

Table of Contents

1	PACKING INSTRUCTIONS	1
1.1	General Requirements, Packing:.....	1
1.1.1	Primary Packaging (Inner Pack):.....	1
1.1.2	Secondary Packaging (Cartons):	1
1.2	Labeling of Consignments:	2
1.3	Compliance & Restrictions	2
1.4	Dangerous Goods & Dual Use.....	2
1.5	Delivery Documentation	2
2	LOGISTICS INSTRUCTIONS.....	3
2.1	Helicopter /Airfreight	3
2.2	Collection of Goods, outwith United Kingdom (UK):.....	3
2.2.1	DDP /CIF – Direct Import into UK	4
2.3	Collection of Goods, within United Kingdom (UK):	4

1 Packing Instructions

1.1 General Requirements, Packing:

- Pack goods securely to prevent damage during handling, storage, and transportation
- Ensure compliance with local regulations and use recyclable material where possible
- All cartons must be clean, dry, and free from old labels or markings
- Packaging construction should reflect the environmental conditions in which the material will be transported and stored

1.1.1 Primary Packaging (Inner Pack):

- Each unit is packed in protective material (polybag, bubble wrap, or box)
- Fragile items require additional protection (foam, corner protectors)

1.1.2 Secondary Packaging (Cartons):

- Use strong corrugated cardboard cartons (minimum 5-ply for export)
- Maximum carton weight: 20–25 kg (44–55 lbs) unless agreed
- Pack items neatly; void space with dunnage
- Standard pallets: 1200mm x 1000mm (ISO) or 48" x 40" (US)
- Stack cartons evenly, not exceeding 1.6m (63") in height
- Secure pallets with stretch film and corner protectors
- Crate must be constructed in accordance with BS1133-8:2011
- Crate is optimally sized to suit the content

- Fragile goods to be preserved in recyclable material where possible
- Protect Material from moisture: valuable goods are packed in a vapor-proof wrapping, heat-sealed, or zipped with desiccant or similar drying agent
- Lifting points, CoG, ISPM15 stamp & IPPC logo to be clearly marked
- No stacking of crates for delivery, unless pre-approved by Company

1.2 Labeling of Consignments:

Include the following:

- Supplier Name
- Purchase Order Number
- SKU /Item Number
- Quantity per Carton
- Carton Number
- Country of Origin
- Vessel Name: Petrojarl Rosebank
- Dangerous Goods / Class, UN number, Labels
- Heavy, Fragile, No Stacking, Labels

1.3 Compliance & Restrictions

- No restricted packaging materials (straw, wood shavings, polystyrene chips hazardous fillers).
- ISPM-15 compliant wooden pallets/crates for export.
- Asbestos Free Declaration: The Contractor shall ensure that any delivery is Asbestos Free, as per SOLAS II-1, REG 3-5, MSC.1/Circ 1379 and DNV Rules

1.4 Dangerous Goods & Dual Use

If shipment contains dangerous goods or if any of the goods are considered dual-use goods, notify Logistics Lead, Purchaser, and nominated freight forwarder, before shipment or collection takes place.

If the consignment contains Dangerous Goods, the latest revision of Material Safety Data Sheet (MSDs) and IMDG/IATA Dangerous Goods Declaration must be enclosed. All documentation supplied must be in English and according to UK legislation.

Failure to comply with the above will result in the consignment not being accepted at the delivery point. The Contractor will be held responsible for re-delivery charges, if this applies. `

1.5 Delivery Documentation

- Packing list must match the physical goods.
- Include gross weight, net weight, carton dimensions, total carton count.

- Place one copy of packing list inside the master carton or pallet.

2 Logistics Instructions

Warehouse Address:

Altera Infrastructure - PJ Rosebank -Warehouse W4
C/O ASCO Ltd
Dales Industrial Estate
Peterhead AB42 3GZ
Great Britain

Please see PO specific instructions and reference to agreed Delivery Terms.

2.1 Helicopter /Airfreight

If you are informed by Company that the order shall be sent via helicopter to the Rosebank field, the shipment must be appropriately packed for airfreight, with a maximum weight limit of 25 KG.

Two copies of the delivery note will be required.

Confirmation of package weight and dimensions is required prior to the delivery. Freight cannot be delivered without prior approval from either Company Logistics or the Purchaser, allowing for the arrangement of the delivery.

Airfreight approval reference to be added to supplier packing list.

Airfreight Address:

Petrojarl Rosebank
c/o Ace Forwarding
Unit 1, Site 4, Howe Moss Drive,
Kirkhill Industrial Estate,
Dyce
AB21 0GL

2.2 Collection of Goods, outwith United Kingdom (UK):

When material is ready for collection or dispatch, contact:

Company Freight Forwarder:	knno.rosebank@kuehne-nagel.com
Company Logistics Lead:	adam.stewart@alterainfra.com
Asco Warehouse:	pjr.warehouse@alterainfra.com
Asco Warehouse:	Tel: 07483577941
LS Customs	Altera@lscustoms.com
Responsible Purchaser:	See contact information in PO

Include collection address, contact person (phone & email), opening hours and delivery documents.

Prior notification is required for any specialised lifting or transport arrangements, such as crane lifts, specialized lifting frames or beams, and for any specialised transport requirements such as vehicle escort.

2.2.1 DDP /CIF – Direct Import into UK

Should the incoterm DDP or CIF be agreed for shipments and import directly into UK, the MRN (Movement Reference Number) must be incorporated into both the packing list and commercial Invoice (CIPL).

Caution: *Due to complex customs regulations, the Contractor shall not send any goods directly to the UK by courier services, such as Fedex, DHL, and UPS, unless Pre-Approved By Company*

2.3 Collection of Goods, within United Kingdom (UK):

Send a pre-notification 2 working days ahead to: pjr.warehouse@alterainfra.com

for delivery to Asco Campus, Peterhead.

When material is ready for collection, contact:

Company Logistics Lead:	adam.stewart@alterainfra.com
Asco Warehouse:	pjr.warehouse@alterainfra.com
Asco Warehouse:	Tel: 07483577941
Responsible Purchaser:	See PO for information

Prior notification is required for any specialised lifting or transport arrangements, such as crane lifts, specialized lifting frames or beams, and for any specialised transport requirements such as vehicle escort.