









## Container packing checklist

A checklist for the safe packing and avoidance of pest contamination of freight containers<sup>1</sup>.

**Instructions:** Complete the checklist for each container to be packed. If ANY of the answers are "NO", stop packing, alert your supervisor. DO NOT dispatch the container.

|    |                                                                                                                                                      | YES | NO | N/A | CTU Code reference <sup>2</sup> |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|---------------------------------|
|    | The packing area                                                                                                                                     |     |    |     |                                 |
| 1  | Is the type of container appropriate for the cargo to be carried?                                                                                    |     |    |     | Ch 7                            |
| 2  | Is the container positioned so that it can be accessed safely?                                                                                       |     |    |     | Ch 8.3 / Annex 5 S2             |
| 3  | Have steps been taken to avoid contamination of the packing area by pests?                                                                           |     |    |     | Ch 8.2.4 / Annex 6              |
| 4  | Has a packing plan been prepared showing the arrangements of goods in the container?                                                                 |     |    |     | Annex 7 S1                      |
| 5  | Are the maximum permitted payload limits of the container sufficient for the intended load?                                                          |     |    |     | Annex 4 S2                      |
| 6  | Do all timber pallets, dunnage or other wood packing material meet ISPM-15 standards and show the required markings?                                 |     |    |     | Annex 7 S1.14                   |
| 7  | Have staff assigned to pack the container been trained to understand the practices of safe packing and securing and avoidance of pest contamination? |     |    |     | Ch 13 / Annex 10                |
|    | Container condition                                                                                                                                  |     |    |     |                                 |
| 8  | Is the container exterior free from soil or other visible infestation by pests?                                                                      |     |    |     | Ch 8.2.2.9 / Annex 6            |
| 9  | Is the container exterior in good condition, and not significantly distorted, cracked or bent?                                                       |     |    |     | Ch 8.2.2                        |
| 10 | Does the container have a valid CSC Approval Plate?                                                                                                  |     |    |     | Ch 8.2.1 / Annex 4              |
| 11 | Is the container interior free from signs of damage, signs of water ingress, rust, residues, stains or debris?                                       |     |    |     | Ch 8.2.3 / Annex 6              |
| 12 | Is the container interior free from soil or other visible infestation by pests?                                                                      |     |    |     | Ch 8.2.4 / Annex 6              |
|    | Packing the container                                                                                                                                |     |    |     |                                 |
| 13 | Is the cargo to be packed free from soil or other visible infestation by pests?                                                                      |     |    |     | Annex 6                         |
| 14 | Has the heavier cargo been packed at the bottom of the container with any lighter weight cargo on top?                                               |     |    |     | Annex 7 S3.2.3                  |
| 15 | Is the cargo distributed evenly across the floor of the container to spread the load?                                                                |     |    |     | Annex 7 S3.1                    |
| 16 | Is the centre of gravity approximately in the centre of the container?                                                                               |     |    |     | Annex 7 S3.1.4                  |
| 17 | Has the cargo been packed in approximately even layers?                                                                                              |     |    |     | Annex 7 S3.2                    |
| 18 | Have packages with package orientation labels been stowed the correct way up?                                                                        |     |    |     | Annex 7 App 1 S3                |
| 19 | Has locking, blocking or lashing been used to prevent the cargo from sliding and tipping in the container in any direction?                          |     |    |     | Annex 7 S2                      |

|    |                                                                                                                                                                                        | YES | NO | N/A | CTU Code reference <sup>2</sup> |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|---------------------------------|
|    | Dangerous goods                                                                                                                                                                        |     |    |     |                                 |
| 20 | Are all Dangerous Goods packages marked and labelled in accordance with the IMDG Code?                                                                                                 |     |    |     | Ch 10.2.10<br>IMDG Code         |
| 21 | Are all Dangerous Goods packages undamaged and in sound condition?                                                                                                                     |     |    |     | Ch 10.2.8                       |
| 22 | Where Dangerous Goods comprise only part of the cargo, are they packed as close to the doors as possible?                                                                              |     |    |     | Ch 10.3.8                       |
| 23 | Has the container been placarded in accordance with the IMDG Code?                                                                                                                     |     |    |     | Ch 11.2                         |
|    | After packing the container but before closing the doors                                                                                                                               |     |    |     |                                 |
| 24 | Have all void spaces (gaps) within the cargo stow and/or between the cargo and container structure been filled?                                                                        |     |    |     | Annex 7 S2.3                    |
| 25 | Is the cargo blocking and bracing distributed over a sufficiently large area of the container (e.g. by use of spreader beams)?                                                         |     |    |     | Annex 7 S.2.3                   |
| 26 | Are lashings secured to the container so as not to over-stress its structure?                                                                                                          |     |    |     | Ch 9.4<br>Annex 7 S2.4 and S4   |
| 27 | Are both the interior and the exterior of the container, and its cargo, free of soil, or other visible infestation by pests?                                                           |     |    |     | Annex 6                         |
|    | Closing the container                                                                                                                                                                  |     |    |     |                                 |
| 28 | Have the doors of the container been securely closed and latched?                                                                                                                      |     |    |     | Ch 11.1                         |
| 29 | Has a seal been affixed to the container and its number recorded?                                                                                                                      |     |    |     | Ch 11.1.2                       |
|    | Dispatching the container                                                                                                                                                              |     |    |     |                                 |
| 30 | For the packed container, has the Verified Gross Mass been communicated to the carrier as early as required by the carrier?                                                            |     |    |     | Ch 11.3.2                       |
| 31 | For the packed container, has the identity of the container and the seal number been communicated to the carrier as early as required by the carrier?                                  |     |    |     | Ch 11.3.3                       |
| 32 | For the cargo, has an accurate description (including classification) of the cargo itself and the packaging been communicated to the carrier, as early as required by the carrier?     |     |    |     | Ch 4.2.3 and 4.2.4              |
| 33 | For the cargo, have the number and types of packages and the cargo mass (for Customs purposes) been communicated to the carrier, as early as required by the carrier?                  |     |    |     | Ch 4.2.3 and 4.2.4              |
| 34 | For Dangerous Goods, has a Shipper's Declaration and, where required, a Packing Certificate declaration been made and communicated to the carrier as early as required by the carrier? |     |    |     | Ch 11.3.6                       |
|    |                                                                                                                                                                                        |     |    |     |                                 |

The information in this Checklist relates only to freight containers.
The CTU Code is the IMO/ILO/UNECE Code of Practice for Packing of Cargo Transport Units, 2014 edition. CTU Code can be found on both the websites of the International Maritime Organization (IMO) www.imo.org/en/OurWork/Safety/Cargoes/CargoSecuring/Pages/CTU-Code.aspx) and the United Nations Economic Commission for Europe (UNECE) www.unece.org/trans/wp24/guidelinespackingctus/intro.html.