**VENDOR LOGISTICS CHECK LIST**

**All relevant information to be included**

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| **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 |  |