

Container packing checklist

A checklist for the safe packing and avoidance of pest contamination of freight containers¹.

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 ² |
|--|--------------------------|--------------------------|--------------------------|---------------------------------|
| The packing area | | | | |
| 1 Is the type of container appropriate for the cargo to be carried? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 7 |
| 2 Is the container positioned so that it can be accessed safely? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 8.3 / Annex 5 S2 |
| 3 Have steps been taken to avoid contamination of the packing area by pests? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 8.2.4 / Annex 6 |
| 4 Has a packing plan been prepared showing the arrangements of goods in the container? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 7 S1 |
| 5 Are the maximum permitted payload limits of the container sufficient for the intended load? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 4 S2 |
| 6 Do all timber pallets, dunnage or other wood packing material meet ISPM-15 standards and show the required markings? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 13 / Annex 10 |
| Container condition | | | | |
| 8 Is the container exterior free from soil or other visible infestation by pests? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 8.2.2.9 / Annex 6 |
| 9 Is the container exterior in good condition, and not significantly distorted, cracked or bent? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 8.2.2 |
| 10 Does the container have a valid CSC Approval Plate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 8.2.3 / Annex 6 |
| 12 Is the container interior free from soil or other visible infestation by pests? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 6 |
| 14 Has the heavier cargo been packed at the bottom of the container with any lighter weight cargo on top? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 7 S3.2.3 |
| 15 Is the cargo distributed evenly across the floor of the container to spread the load? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 7 S3.1 |
| 16 Is the centre of gravity approximately in the centre of the container? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 7 S3.1.4 |
| 17 Has the cargo been packed in approximately even layers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 7 S3.2 |
| 18 Have packages with package orientation labels been stowed the correct way up? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 7 S2 |

| | YES | NO | N/A | CTU Code reference ² |
|---|--------------------------|--------------------------|--------------------------|---------------------------------|
| Dangerous goods | | | | |
| 20 Are all Dangerous Goods packages marked and labelled in accordance with the IMDG Code? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 10.2.10 IMDG Code |
| 21 Are all Dangerous Goods packages undamaged and in sound condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 10.2.8 |
| 22 Where Dangerous Goods comprise only part of the cargo, are they packed as close to the doors as possible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 10.3.8 |
| 23 Has the container been placarded in accordance with the IMDG Code? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 7 S.2.3 |
| 26 Are lashings secured to the container so as not to over-stress its structure? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 9.4 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 6 |
| Closing the container | | | | |
| 28 Have the doors of the container been securely closed and latched? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 11.1 |
| 29 Has a seal been affixed to the container and its number recorded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ch 11.3.6 |

¹ The information in this Checklist relates only to freight containers.

² 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/Pages/CTU-Code.aspx and the United Nations Economic Commission for Europe (UNECE) www.unece.org/trans/wp24/guidelinespackingctus/intro.html.