

1. Objective

The objective of this instruction is to provide a method to ensure a safe and secure transportation of abnormal, oversized and hazardous material loads within QAPCO premises.

2. Scope

This Instruction applies to all vehicles transporting abnormal loads and hazardous chemicals within QAPCO Mesaieed complex.

This Instruction covers the transportation of such loads from QAPCO main entrance to the destination site and vice versa only; it does not cover the transport on public roads under MIC or Qatar Traffic jurisdiction.

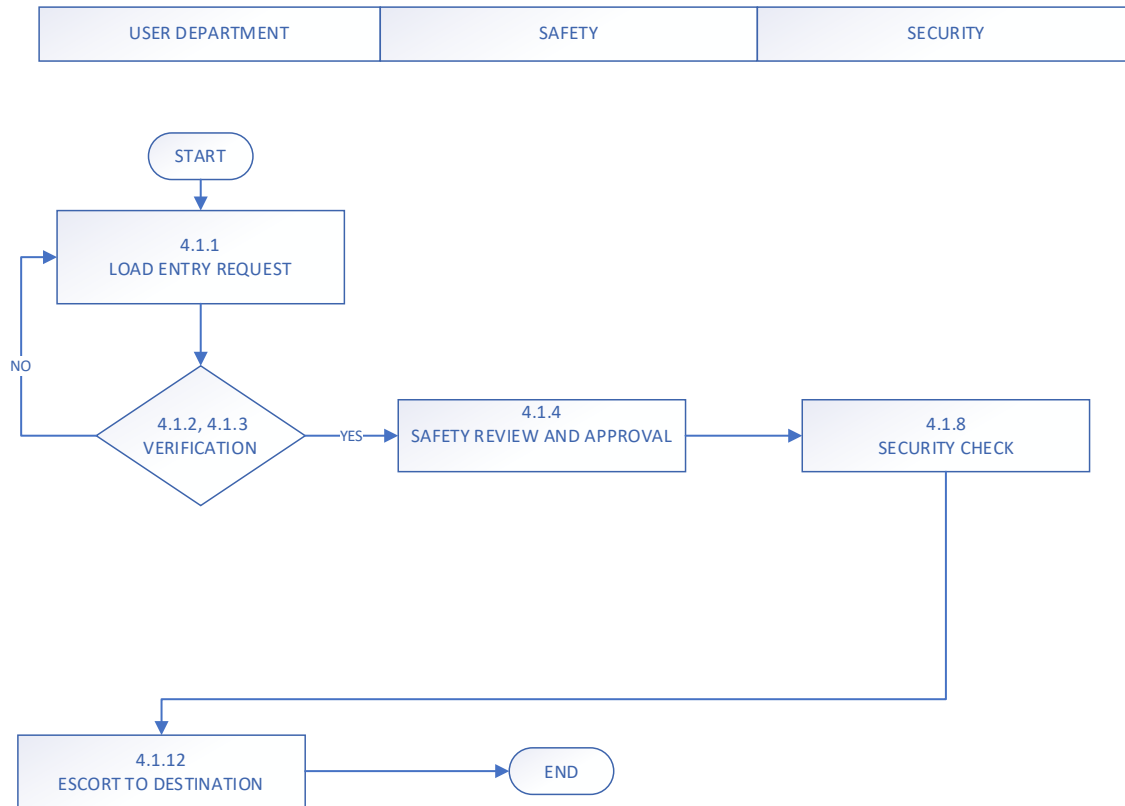
3. Summary

This Instruction covers requirements for transportation of abnormal loads and hazardous chemicals within QAPCO Mesaieed complex to be safe and secure.

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4. Transportation of Abnormal Load and Hazardous Material Process



4.1 Abnormal Load Entry to QAPCO

- 4.1.1 The supplier / applicant / owner of the cargo shall fill up ABNORMAL LOAD ENTRY FORM (IN-ST-09-F01) and submit to the concerned department in QAPCO.
- 4.1.2 Concerned Department shall verify the application and approve / reject it.
- 4.1.3 If approved, the Concerned Department shall forward the request to QAPCO Safety Personnel.
- 4.1.4 QAPCO Safety Personnel shall verify the request and conduct Risk Assessment, if any.
- 4.1.5 Respective Safety Personnel shall advise if any additional requirement is needed or the proposed route to be amended.
- 4.1.6 Safety Personnel approves the request.
- 4.1.7 The approved form shall be then forwarded to QAPCO Security.
- 4.1.8 The form shall be checked by Security to confirm that all the requirements are fulfilled.
- 4.1.9 Though all the chemicals used in QAPCO are critical, the listed chemicals (IN-ST-09-AP01) are classified as significant chemicals in this Instruction, considering the risk involved in their quantity, transportation and handling.
- 4.1.10 Security will inform to QAPCO emergency center, if required to have Fire Fighting Truck on standby during off-load operation.

4.1.11 QAPCO Security shall allow access through suitable gate.

4.1.12 The user shall approach security gate to escort the truck.

5. Records

The owner / executor shall maintain the following records / documents for reference:

#	Document / Record name	Retention period	Retention policy	Retention method	Classification
1	IN-ST-09-F01 - Abnormal Load Entry Form	1 Year	Will be maintained by Security	Soft/hard Copy	Internal

6. Document References / Attachments

#	Document ID	Document name	Summary of dependency or use
6.1 Document References			
1.	PR-ST-002	Gate pass procedures	Guideline for issuance of Gate Pass
2.	IN-250-HSE-17	HSE guideline for traffic, pedestrian, and equipment movement	Safety rules for vehicular and pedestrians' movement in facility
3.	PR-ST-002	Mesaieed Facilities Access Control Procedure	QAPCO requirement for Mesaieed facility
6.2 Attachments			
1.	IN-ST-09-AP01	List of Hazardous Chemicals	Instruction Implementation
2.	IN-ST-09-F01	Abnormal Load Entry Form	

7. Abbreviations / Definitions

#	Abbreviation / Key word	Definition summary
1.	Applicant	QAPCO or contractor Representative / receiver of the abnormal load
2.	Abnormal Load	A load that exceeds: Height: 4.5 Meter from ground (Inclusive of vehicle height) Width: 2.6 Meter (Inclusive of vehicle width)
3.	Hazardous materials	A material with potential threat to individuals and environment such as corrosive, flammable, explosive or lethal substances.
4.	Abnormal Load Entry Form	A Form to be used only for oversized normal loads.
5.	Critical load Safety Checklist	A Form to be used as safety checklist for critical loads such as oversized / abnormal loads and hazardous chemicals
6.	User Department	QAPCO Department-in-charge for receiving / installation / shifting of the abnormal load

8. Revision History

Rev #	Date	Section No.	Reason for revision / modification
00	15 Sep 2019	All	Document converted from Procedure to Instruction: From Document No: PR-QSS-133 to IN-254-SCR-09 as per Quality Requirement
01	01 Jan 2023	All	The whole document changed as per the new instruction template. Instruction Number changed from IN-254-SCR-09 to IN-ST-09. Critical Load Safety Check List merged into Abnormal Load Entry Form