

# 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> |
|--|--------------------------|--------------------------|--------------------------|---------------------------------|
| <b>The packing area</b>  |                          |                          |                          |                                 |
| 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                |
| <b>Container condition</b>   |                          |                          |                          |                                 |
| 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              |
| <b>Packing the container</b>   |                          |                          |                          |                                 |
| 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 <sup>2</sup> |
|---|--------------------------|--------------------------|--------------------------|---------------------------------|
| <b>Dangerous goods</b>  |                          |                          |                          |                                 |
| 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<br>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                         |
| <b>After packing the container but before closing the doors</b>   |                          |                          |                          |                                 |
| 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<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?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annex 6                         |
| <b>Closing the container</b>  |                          |                          |                          |                                 |
| 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                       |
| <b>Dispatching the container</b>  |                          |                          |                          |                                 |
| 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                       |

<sup>1</sup> The information in this Checklist relates only to freight containers.

<sup>2</sup> 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](http://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](http://www.unece.org/trans/wp24/guidelinespackingctus/intro.html).