

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ch 7
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ch 8.3 / Annex 5 S2
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ch 8.2.4 / Annex 6
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annex 7 S1
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annex 4 S2
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annex 7 S1.14
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ch 13 / Annex 10
Container condition				
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ch 8.2.2.9 / Annex 6
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ch 8.2.2
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ch 8.2.1 / Annex 4
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ch 8.2.3 / Annex 6
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ch 8.2.4 / Annex 6
Packing the container				
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annex 6
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annex 7 S3.2.3
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annex 7 S3.1
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annex 7 S3.1.4
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annex 7 S3.2
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annex 7 App 1 S3
19	<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/Cargoes/CargoSecuring/Pages/CTU-Code.aspx and the United Nations Economic Commission for Europe (UNECE) www.unece.org/trans/wp24/guidelinespackingctus/intro.html.