

# Backloading



**Best Practice recommendations  
for backloading inbound cargo.**





**Britannia**  
Operator Ltd



**centrica**  
*energy*

**DCF** Subsea



**DROPS**

The guidelines in this booklet are recognised by DROPS as Industry Best Practice and the following organisations wish to specifically extend their endorsement.



SWIRE OILFIELD  
SERVICES



# Inbound Pocket Checklist Container/Basket etc



**DROPS**

CCU Number:

<b>Cargo Checks</b>	<b>Y</b>	<b>N</b>
Have all potential dropped objects been removed or secured? (Please check on top of units, all horizontal and vertical structures including grating floors, eg gas racks, and inside forklift pockets.)		
Are the deck lifts basket/container still within certification?		
Are all items detailed on the Consignment Note in the basket/container?		
Has all material within the basket/container been adequately secured for sea transportation?		
Are the container door locking mechanisms fully engaged?		
Have all the container doors been tie-wrapped?		
Is the container in good condition? Any defects to be reported and appropriate action taken.		
Is the lifting bridle in good condition and shackles secure with split pins in place?		

<b>Cargo Checks</b>	<b>Y</b>	<b>N</b>
Is load over 7te? If so, attach "Heavy Lift Flag" to rigging.		
Does the load lift horizontally on both axes? (<6in in 20ft)		
Are there any fuels, oils or potential pollutants being transported within the equipment? (Oil in reservoir or sumps, fuel in fuel tanks etc.)		
Are there any hazardous goods in the consignment?		
If there are hazardous goods, are the appropriate hazard labels attached to all sides of the CCU?		
Have you included relevant environmental notes/Material Safety Data Sheets with the consignment note?		
If there are no hazardous goods, have all hazardous labels from outward shipment been removed?		
Has any hired or portable equipment been disconnected?		

Name (please print clearly):  
.....  
Company: \_\_\_\_\_ Date: \_\_\_\_\_  
.....  
Signature: \_\_\_\_\_  
.....

**Signed  
copy to be  
retained  
offshore for  
3 months**

# Inbound Pocket Checklist Tanks



**DROPS**

Tank Specific CCU Number:

Cargo Checks	Y	N	Cargo Checks	Y	N
Is the tank and associated sling still within certification or supported with a letter of acceptance to travel ashore?			Are all fill / discharge valves closed including any kick rods?		
Have you checked that there are no signs of damage to lift points and slings?			If there are hazardous goods, are the appropriate hazard labels attached on all four sides (as per IMDG code)?		
Have all potential dropped objects been removed or secured? (Please check on top of tanks and inside forklift pockets).			If there are no hazardous goods, have all hazard labels from outward shipment been removed?		
Are all dip and vent valves closed?			Does the load lift horizontally in both axes? (<6in in 20ft)		
Are all man-lids securely fastened?			Is the load over 7te? If so, attach 'Heavy Lift Flag' to rigging.		
Are all caps and couplings present and secure and has a check for tampering and cross-threading been made?			Have gross weights been checked against actual SWL?		
Are framework, structure, gratings, walkways and ladders in good condition?			Has destination label been attached?		

Name (please print clearly):  
.....  
Company: \_\_\_\_\_ Date: \_\_\_\_\_  
.....  
Signature: \_\_\_\_\_  
.....

**Signed  
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# BACKLOAD TAG

**CHECKED & READY  
FOR BACKLOAD**

**Packed / Loaded by:**

---

**Date:**

---

**Inspected by:**

---

**Company:**

---

**Date:**

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**DROPS**

# BACKLOAD TAG

## Instructions For use

1. Packer / Loader to check that load has been packed safely and securely.
2. Packer / Loader to attach Backload Tag to container/basket.
3. Packer / Loader to fill out details on tag.
4. Deck crew / person responsible for cargo handling to check load in accordance with guidelines.
5. Deck crew / person responsible for cargo handling to fill out details on tag.

