



**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 for 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		

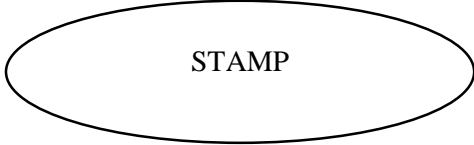
Copy of documented procedure of calibrating the weighing equipment		
Copy of documented procedure of Record keeping		

I hereby confirm the information provided above and submitted document is accurate to the best of my knowledge.

Name

Date.....

Signature.....



For official use

Satisfactory

Not Satisfactory

.....

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,
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