

Appendix A -

Container packing checklist

A checklist for the safe packing and avoidance of pest contamination of freight containers, produced by the Cargo Integrity Group¹.

All questions have been designed to address criteria of the CTU Code².

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.

1 - The packing area		YES	NO	N/A
1	Is the type of container appropriate for the cargo to be carried?	☐	☐	☐
2	Is the container positioned so that it can be accessed safely?	☐	☐	☐
3	Have steps been taken to avoid contamination of the packing area by pests?	☐	☐	☐
4	Has a packing plan been prepared showing the arrangements of goods in the container?	☐	☐	☐
5	Are the maximum permitted payload limits of the container sufficient for the intended load?	☐	☐	☐
6	Do all timber pallets, dunnage or other wood packing material meet ISPM-15 standards and show the required markings?	☐	☐	☐
7	Have staff assigned to pack the container been trained to understand the practices of safe packing and securing and avoidance of pest contamination?	☐	☐	☐

2 - Container condition		YES	NO	N/A
1	Is the container exterior free from soil or other visible infestation by pests?	☐	☐	☐
2	Is the container exterior in good condition, and not significantly distorted, cracked or bent?	☐	☐	☐
3	Does the container have a valid CSC Approval Plate?	☐	☐	☐
4	Is the container interior free from signs of damage, signs of water ingress, rust, residues, stains or debris?	☐	☐	☐
5	Is the container interior free from soil or other visible infestation by pests?	☐	☐	☐

3 - Packing the container		YES	NO	N/A
1	Is the cargo to be packed free from soil or other visible infestation by pests?	☐	☐	☐
2	Has heavier cargo been packed at the bottom of the container, with any lighter cargo on top?	☐	☐	☐
3	Is the cargo distributed evenly across the floor of the container to spread the load?	☐	☐	☐
4	Is the centre of gravity approximately in the centre of the container?	☐	☐	☐
5	Has the cargo been packed in approximately even layers?	☐	☐	☐
6	Have packages with package orientation labels been stowed the correct way up?	☐	☐	☐
7	Has locking, blocking or lashing been used to prevent the cargo from sliding and tipping in the container in any direction?	☐	☐	☐

4 - Dangerous Goods		YES	NO	N/A
1	Are all Dangerous Goods packages marked and labelled in accordance with the IMDG Code?	☐	☐	☐
2	Are all Dangerous Goods packages undamaged and in sound condition?	☐	☐	☐
3	Where Dangerous Goods comprise only part of the cargo, are they packed as close to the doors as possible?	☐	☐	☐
4	Has the container been placarded in accordance with the IMDG Code?	☐	☐	☐

5 – After packing the container, but before closing the doors		YES	NO	N/A
1	Have all void spaces (gaps) within the cargo stow and / or between the cargo and container structure been filled?	☐	☐	☐
2	Is the cargo blocking and bracing distributed over a sufficiently large area of the container (e.g. by use of spreader beams)?	☐	☐	☐
3	Are lashings secured to the container so as not to over-stress its structure?	☐	☐	☐
4	Are both the interior and the exterior of the container, and its cargo, free of soil, or other visible infestation by pests?	☐	☐	☐

Closing the container		YES	NO	N/A
Have the doors of the container been securely closed and latched?		☐	☐	☐
Has a seal been affixed to the container and its number recorded?		☐	☐	☐

Dispatching the container		YES	NO	N/A
For the packed container, has the Verified Gross Mass been communicated to the carrier as early as required by the carrier?		☐	☐	☐
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?		☐	☐	☐
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?		☐	☐	☐
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?		☐	☐	☐
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?		☐	☐	☐

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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) <https://www.imo.org/en/OurWork/Safety/Pages/CTU-Code.aspx> and the United Nations Economic Commission for Europe (UNECE) <https://unece.org/transport/intermodal-transport/imoilounece-code-practice-packing-cargo-transport-units-ctu-code>

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