

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?				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

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	Dangerous goods				
20	Are all Dangerous Goods packages marked and labelled in accordance with the IMDG Code?				Ch 10.2.10 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 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
28 29	Have the doors of the container been securely closed and latched? Has a seal been affixed to the container and its number recorded?				Ch 11.1 Ch 11.1.2
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29	Has a seal been affixed to the container and its number recorded?				
29 30	Has a seal been affixed to the container and its number recorded? Dispatching the container For the packed container, has the Verified Gross Mass been communicated				Ch 11.1.2
30	Has a seal been affixed to the container and its number recorded? Dispatching the container 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				Ch 11.1.2 Ch 11.3.2
29303132	Has a seal been affixed to the container and its number recorded? Dispatching the container 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				Ch 11.1.2 Ch 11.3.2 Ch 11.3.3
30 31 32 33	Has a seal been affixed to the container and its number recorded? Dispatching the container 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				Ch 11.1.2 Ch 11.3.2 Ch 11.3.3 Ch 4.2.3 and 4.2.4

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.