**VENDOR LOGISTICS CHECK LIST**

**All relevant information to be included**

|  |  |
| --- | --- |
| **ORDER / CONTACT DETAILS** | |
| Purchase Order Reference |  |
| Logistics contact name / details |  |
| **EQUIPMENT PARTICULARS** | |
| 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 |  |
| **PACKAGING AND LOADING ARRANGEMENTS** | |
| 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 |  |
| **TRANSPORT & DELIVERY ARRANGEMENS** | |
| 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 |  |
| **ONWARD SHIPMENT** | |
| Special precautions for loading / unloading |  |
| Special precautions for transport by sea |  |
| **DOCUMENTATION** | |
| Lift Plan required for movement / loading |  |
| ‘Best Practice for the Safe Packing & Handling of Cargo’ to be available & consulted when planning each stage of journey |  |