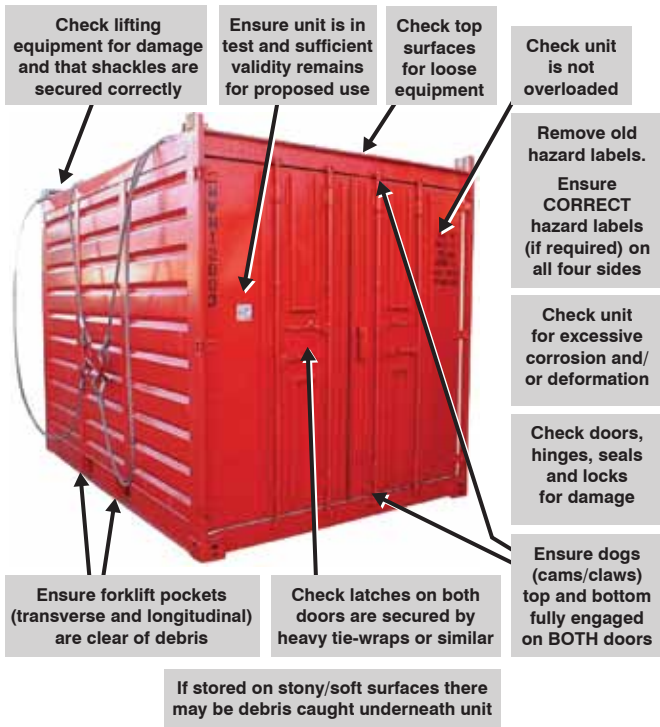
### **Note:**

**Tag to remain attached to load / container until load has reached its final destination.**

# CLOSED DOOR CONTAINER

## Cargo

- A) Ensure drums are labelled if required, and not leaking.
- B) Ensure cargo is segregated by weight, heaviest on bottom, and if there are shelves that these are not overloaded.
- C) Ensure cargo cannot shift in transit, is strapped to pallet etc, and netting/tarpaulin is in place and secure.



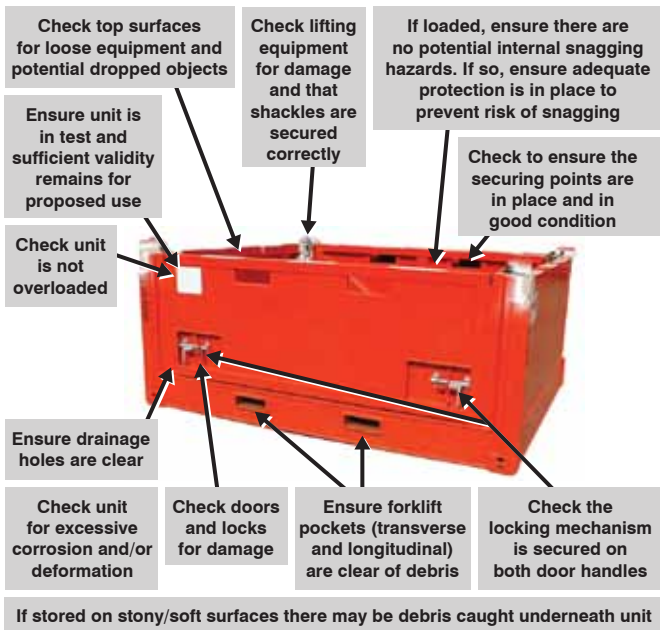


# HALF-HEIGHT CONTAINER

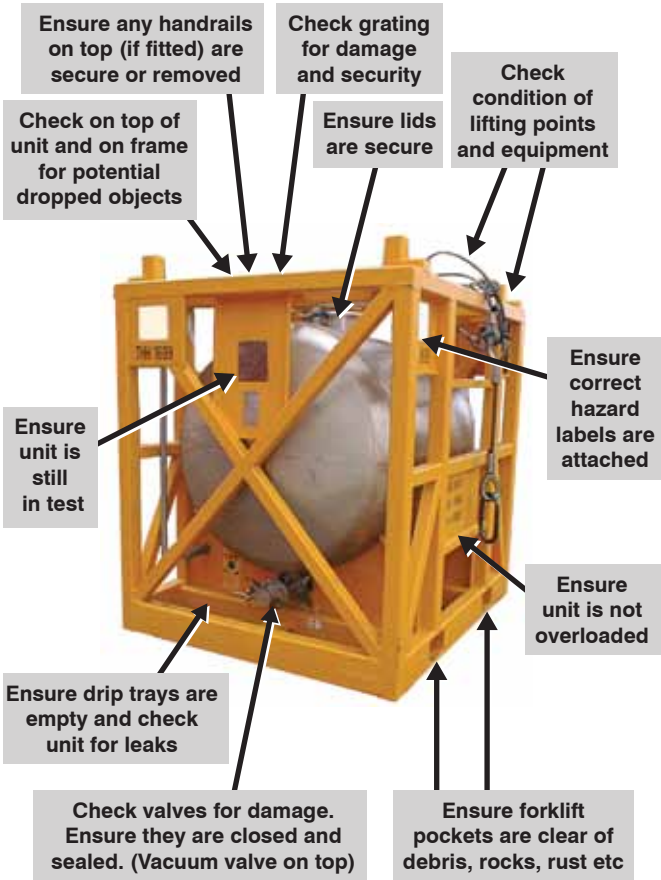
## Cargo

- A) Ensure cargo is loaded and secured correctly, and weight is evenly distributed. Loads should not extend above the height of the container.
- B) Ensure unit is not full of water or other debris that can fall out of door gaps or drainage holes.

