

WorldSkills London 2011 Ltd.

Competitor Toolbox Guidelines

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1.0 Overview

As part of preparing for the WorldSkills London 2011 Competition, there is some very important information members will need to know concerning any Competitor tools and equipment brought to the Competition. The following Toolbox Guidelines contain all information related to the transportation and approval of all Competitor Toolboxes, tools and equipment used during the Competition. Please take care to read the following thoroughly as failure to adhere to anything included in this document may have serious consequences regarding participation in the Competitor's skill area.

2.0 Responsibilities and Costs

Onus is on the Member to make sure any personal toolboxes or tools shipped to WorldSkills London 2011 arrive in the United Kingdom in accordance with the timelines provided in this document. It is also the Member's responsibility to ensure all toolboxes shipped are packaged properly and adhere to any local export requirements prior to shipping. The WorldSkills London 2011 official logistics partner, CEVA Showfreight, would be happy to provide contacts to local logistics providers who can offer more guidance on export procedures within each Member country/region. Alternatively CEVA can be used as a full service provider to organize the transport of toolboxes directly from country/region of origin and ensure delivery to the Competition.

All costs associated with the transport of toolboxes to the venue, and the subsequent return to country/region of origin, are the responsibility of the Member. As a result WorldSkills London 2011 has negotiated discounts with its logistics partner CEVA Showfreight for the purpose of toolbox transport.

IMPORTANT: Failure to follow any instructions or requirements outlined in this document may result in loss or damage of tools, denial of toolbox use during the Competition, delayed toolbox delivery resulting in missed deadlines for tool testing, and potential withdrawal from the Competition.

3.0 Health and Safety Requirements

Once Competitors' toolboxes and tools have arrived at the venue there will be requirements for the testing of all electrical tools and equipment used during the Competition. Toolbox access will be required at C-5 onwards. A representative from the toolbox country/region of origin must be available with the required key to open the Competitor's toolbox.

Toolboxes will be opened in the presence of the toolbox key holder, a member of the Technical Team, a member from the Health and Safety volunteer team and/or a WorldSkills London 2011 official. Once opened the toolboxes will be inspected for any hazardous chemicals or substances and all electrical tools will be inspected by a registered electrical PAT tester (Portable Appliance Testing) as required by Provision and Use of Work Equipment Regulations (PUWER) 1998.

Once tested, all electrical tool test information will be recorded and held on file for the duration of the Competition and for any future required reference as decided by WorldSkills International (WSI). Requirements for electrical testing can be found at <http://www.hse.gov.uk>

IMPORTANT: Should the representative of the toolbox country/region fail to have the required key to open the Competitor's toolbox, the toolbox will be broken into and locks will be cut. WorldSkills London 2011 will not be held responsible for any damage to toolboxes as a result. The onus is on the Member to provide adequate and timely access to the Competitor's toolbox when requested.

3.1 Electric Hand Tools

All electric hand tools must comply with Provision and Use of Work Equipment Regulations (PUWER) 1998 standards. This requires that all portable electrical equipment is to be tested accordingly; this is known as a PAT test. All equipment must have an up to date PAT tested sticker attached. The UK Technical Team will arrange for the required safety inspection of all tools before the start of the Competition. All electrical hand tools must meet the minimum requirements of WorldSkills London 2011, which consist of a certification mark from the country/region of origin, or one of the world-wide standard marks that WorldSkills London 2011 will accept. Examples of some of these markings are shown below. To confirm whether your markings are acceptable please contact the WorldSkills London 2011 Health and Safety Team. Contact details can be found in the 7.0 Key Contacts section. Please note that the presence of certification markings is no guarantee that the tool will pass the required electrical testing. Any tools that do not pass the safety inspection will be removed from the venue.



3.2 Hand-arm Vibration / Noise

It is a regulatory requirement in the UK for all applicable hand tools to have Hand Arm & Vibration (HAV) assessments before they are used for the Competition. The Control of Vibration at Work Regulations 2005 (the Vibration Regulations) came into force on 6 July 2005 and aim to protect workers from risks to health from vibration. For more information on HAV assessments please visit <http://www.hse.gov.uk/vibration/hav/index.htm>. It is a good idea to know the vibration levels of all Competitors' electrical tools prior to the Competition. This information can usually be obtained from the manufacturer's website or is included in the instruction/safety manual of the tool. If a vibration level for the tool cannot be obtained by the Health & Safety Team a HAV assessment will not be able to be performed and the tool will not be approved for use during the Competition.

