



H S E

HEALTH SAFETY ENVIRONMENTAL



Alert #: SA 6-18

Date: 7/3/18

Final Inspections When Shipping

We should never take for granted that our job is complete, until we satisfy our Client that's paying for the work. It's the right way to conduct business on every level. A very important part of the work we do, is getting the materials the Customer orders to them...the right way...and on time. Even though we may not transport the materials or equipment ourselves, it's our duty to assure that it's sent the way our Client wants.

Our Clients have specifics on how they would like materials shipped to them. We must do everything we can to make sure that we satisfy their needs.

Recently, there were three separate situations where materials were shipped to the same Client location and did not meet their specific guidelines. This came from three different GIS facilities, on different trucks and on different days. Each had something totally different that was wrong with the load.

In an effort to create uniform deliveries, we have made an update to SOP 82-04 Inspect and Test. We have also updated Form 90-11 of our Quality Forms titled Final Basket-Tank-Vessel Checklist.

Below is the section and update of the SOP. In summary, Form 90-11 is now **MANDATORY** on all shipments of cargo carrying units. Also, Form 90-11 **must** accompany all shipping paperwork for Chevron (if you would like to send it with every shipment to create a process, then that is acceptable). This will be audited as part of our QMS.

7.15 When shipping any cargo carrying units or pre-slung units including but not limited to baskets, tanks, vessels, tool boxes, cutting boxes, totes, etc., Form 90-11 Final Basket/Tank/Vessel Inspection Checklist must be completed with shipping mani-fest and keep as documented information of final inspection. Individual performing the inspection or his/her supervisor shall print and sign the bottom of the form.

Note: A completed Form 90-11 Final Basket/Tank/Vessel Inspection Checklist shall accompany shipping paperwork for all Chevron Shipments.

If you should have any questions or concerns, please feel free to contact the Corporate HSE or QMS department anytime.

***Report all incidents immediately to the Hotline
1-855-543-5163.***



SAFETY ALERT