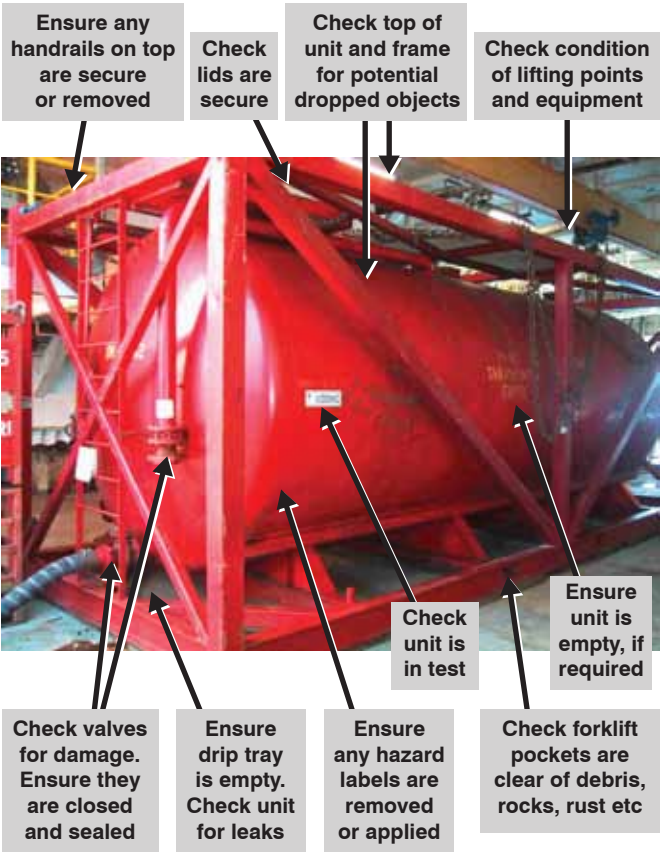
**Note:** Onshore these containers are unloaded by forklift using the side doors. Remember this when loading, prevent load leaning on doors, restricting access etc.



# OFFSHORE TANK



# BRINE/FLUID TANK



# DRILL PIPE CASING

## BUNDLED TUBULARS

Certified transportation frames are considered best practice for smaller dimension tubulars.

Only tubulars of the same diameter should be bundled together and whenever possible should be of similar length.

The number of tubulars in each bundle should be such that the inside/middle tubulars are gripped and will not slip out of the bundle. Whenever practicable tubulars over 5.5in in diameter should be bundled in 'odd' numbers.

## INDIVIDUALLY SLUNG TUBULARS

Prior to loading individual tubular cargo, bedding rope must be placed at appropriate positions on the vessels intended loading area. A minimum of two certified securing arrangements must be placed at equal distance approximately 25% from the ends of the intended stow. The length and/or height of securing arrangements must be sufficient to ensure that the entire tubular stow is secured.

Examples of certified securing arrangements are: lashing chain, webbing, wire, pipe pins/stanchions, stretchers, ratchets, shackles etc.

Specifically for vessel loading, only tubulars of the same diameter are to be stowed together and wherever possible should be of similar length to ensure the tubulars are properly secured and positioned between the securing arrangements.

Smaller individual joints or pup joints that cannot be stowed between securing arrangements and are considered to be less than 60% overall length of average joint, must be secured as a separate item or shipped in cargo baskets.



# DRILLING TUBULARS

Ensure tubulars greater than 5.5in are bundled in odd numbers

Check slings are positioned correctly to allow balanced load

Check bulldog clip is above the sling eye. A tie wrap should be fitted to prevent the reeved eye slipping over the bulldog should the load loosen during transit



Check inside for loose objects

Check protectors and end caps are secure

Check for items caught in sling / underside of load



# EXAMPLES OF DRILLING TUBULARS



## TUBING FRAME

Restraining bars to be securely fastened to avoid pipe slipping.



