



The following procedures have been established by Team Ocean Services, Inc. (TOS) for TOS Branches to ensure compliance with the Safety of Life at Sea (SOLAS) Regulations related to the verification of the total gross weight/mass of ocean containers. This is referred to as a Verified Gross Mass (VGM). These procedures are accompanied by a copy of the key elements of this regulation.

The actual carriers will in most cases require a specific weight verification form to be submitted. Team has developed two forms attached here to be completed 1) *by the shipper* for shipper loaded containers or when a shipper tenders LCL cargo to TOS or 2) *by the TOS Branch Office* if they load the container. Since at the present time no TOS Branch location has the ability to actually weigh a fully loaded container, the primary purpose of these forms is to provide us with the necessary documentation to show how the Gross Weight/Mass was calculated, in the event we have to support our verification to the steamship line. It also provides documentation signed by the actual shipper as to the weights they are certifying.

Procedures

Shippers in the US tendering FCL to Team Ocean Services

- When a container is loaded at the shipper's location the shipper will be required to complete the Shipper's Container Gross Weight/Mass Verification Form to verify the total gross weight/mass (VGM) of the container. All elements of the form must be completed and then signed by an authorized employee of the shipper.
- If the shipper uses an outside service to load their container, the shipper must provide the same completed form and any other weight verification document(s) from the loading facility.
- If the shipper or the loading location has the ability to actually weigh the loaded container the shipper must complete the basic elements of the above mentioned form and attach the certified scale weight document.

Shippers in the US tendering LCL to Team Ocean Services

When tendering LCL freight to TOS, the shipper must complete the Shipper's Container Gross Weight/Mass Verification Form, omitting the container and blocking & bracing weight information. The form must then be signed by an authorized employee of the shipper.

Containers Loaded by a TOS Branch Location

- When a container is loaded by a TOS Branch the Branch staff will be required to complete the Container Gross Weight/Mass Verification Form to verify the total gross weight/mass (VGM) of the container. All elements of the form must be completed and then signed by an authorized TOS Branch employee.
- If the Branch uses an outside service to load the container, the TOS Branch must complete the same form and attach any other weight verification document(s) from the loading facility.



- If the outside loading location has the ability to actually weigh the loaded container, the Branch must complete the basic elements of the above mentioned form and attach the certified scale weight document.

TOS Branch Location tendering LCL to a co-loader or other NVOCC

The Container Gross Weight/Mass Verification Form will be completed for each LCL shipment tendered, omitting the container and blocking & bracing weight information. The form must then be signed by an authorized TOS Branch employee.

Retention of Documentation

All weight verification forms, shipper's, TOS', outside loading vendor's, and/or carrier's, must become part of the permanent file and be retained in the TOS Branch Office for the standard period of time for transportation documentation.