

1 GENERAL INFORMATION OFFSHORE CARGO

1.1 Delivery addresses

Containerized freight	Freight which needs to be containerized at the supply base	Airfreight
Quayside	Supply Base	Airport
Peterson B.V.	Taqa Energy B.V.	Peterson Airfreight
Paleiskade 41	Barnsteenstraat 8	Luchthavenweg 10C
1781 AN Den Helder	1812 SE Alkmaar	1786 PP Den Helder
The Netherlands	The Netherlands	The Netherlands

1.2 Contact Details / Focal point

Material Coordinator

Rene Struik / Stefan Engel

Functional mail box : CargoDH.nl@taqa.com

Direct number : +31(0)888.272.694

2 SEAFREIGHT - NOTIFICATION & DELIVERY REQUIREMENTS

2.1 Notification Requirement - Containerized Cargo - Quayside Delivery

Notification of freight with an offshore destination which is already containerized must be submitted **to the material coordinator** four working days prior loading the vessel via email. Please use the functional mail address CargoDH.nl@taqa.com

2.2 Delivery Requirement - Containerized Cargo - Quayside Delivery

The notification should include:

- NOGEP A Checklist
 - Manifest / Packing list / Delivery note (see 2.5 for the details)
 - International Maritime Dangerous Goods Declaration by Sea. (if applicable)
 - Test Certificate (if applicable)
 - Weight per unit - Due to possible restrictions crane handling offshore
 - To prevent the CCU expiring when offshore please check if all certification is fully in date at the time of use, and has sufficient test period remaining – as a guideline:
 - minimal 60 days for outbound cargo with Destination P15A/C/D
 - minimal 120 days for satellites
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- Delivery Quayside in consultation with the Material Coordinator
 - Rentals: Delivery on the day of loading the supply vessel or in consultation with the Material Coordinator

2.3 Notification Requirement - Items which require containerizing - Alkmaar

Notification of freight with an offshore destination which is not containerized by the vendor must be submitted to the material coordinator at least 5 working days prior day of loading via email. Please use the functional mail address CargoDH.nl@taqa.com

2.4 Delivery Requirement - Items which require containerizing at the TAQA Supply Base in Alkmaar

TAQA's Supply Base is open between the hours of 7:30am and 15:30pm Central European Time (CET), Monday to Friday, excluding Statutory Holidays. Any deliveries outside these stated hours require pre-approval and is only intended in case of absolute necessity.

The accompanied documents:

- Freight Note / Manifest / Packing list / Delivery note
- International Maritime Dangerous Goods Declaration by Sea. (if applicable)
- Test Certificate (if applicable)

2.5 Delivery Terms

Transport Terms for Marine Transport can be found at the SNS Pool Site;

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

- Cargo checklist containers
- House rules Paleiskade

Delivery notes should be clearly marked with:

- PO or WO Taqa
- Destination - Offshore location
- Quantity and type of Packing
- Goods Description
- Gross Weight
- Unit Dimensions (length, width, height)
- IMDG Class, UN-number, Proper Shipping Name (if applicable)
- ID or Serial number / container number
- Customs Status
- Commodity code
- Dangerous Goods information

Other requirements:

- Secure strapping of heavy and large items
- Appropriate protection to withstand transport to and from the offshore installation
- Should not pack different items for various locations together
- IMDG documentation accompanying the cargo.

2.6 Scheduled sailings

The year plan consists of a regular sail every 14 days.

The Supply Vessel will be loaded on Tuesday and arrive Friday at the offshore location to deliver bulks and deck cargo.

Equipment which requires containerization should be delivered at the warehouse minimum 5 working days prior day of loading.

Please take into account that the standard day of loading can & will vary;

- When in doubt please consult the materials coordinator regarding the exact timing
- During large scale projects such a Turn Arounds or Workovers additional sails might apply, equipment mobilisation always in consultation with the Material Coordinator
- The sailing schedule is available on request.

3 AIRFREIGHT - NOTIFICATION & DELIVERY REQUIREMENTS

3.1 Notification Requirement

Notification of airfreight with an offshore destination must be submitted to the Logistics Coordinator - at least 1 day in advance before 12:00AM - for approval.

3.2 Delivery Requirements

1. Delivery of freight 2 hours prior to departure of the helicopter
2. End destination mentioned on the freight as well as the enclosed documents
3. Proforma Invoice / Delivery ticket – for details see Delivery Terms 2.5
4. For shipments exceeding the weights for manual tractability, as written in the Occupational Health and Safety Act, a statement per item of these weights needs to be included.
5. Packing material suitable for transport by helicopter, with due observance of the maximum measures of the helicopter-type used. (Please verify with the logistic coordinator when in doubt)
6. Once approval has been given, delivery address has been confirmed the proforma Invoice & relevant other documents should be mailed to:
 - Logistics coordinators logistics.nl@taqa.com
 - Airport Goods Handling Dept. luchthaven@onepeterson.com
 - Radio Operator P15C Radiooperator.RijnC@taqa.com

3.3 Delivery Terms

Applicable Aviation Transport Terms can be found at the SNS Pool Site;
<https://www.snspool.com/Aviation/Library/Library.aspx?pageID=148>