

APPROVAL OF SHIPPERS AND THIRD PARTY TO CARRY OUT VERIFICATION OF CONTAINER GROSS MASS USING METHOD 2

NOTE: READ THE GUIDANCE NOTES OVERLEAF BEFORE FILLING THE FORM

1. Shipper/Third party particulars				
Shippers/Third Party Name				
ID No./ Company Registration Number				
Email Address				
Postal address				
Mobile Number				
Physical Address				
2. Container Gross Mass Verification Particulars				
Type of weighing equipment				
Brief description of determining packed container gross mass				
Name of person in charge and designation				
3. Documents f	or submission checklist			
Document Name	Tick[√]	Official use only		
Copy of ID No./ Company Registration				
Valid Copy of certificate of verification for				
weighing equipment				
Copy of Accredited Quality Management System				
Certificate e.g ISO 9001 (if applicable)				
Copy of documented procedure of weighing				
Copy of documented procedure of maintenance of				
weighing equipment or evidence of there being in				
place a valid third party maintenance contract				
Copy of documented procedure for reporting and				
recording faults of weighing equipment				

Copy of documented procedure of calibrating the					
weighing equipment					
Copy of documented procedure of Record keeping					
I hereby confirm the information provided above and submitted document is accurate to the best of my					
knowledge.					
Name	_		_		
Date					
	(STAMP)		
Signature					
For office	cial use				
Satisfactory Not Sat	isfactory				

GUIDANCE NOTES

- 1. Use **BOLD LETTERS** in filling the form;
- 2. Ensure all fields are filled appropriately and all applicable documents are submitted;
- 3. Method 2 involves weighing all packages and cargo items, including the mass of pallets, dunnage and other securing material to be packed in the container and adding the tare mass of the container to the sum of the single masses:
- 4. The following process methods shall be deemed acceptable to fulfil the requirements to establish a verified mass of packed container:
 - a) The use of Enterprise Resource Planning (ERP), Systems Applications Products (SAP) or similar management processes which are traceable and audit based
 - b) Physically weighing the goods using calibrated and certified equipment, in accordance with manufacturers recommended practices or appropriate ISO standards
 - c) Equivalent/homogenous goods with a known weight per pallet (or other transport unit) in conjunction with the use of ERP and auditability.
- 5. Under the type of weighing equipment, list all the various type of equipment employed in weighing the packed container or cargo items, packaging materials, pallets, dunnage etc e.g. scales, weighbridge, lifting weighing equipment etc;
- 6. Individual, original sealed packages that have the accurate mass of the packages and cargo items (including any other material such as packing material and refrigerants inside the packages) clearly and permanently marked on their surfaces, do not need to be re-weighed when they are packed into the container.
- 7. Under the 'brief description of determining packed container gross mass', identify clearly the distinct stages of verifying individual items weights in the production line. In case an Enterprise Resource management tool is used, describe the key elements in determining the packed container Verified Gross Mass, VGM
- 8. Provide copies of certificate of verification for weighing equipment used in weighing items for the purpose of determining the container VGM
- 9. Submit the duly filled form to info@kma.go.ke OR Send to the address below

DIRECTOR GENERAL, KENYA MARITIME AUTHORITY, WHITE HOUSE, MOI AVENUE – MOMBASA, P.O BOX 95076-80104 MOMBASA Tel: 041 2318398/9, 0724319344, 0733221322.