3.3 Chemical (Hazardous) Substances

Only substances that have been approved for use by WorldSkills London 2011 and WSI will be used or allowed on site. The Control of Substances Hazardous to Health Regulations (CoSHH) 2002 requires that all chemicals must be in their original packages and must bear the required safety markings. Safe handling instructions must accompany all substances used. Each Competitor must provide WorldSkills London 2011 with CoSHH Assessments for each chemical product contained in their toolboxes. Additionally the Competitor must provide a Data Sheet (produced by the manufacturer) for all chemical items contained in their toolboxes. These CoSHH Assessments and Data Sheets (MDS) must be submitted to Daniel Ward, Health & Safety Manager of WorldSkills London 2011 no later than September 1, 2011. Additionally, a copy must also be placed inside the toolbox with any chemical product.

WorldSkills London 2011 will not produce any health and safety paperwork required by the Control of Substances Hazardous to Health Regulations 2002 for any products within their toolboxes. All Health and Safety paperwork for items contained within Competitors' toolboxes is the responsibility of each individual Competitor.

Competitors and their teams are strongly advised against bringing any chemical substances in to the UK that are not provided by WorldSkills London 2011 via the Infrastructure List. After inspection at ExCeL London any chemicals found not to have the correct labelling and/or the correct safety paperwork will be removed and disposed of. Any discovered chemicals that need disposing, will require a specialist Health and Safety Executive (HSE) approved contractor. The cost of disposal of any unapproved chemicals will fall on the Member. For further information please contact the Health and Safety Team at WorldSkills London 2011.

IMPORTANT: All standards and regulations cited are relevant to the United Kingdom. All Competitors must adhere to and comply with all above mentioned UK standards and regulations when competing in their skill area.

4.0 Shipping Requirements and Instructions

4.1 CEVA Proforma Invoice

Each Member must fill out and submit a Proforma Invoice to CEVA Showfreight and WorldSkills London 2011 prior to shipping their toolbox. The Proforma Invoice is a document required by the WorldSkills London 2011 official logistics provider.

This form should be completed per shipment and should include all toolboxes within the shipment as well as detailed information of all items within each toolbox. If the Member is sending toolboxes in more than one shipment, a separate Proforma Invoice will need to be filled out and submitted. When filling out the Proforma Invoice, the Member must include all of the following information:

- Detailed Description of each item shipped within each toolbox including make and model information as well as chemical or hazardous substances
- Value of each item shipped
- Weight and Dimensions of each toolbox to be shipped
- Identification of items to return to country/region of origin and items not to return by checking off the appropriate column
- Skill area for each toolbox

An example of a filled out form can be found in Appendix A.

Filling out this form is important in order to avoid delays at customs. Failure to properly fill out and submit this form may result in delayed customs clearance. Consequently the toolbox may miss important delivery and tool testing deadlines which may prevent the Competitor from using their toolbox during the Competition.

The form can be downloaded on the WorldSkills International website or can be obtained by contacting Graham Ridge, Operations Controller at CEVA Showfreight or Natalia Wrobel, Supply Chain Coordinator at WorldSkills London 2011.

Once complete please email the CEVA Proforma Invoice to Graham Ridge, Operations Controller at CEVA Showfreight copying Natalia Wrobel, Supply Chain Coordinator and Daniel Ward, Health and Safety Manager at WorldSkills London 2011. Please see the *7.0 Key Contacts* section for detailed contact information.

When emailing the CEVA Proforma Invoice please ensure the email fields read as follows paying close attention to the Subject format.

To: graham.ridge@cevalogistics.com

Cc: dward@worldskillslondon2011.com; nwrobel@worldskillslondon2011.com

Subject: CEVA Proforma Invoice – Member Country

When the Proforma Invoice is received CEVA will issue a Proforma Invoice number to be included on toolbox labelling. This will be used to track the shipment once it is in CEVA's possession.

IMPORTANT: CEVA must receive the Proforma Invoice prior to dispatch/shipment.

4.2 Airway Bill, Bill of Lading, or Courier Tracking Document

Each Competitor must also provide CEVA and WorldSkills London 2011 with the appropriate shipping documents. Depending on the mode of transport this will either be an Airway Bill, Bill of Lading or Courier Tracking Document. This is the shipping contract outlining all transit details and terms and conditions of the shipment. Please forward this document on to Graham Ridge, Operations Controller at CEVA Showfreight copying Natalia Wrobel, Supply Chain Coordinator at WorldSkills London 2011.

When emailing the Commercial Airway Bill, Bill of Lading, or Courier Tracking Document, please ensure the email fields read as follows paying close attention to the Subject format.

To: graham.ridge@cevalogistics.com
Cc: nwrobel@worldskillslondon2011.com
Subject: Toolbox Transit Document– Member Country

4.3 Shipping deadlines

Sea freight LCL (Less than Container Load) at UK Port	10 September
Sea freight FCL (Full Container Load) at UK Port	15 September
Airfreight at London Heathrow Airport	19 September
Ground or Courier at London Warehouse	23 September

Cargo arriving after the above dates will incur a late arrival surcharge of 25%.

