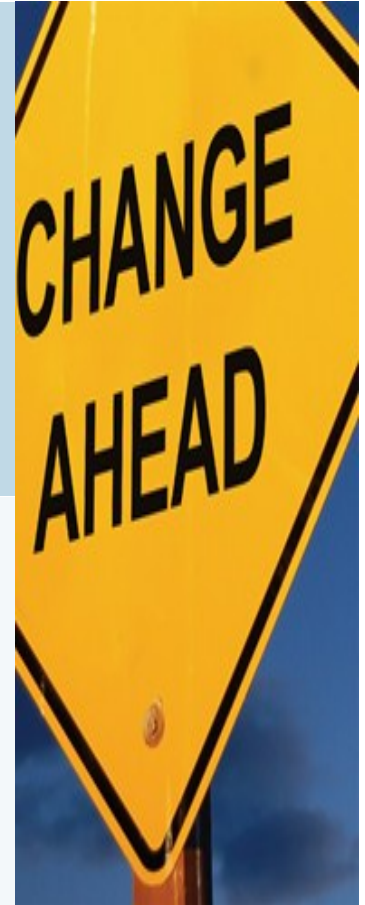


New Procedure Backloads as per February, 6



Day before Sailing 12:00h

Concept Backload list submitted to the Poolplanning Department
Outboundcargo1@snspool.com or
Outboundcargo2@snspool.com

Day before Sailing 12:30h

Poolplanning informs Materials Coordinator & SNS Pool Working Group member about unannounced Backload

On a weekly base the discrepancies are reported to the SNS Pool Steering Committee.

Immediately following departure of vessel Offshore

The "Inward Manifest" is to be submitted to
customs@petersonsbs.com

**PLEASE DO NOT SEND YOUR MANIFEST TO
poolplanning@snspool.com**

New Procedure Backloads

As of the 6th of February please follow the steps in the flowchart for Backload.

The Materials Coordinator of the operator is RESPONSIBLE that the Backload list is provided to the Poolplanning Department on time.

This does NOT necessarily mean that the Materials Coordinator also COMPLETES the list. The operator decides if the offshore installation send the information to Poolplanning directly or if this goes via the Materials Coordinator.

Please be aware that your offshore installation sends the Concept Backload list to the correct email address!

outboundcargo1@snspool.com
(GDF/TAQA/DANA/WNZ/CENTRICA)

outboundcargo2@snspool.com
(NAM/TOTAL/CHEVRON/STERLING)

Template Concept Backload

Template of a Concept Backload list is available on www.snspool.com/library/other_manuals
The Concept Backload list needs to contain at least:

- Total Number of the various Container types (e.g. 5ft, 10ft, 20ft etc.)
- Total Number and size of loose lifts (e.g. pipes & casing)
- Amount of Bulk to be back loaded
- If latter is classified as "Waste" Yes/No
- Total number of Heavy Lifts (>25t)
- Dangerous Goods Classification (UN no. + class)

Offshore locations;

Please do not hesitate to contact your onshore Materials/Logistics Coordinator if you have any questions!

Materials Coordinators;

Please do not hesitate to contact Poolplanning if you have any questions!