## TUBING – SMALL FRAME

Secure method of maximising storage and transportation of tubing.



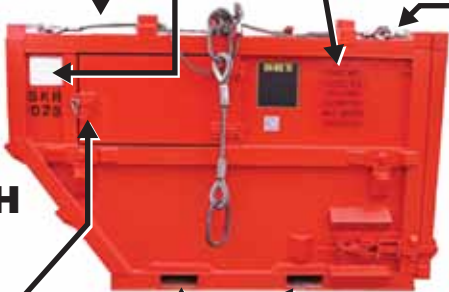
## TUBING BUNDLE

Care should be exercised on removing slings due to stowage movement.

Check top for potential dropped objects

Check unit is in test and not overloaded

## RUBBISH SKIP



Ensure doors are closed and latches secured

Ensure forklift pockets are clear of debris, rocks, rust etc

Check condition of lifting points and equipment

Ensure electrical and air supplies are disconnected

## COMPACTOR



Ensure forklift pockets are clear of debris, rocks, rust etc

Check unit is in test and not overloaded

# CUTTING SKIP

Check the roof and remove any loose objects eg tools, debris etc (lift the slings to ensure that no objects have been accidentally hidden underneath)

Check the lifting points for impact damage such as distortion, gouging and signs of overload or corrosion.

On OBM skips, check stacking locators for weld integrity, damage, distortion and corrosion



Check the lids are closed and secured and latches secured

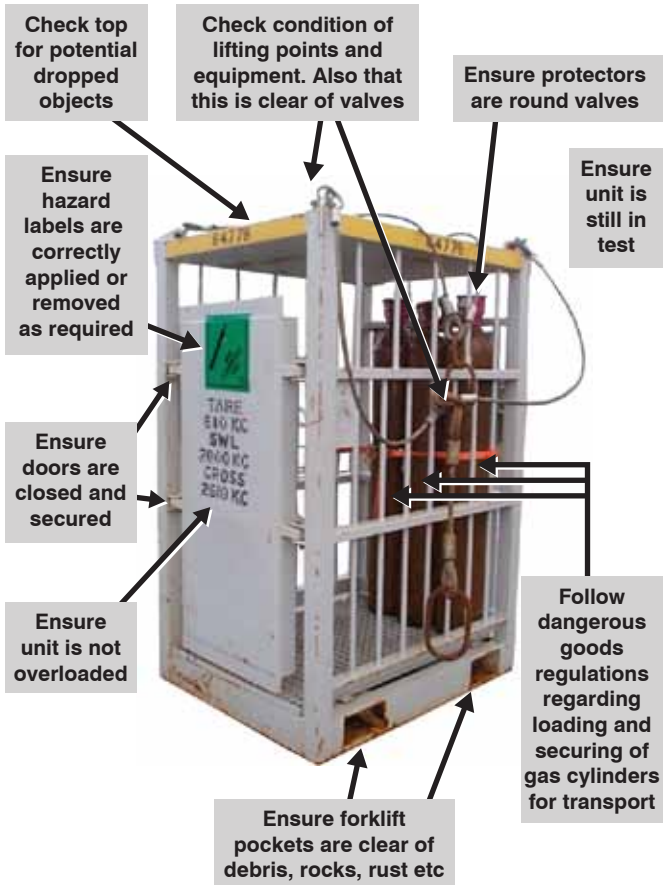
Check the overall condition of the skip internally and externally for holes



Ensure forklift pockets are clear of debris, rocks, rust etc



# GAS CYLINDER RACK



# GENERAL CARGO

Ensure cargo is loaded and secured correctly. There are many examples of expensive equipment being destroyed because time was not taken to tie it down properly.

Loose equipment could easily cause injury. Secure equipment to pallets/dunnage and then to the container securing points.

Ensure all items are secured in cargo bins or are firmly secured to suitably constructed pallets.

**Do not place items directly onto the metal floor of the basket or container.**



## BEST PRACTICE

The use of banding is a highly effective method of securing to pallets/dunnage.



# GENERAL CARGO

Always make sure your cargo does not arrive or depart your workplace with loose objects or potential dropped objects that could cause injury.

## Check for debris



## Items removed from helicopters



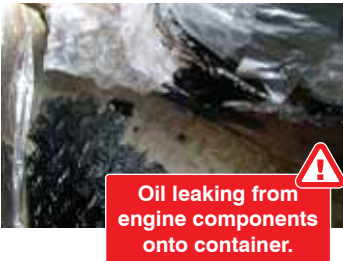
Freight packed in cardboard box split when being removed from helicopter.