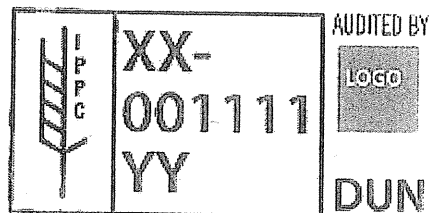
IMPORTANT: Toolboxes cannot arrive in the UK prior to August 1, 2011.

4.4 Packing and Case Marking

All shipments must have a toolbox placard filled out completely and securely attached to a minimum of two sides of the toolbox. The toolbox should be indicated with the Proforma Invoice Number once the Proforma Invoice has been submitted and the corresponding package number should be clearly indicated on the placard.

Shipments sent by AIR FRIEGHT or SEA FRIEGHT must be labelled with the placard depicted in Appendix B. Shipments sent by GROUND or COURIER must contact Graham Ridge to receive a delivery address and must be labelled with the placard depicted in Appendix C.

All wood packing material used in the shipping of freight to the UK for WorldSkills London 2011 must comply with current ISPM15 regulations. All wood packing material must clearly bear the markings confirming it has been treated in accordance with ISPM 15 regulations; any untreated wood packing material could be refused entry into the UK. As a result of these regulations, WorldSkills London 2011 highly discourages the use of wood packing to ship Competitor toolboxes. An example of required markings can be found below.



WorldSkills London 2011 highly recommends using polycarbonate flight cases with metal beaded seams to transport toolboxes. This is the most practical and durable casing for the type of items being shipped.

IMPORTANT: Any untreated wood packing material could be refused entry into the UK

4.5 Dangerous Goods

Any items considered 'Dangerous Goods' should be accompanied by the correct IATA/IMDG Hazardous Goods Declarations and Material Safety Data Sheets. CEVA must be given advanced warning and site of the documents covering items considered hazardous for transport in advance of its arrival in the UK.

Any items such as adhesives / glue's / paints / batteries could be considered dangerous for transport and should be checked with your freight agent prior to dispatch.

4.6 Customs Considerations

Customs may open any toolboxes both at the country/region of origin and at UK border. We recommend that toolboxes be secured with cable ties to prevent the need to break locks. We also recommend competitors use the CEVA Plastic seals provided in the sample boxes to seal Competitor toolboxes.

4.7 Shipping Options

The Member is responsible for all shipping charges up to delivery at the venue location. Depending on the method of transport, the Competitor may incur charges from the independent shipping agent of their choice as well as from CEVA Showfreight. The following three shipping options outline the charges Members can expect depending on the method of transport chosen.

- **Option 1: Full service delivery via CEVA Showfreight**
In this scenario CEVA will arrange the transport of the toolbox door to door. Essentially the toolbox will be picked up at a specified location at country/region of origin and delivered to the competition venue according to WorldSkills London 2011 timelines. This option is highly recommended as it ensures that the toolbox is delivered at the venue on time. The Member will receive one invoice from CEVA for all transport charges. Please keep lead times of shipments in mind when making arrangements with CEVA to ensure they coincide with shipping deadlines mentioned above.
- **Option 2: CEVA receive sea freight/airfreight at UK border**
If the Member is shipping toolboxes by Sea or Air using their own agent, CEVA will take possession of the toolbox at the UK border and move it through customs. This is to ensure any customs issues are dealt with as efficiently as possible. The Member will be responsible for the CEVA portion of transport costs once the toolbox has been cleared through customs. Storage costs will not be incurred. CEVA will ensure that the toolbox arrives at the venue according to toolbox testing timelines.
- **Option 3: Competitor's arrange delivery to advance CEVA warehouse**
Should the Member forgo the full service option and is not shipping by Air or Sea, the toolboxes must be delivered to the CEVA warehouse by the Member's shipping agent. This is due to the fact that we cannot store toolboxes onsite. As a result, the Member will be responsible for transport costs from the warehouse to the Competition venue. CEVA will ensure delivery of the toolboxes to the Competition venue in accordance with the toolbox testing timelines. These transport costs along with the warehouse delivery address can be obtained from CEVA prior to dispatch. Storage costs will not be incurred.

IMPORTANT: Any toolboxes arriving at ExCeL London not scheduled through CEVA will be refused or redirected to the appropriate warehouse. Members will incur associated costs.

4.8 Payment of Charges

CEVA will require payment of all charges, as advised by CEVA, prior to the last day of the Competition. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively at ExCeL London by cash or credit card.

