



## 1 GENERAL INFORMATION OFFSHORE CARGO

### 1.1 Delivery addresses

Containerized Materials - Vendor	Goods which require containerizing	Goods which require containerizing	Airfreight
Quayside Den Helder	HUB – Den Helder	Warehouse - Alkmaar	Airport - Den Helder
Peterson B.V.	Peterson B.V.	Taqa Energy B.V.	Peterson B.V.
Paleiskade 41	Industrieweg 31 -35	Barnsteenstraat 8	Luchthavenweg 10
1781 AN Den Helder	1785 AG Den Helder	1812 SE Alkmaar	1786 PP Den Helder
The Netherlands	The Netherlands	The Netherlands	The Netherlands

### 1.2 Contact Details:

#### Material Coordinator

Functional mail box : [CargoDH.nl@taqaglobal.com](mailto:CargoDH.nl@taqaglobal.com)  
 Direct number : + 31(0)223.685.382  
 Mobile number : + 31(0)6.537.896.44

#### Logistics Coordinators

General mail box : [logistics.nl@taqaglobal.com](mailto:logistics.nl@taqaglobal.com)

Joop van Gessel : [Joop.Vangessel@taqaglobal.com](mailto:Joop.Vangessel@taqaglobal.com)  
 Direct number : +31(0) 888.272.559  
 Mobile number : +31(0)6.538.446.56

Gerlof Ellens : [Gerlof.ellens@taqaglobal.com](mailto:Gerlof.ellens@taqaglobal.com)  
 Direct number : +31(0)888.272.539  
 Mobile number : +31(0)6.301.713.13

Document ECM number	Version	Date	Page 4 of 4
195061	1	01-01-2019	

# TAQA ENERGY B.V. – CARGO NOTIFICATION & DELIVERY REQUIREMENTS



## Warehousing Coordinator BKM Alkmaar

Functional mail box : [Info.Warehouse@taqaglobal.com](mailto:Info.Warehouse@taqaglobal.com)

Ramon Berendsen : [Ramon.Berendsen@taqaglobal.com](mailto:Ramon.Berendsen@taqaglobal.com)

Direct number : D +31(0)888.272.230

Mobile number : M +31(0)6.183.578.88

## 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** preferably four days, but two days as a minimum prior loading the vessel via email. (Please use the functional mail address)

### 2.2 Delivery Requirement - Containerized Cargo - Quayside Delivery

The notification should include:

- NOGEPa 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 all certification is fully in date at the time of use, and has sufficient test period remaining;
    - minimal 60 days for outbound cargo with Destination P15A/C/D
    - minimal 120 days for satellites
- 
- Delivery Quayside in consultation with the Material Coordinator
  - Rentals: day of actual sail or in consultation with the Material Coordinator

### 2.3 Notification Requirement - Items which require containerizing - HUB Den Helder

Notification of freight with an offshore destination which is already containerized must be submitted **to the material coordinator** preferably four days, but two days as a minimum prior loading the vessel via email. (Please use the functional mail address)

### 2.4 Delivery Requirement - Items which require containerizing - HUB Den Helder

The accompanied documents:

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

Document ECM number	Version	Date	Page 4 of 4
195061	1	01-01-2019	



## 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 & HUB

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
- IMDG information (if applicable)

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 compliant (if applicable) & documentation with the cargo.

## 2.6 Scheduled sailings

The year plan consists of a regular sail every 14 days in an even week, the Platform Supply Vessel is scheduled in to arrive every even week Friday on location to deliver bulks and deck cargo.

Please take into account that the standard day of loading will vary and it is safe to assume that the Platform Supply Vessel will be loaded on a Wednesday.

- When in doubt please consult the materials coordinator or logistic coordinator regarding the exact timing
- During large scale projects such a Turn Arounds or Workovers additional sails in the uneven might apply, mobilisation always in consultation with logistics

<i>Document ECM number</i>	<i>Version</i>	<i>Date</i>	Page 4 of 4
195061	1	01-01-2019	



### 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 12:00 hrs - for approval.

#### 3.2 Delivery Requirement

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 if in doubt.
6. Once approval has been given for airfreight the proforma Invoice & relevant other documents should be mailed to:
  - Logistics coordinators [logistics.nl@taqaglobal.com](mailto:logistics.nl@taqaglobal.com)
  - Airport Goods Handling Dept. [helihaven@peterson.nl](mailto:helihaven@peterson.nl)
  - Radio Operator P15C: [Radiooperator.RijnC@taqaglobal.com](mailto:Radiooperator.RijnC@taqaglobal.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>

<i>Document ECM number</i>	<i>Version</i>	<i>Date</i>	Page 4 of 4
195061	1	01-01-2019	