Parcel containing freight split whilst being unloaded from helicopter.

# GENERAL CARGO

Ensure equipment and their components being transported have had fuel, oil or other chemicals removed, or have had caps, plugs etc fitted.



# GENERAL CARGO

Ensure all items are secured in cargo bins or are firmly secured to suitably constructed pallets. **Do not place items directly onto the metal floor of the basket or container.** Secure loads to suitable pallets/dunnage and then to the container.



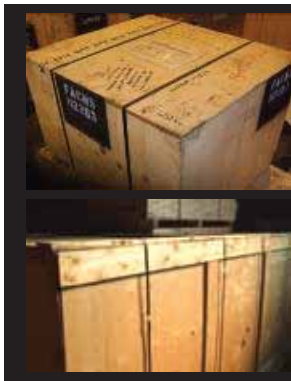
# MARINE RISER

Marine risers and their protectors must be prepared for transportation taking into consideration the hazards of potential dropped objects from riser protectors and loose items.



# WOODEN CRATES

Wooden crates should have either their lids nailed or screwed and banded shut. If the crate is damaged, it should be discarded and the contents transported in another crate or suitable container. The crate should be strong enough to contain the load. When loading crates into containers, consider how they are to be handled at their destination.



# 10 QUESTIONS FOR A SAFE LIFT

Is everyone aware of and do they fully understand the lifting and hoisting procedures applicable to the lift?

Has everyone attended the toolbox talk?

Has a pre-use inspection of the lifting equipment been carried out and are the lifting accessories tagged or marked with:

- Safe working load?
  - A unique identification number?
  - A valid certification date?
- 

Are all safety devices working?

Does everyone know the Person-In-Charge of the lift?

Is everyone competent and aware of his or her tasks?

Is there a current lift plan and JSA and does everybody understand the job and precautions?

Does everyone know the environmental limits (eg maximum permissible wind speed) for the lift?

Is the lift area controlled and is everyone clear if the load falls or swings?

Are signalling methods and communication agreed and clear to you?



# HAVE YOU CHECKED...

<b>?</b>	Container properly stored:	<input type="radio"/>
<b>?</b>	All items secured, no loose items:	<input type="radio"/>
<b>?</b>	Contents as per shipping list:	<input type="radio"/>
<b>?</b>	No risk of fluids spilling:	<input type="radio"/>
<b>?</b>	Equipment clean, free of oil, rags etc:	<input type="radio"/>
<b>?</b>	Loading conforms to IMDG code:	<input type="radio"/>
<b>?</b>	MSDS with container:	<input type="radio"/>
<b>?</b>	Hazardous documents in order:	<input type="radio"/>
<b>?</b>	Netting/tarpaulin in place:	<input type="radio"/>
<b>?</b>	Gas bottles separated by type:	<input type="radio"/>
<b>?</b>	Doors closed and properly secured:	<input type="radio"/>
<b>?</b>	Add or remove hazard labels:	<input type="radio"/>
<b>?</b>	Forklift pockets clear of debris, rocks, rust etc:	<input type="radio"/>
<b>?</b>	Tank valves and lids closed and sealed:	<input type="radio"/>
<b>?</b>	Powered units disconnected:	<input type="radio"/>
<b>?</b>	Outside of unit clear of loose equipment:	<input type="radio"/>
<b>?</b>	Check lifting points and equipment:	<input type="radio"/>
<b>?</b>	Centre of gravity assessed:	<input type="radio"/>
<b>?</b>	Unit is free of deck to be lifted:	<input type="radio"/>
<b>?</b>	Unit in test and not overloaded:	<input type="radio"/>
<b>?</b>	Load is correctly secured onto dunnage/pallet:	<input type="radio"/>

**IF IN DOUBT, STOP THE JOB AND ASK  
PLEASE CONTACT YOUR HSE SUPERVISOR**



# **DROPPED OBJECTS**

**STILL HARMING** **STILL KILLING**

**Always  
perform your  
cargo inspection  
immediately prior  
to any lifting.**



**DROPS**

**CHOOSE YOUR FUTURE MAKE A DIFFERENCE**

**For further information or details of any DROPS product, including DROPS Membership, DROPS Training, DROPS Workpacks and all DROPS Guidance and Best Practice, please visit our website or contact the DROPS Administration Team:**



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