

Prepared by: Commercial Office Approved by: Management Revision date: 2026-07-02

CLIENT RESOURCE · OPERATIONS AND DOCUMENTATION TEAMS

Cargo Documentation Checklist

The document set expected before receipt, generated during storage, and issued at redelivery — in checklist form.

DOCUMENT CONTROL	
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Revision History

REV	DATE	DESCRIPTION	PREPARED	APPROVED
1.0	12 July 2026	Initial controlled issue.	Commercial Office	Management



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Executive Summary

This checklist itemizes the documentation lifecycle of a stored parcel at Crude Tankers III AS: what counterparties provide before receipt, what the terminal generates during custody, and what is issued at redelivery. Use it to prepare operations teams and to brief counterparties in a chain.

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Process Overview

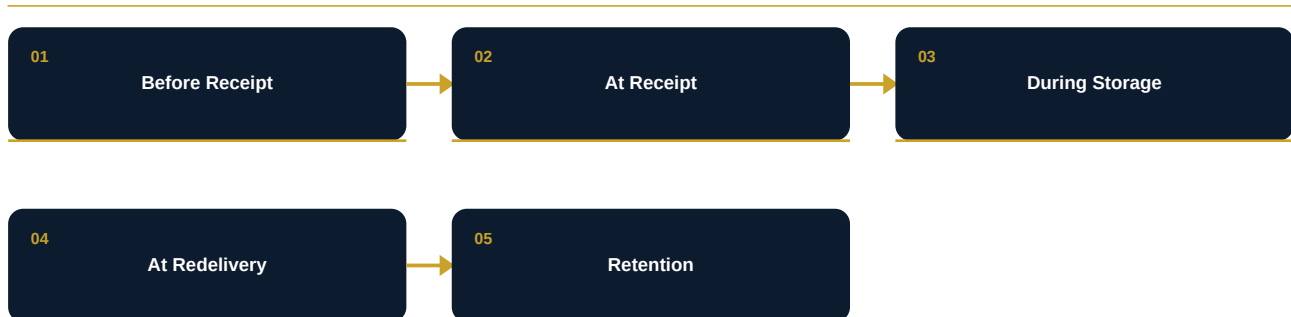


Figure. The documentation lifecycle of a parcel.

01 Before Receipt — Provided by the Customer

- Nomination: product, grade, quantity, mode, window, source vessel/pipeline
- Certificate of Quality (CoQ) / Certificate of Analysis for the parcel
- Origin documentation consistent with screening requirements
- For marine receipts: vessel particulars, Q88, agent details
- Surveyor appointment (if the customer appoints one) with scope

02 At Receipt — Generated at the Terminal

- Opening custody record: gauge ticket or meter ticket with calculation sheet
- First-foot sample record (service-change tanks)
- Sample receipts: drawn, sealed, distribution list
- Marine calls: signed ship/shore safety checklist, statement of facts, timesheet
- Receipt confirmation to customer with quantities at standard conditions

03 During Storage

- Stock statements on the agreed cadence
- Movement confirmations for every internal transfer or blend
- Blend orders and post-blend quality records where applicable
- Periodic sample/test records per the sampling plan



04 At Redelivery

- Authenticated release instruction (per the agreed release protocol)
- Closing custody record with calculation sheet
- Quality documentation pack for the outturn parcel
- Final reconciliation statement: receipts, deliveries, gains/losses within tolerance
- Marine deliveries: statement of facts, timesheet, protests if any

05 Retention and Reproduction

The complete parcel file — every record above — is retained per the terminal's retention schedule and can be reproduced for customer audit, dispute support or regulatory inquiry on request to info@crudetankersiii.com.

References & Standards

This document reflects industry-standard practice, including the following references where applicable:

- 1 API MPMS — Manual of Petroleum Measurement Standards (custody measurement).
- 2 ISO 9001 / 14001 / 45001 — quality, environmental and occupational health & safety management systems.

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