Payment account details are as follows:

CEVA Showfreight
National Westminster Bank PLC
1 St Philips Place, Birmingham
B3 2PP

Account Number: 71793674
Sort Code: 60 – 02 – 35
IBAN: GB57NWBK60023571793674
Swift: NWBKGB2L

5.0 Summary of Required Documents

5.1 Shipping Documents

- Proforma Invoice
- Air freight Bill/Bill of Lading/Courier Tracking Document
- Dangerous Goods Declaration

5.2 Health and Safety Documents

- Chemical Substance/Material Data Sheets
- CoSHH Assessments
- Electrical Tools or Equipment documentation/certification–
 - Certification mark from the country/region of origin
 - PAT sticker (Portable Appliance Tested), Including the Testing Log (only for tools that have been PAT tested prior to shipment)

6.0 Summary of Dates and Deadlines

Date	Description
Aug. 1, 2011	Toolboxes can start arriving in the UK
Sept. 1, 2011	All Health & Safety Documentation must be submitted to the Health and Safety Team at WorldSkills London 2011
Sept. 1, 2011	CEVA Proforma Invoice submission and Dangerous Goods Declaration deadline
Sept. 10, 2011	Sea Freight LCL (Less than Container Load) at UK Port
Sept. 15, 2011	Sea Freight FCL (Full Container Load) at UK Port
Sept. 19, 2011	Airfreight at London Heathrow Airport
Sept. 23, 2011	Last day for delivery of toolboxes to warehouse facilities
Sept. 30, 2011	Last day for testing electrical tools provided by Competitors

7.0 Key Contacts

Graham Ridge

Operations Controller

CEVA Showfreight

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Natalia Wrobel

Supply Chain Coordinator

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E nwrobel@worldskillslondon2011.com

Daniel Ward

Health & Safety Manager

WorldSkills London 2011

T +44 (0)20 7429 2800

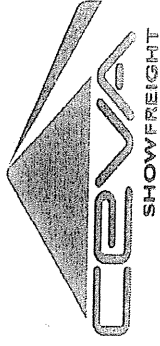
F +44 (0)20 7429 2801

E dward@worldskillslondon2011.com

Appendix

Appendix A: Proforma Invoice Example

PROFORMA INVOICE



Name & Address of Sender Name of Sender or Member Organization (ie: Skills Canada Ltd.) Country of Participation Address Line 1 Address Line 2 Address Line 3		Consignee World Skills 2011 C/O CEVA Showfreight Attn Graham Ridge London ExCel Centre Royal Docks, ExCel, London E16 1XL									
Contact Phone Email		Member Country Name									
A N Other 000 0000 0000 0000 Name@address.com											
Proforma Invoice No.											
Package Number	Skill Area	Quantity	Detailed Description of goods (in English)	Make and Model Information	Dimension in cms Length Width Height	Volume CBM	Weight in kgs Gross Net	Unit GBP	Total GBP	Mark *	A B C
1	25	1	Tool Box Angle Grinder Screw Drivers Safety Masks Circular Saw Cordless Drill Impact Drill	Bosch GWS 22-180 JH Professional N/A N/A Bosch GKS 160 Professional Ryobi HP612K 12 Volt Cordless Drill Kit Makita 6936FDZ 18V 1/4" HEX IMPACT DRIVER	120 100 120	1.44	200 150	79.00	79.00		X X X X X
2	42	2	Tool Box No. 2 Safety Hats Safety Glasses Safety Boots	N/A N/A N/A	100 50 80	0.4	75 50	20.00 15.00 30.00	40.00 15.00 30.00		X X X
3	10	1	Tool Box No. 3 Welding Helmet Safety Glasses Safety Boots	PHANTOM PASSIVE DIN10/11 N/A N/A	94 24 43	0.1	25 30	20.00	40.00		X X X
total No of packages		Goods are declared as :									
total gross weight		3 pieces									
total net weight		300kgs									
total volume (cbm)		230kgs 1.94cbm									
		Signature :									
		Date :									
		Total value CIF London - GBP									
		0.00									
		A = Re-export B = Consumed C = Sold									

I hereby signing this Packing List you hereby certify that the prices stated in this invoice are the current export market prices for the merchandise described and accept full responsibility for any inaccuracies or errors herein.



TOOLBOX PLACARD

Competitor Name:

Skill Name & No:

Country/Region of Origin:

Proforma Invoice No:

Package Number:

FOR THE ATTENTION OF:

WorldSkills London 2011 Ltd.

C/O CEVA Show Freight

Advanced Warehouse

London, UK



worldskills
London 2011

Showcasing skills
that shape our world

TOOLBOX PLACARD

Competitor Name:

Skill Name & No:

Country/Region of Origin:

Proforma Invoice No:

Package Number:

DELIVERY ADDRESS:

Label to be affixed on each individual toolbox adequately secured on a minimum of two sides.