Oil & Gas UK Best Practice for the Safe Packing and Handling of Cargo to and from Offshore Locations, issue 6 January 2015. It is recommended that the auditor has access to a copy of the document (hard copy, pen drive or on app) when conducting the audit

Vendor Contact, name and address:
Auditors:
Section 1: Awareness of the Oil & Gas UK Best Practice for the Safe Packing and Handling of Cargo to and from Offshore locations, Issues 6 January 2015
Q1. Have you completed a gap analysis on your operations and the new document?
A1. If "yes" provide evidence – changes to procedures, processes etc. If "no" set and agree a completion date.
Section 2: General Outbound Cargo Summary Ticket understandings
Q1. Whose responsibility is it to prepare and complete a Cargo Summary Ticket?
A1.
Q1A. Does this responsibility change in cases of Sub-Contractors and if so, how?
A1A.
Q2. For multiple truck loads, how many fully completed Cargo Summary Tickets are required?

A2.
Q3. Will cargo be shipped if a fully completed Cargo Summary Ticket has not been supplied?
A3.
Section 3: Specific Outbound Cargo Summary Ticket 16 point checklist understandings
Q1. Inspection Plate. For shipment, what is the minimum remaining test period before statutory examination is due?
A1.
Q1A. Inspection Plate. In what circumstances would an exception apply and how would you go about this?
A1A.
Q2. Corrosion and Holes. Demonstrate an example of checks carried out to ensure a CCU is free from excessive corrosion.
A2.
Q3. Drainage Holes. Why is it important to check drainage holes on open CCUs are clean and free of debris?
A3.
Q4. Lifting Sets. Can you show compliance with CST check no 4 twisted bridles?
A4.
Q4A. Lifting Sets. How is it possible to guarantee the lifting set on a CCU won't be twisted when it arrives at the quayside?
A4A.
Q5. Slings and Spilt Pins. What checks do you carry out on CCU lifting equipment?
A5.
Q6. Loose / Potential Dropped Objects. Demonstrate the checks you carry out to ensure all loose items have been checked for and removed.
A6.
Q6A. Loose / Potential Dropped Objects. If your premises are not 100% concreted over or tarred, what procedures do you have to ensure any stones and debris pushed into forklift pockets are removed prior to shipment?

A6A.			
Q7. Destination Labels. What is your understanding of minimum requirements to label cargo with its destination?			
A7.			
Q8. Packing and Securing. Demonstrate the methods you use to secure cargo into CCUs.			
A8.			
Q8A. Packing and Securing. Which materials are acceptable for securing cargo inside CCUs?			
A8A.			
	YES?	NO?	Circumstances / Exceptions
Certified Lashing	YES	NO	
Wood	YES	NO	
Rope	YES	NO	
Metal Banding	YES	NO	
Ratchet Strap	YES	NO	
Q9. Dangerous Goods. If you are a Dangerous Goods Shipper, what are your obligations in terms of pre-notification and CCU labelling?			
A9.			
Q9A. Dangerous Goods. If you are a Dangerous Goods Shipper, are your declarations done in house or out-sourced?			
A9A.			
Q9B. Dangerous Goods. If declarations are completed in house, which editions of the IMDG code and IATA regulations are you using?			
A9B.			
Q10. Cargo Retaining Nets. What is the purpose of fitting a cargo retaining net to the inside of a CCU?			
A10.			
Q11. Snagging Prevention. Give some examples of how snagging potential inside open CCUs can be avoided.			
A11.			
Q11A. Snagging Prevention. Are there any circumstances when cargo protruding above the level of the CCU is acceptable and if so what are they?			
A11A.			
Q12. Door and Locking Mechanism Security. Which of the following are acceptable methods used as			

secondary securing devices on CCU doors?			
A12.			
	YES?	NO?	Circumstances / Exceptions
Tie-wrap?	YES	NO	
Padlock?	YES	NO	
Metal karabiner?	YES	NO	
Wire door seal?	YES	NO	
Step Change Inspection Tag?	YES	NO	
Nut and Bolt?	YES	NO	
Rope?	YES	NO	
Split Pin?	YES	NO	
Sling?	YES	NO	
Q13. Horizontal Lifts. Demonstrate the checks you carry out to ensure all lifts lift within the horizontal tolerances described in the Guidelines.			
A13.			
Q13A. Horizontal Lifts. Which techniques could be employed to balance awkward loads or ones which are heavy at one end?			
A13A.			
	YES?	NO?	
Position the cargo with the heavy end toward the middle of the CCU?	YES	NO	
Use balancing weights?	YES	NO	
Use offset / asymmetric sling set?	YES	NO	
Reposition the sling set?	YES	NO	
Chose a different CCU?	YES	NO	
Re-engineer the cargo?	YES	NO	
Sling the cargo instead?	YES	NO	
Q13B. Horizontal Lifts. Are there any downsides to or issues with any of the above?			
A13B.			
Q13C. Horizontal Lifts. Do you know what the tolerances are??			
A13C.			
Q14. Weights. Demonstrate the checks you carry out to ensure you do not overload CCUs.			
A14.			
Q15. Heavy Lifts. Is there anything specific which needs to be done if you are shipping a lift greater than or equal to 7 metric tonnes?			
A15.			
Q.16. Tubular Slings. If you are a supplier of anything requiring pre-slinging, describe the process for ensuring this has been done correctly?			

A16.

Auditors final comments with action points and completion dates if appropriate: