



Container Loading Guidelines

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Contents

1.0	Background	Page 3
2.0	Before Loading <ul style="list-style-type: none"> - 2.1 Calculate the Correct CBM - 2.2 Inspect Container 	Page 3 Page 4
3.0	Loading Container Principles <ul style="list-style-type: none"> - 3.1 No Splitting of Purchase Orders (PO's) - 3.2 Load by Purchase Order and item Code - 3.3 Apparel and/or standardised cartons 	Page 5 Page 5 Page 5
4.0	Loading Container Best Practice <ul style="list-style-type: none"> - 4.1 Take Progress photos as you load - 4.2 Important carton markings face outwards - 4.3 Adequate space to allow safe devanning - 4.4 Start with the heaviest boxes - 4.5 Cartons stacked right side up - 4.6 Securing the load – Nets & Lashing - 4.7 Air vents 	Page 6 Page 7 Page 7 Page 8 Page 8 Page 9 Page 9
5.0	Loading Container – not full <ul style="list-style-type: none"> - 5.1 Decrease the stacking step by step 	Page 10
6.0	Temperature Controlled Containers <ul style="list-style-type: none"> - 6.1 A temperature data logger is required - 6.2 Data Logger type - 6.3 Placement of data logger 	Page 11
7.0	Loading Container – Aids	Page 12
8.0	General	Page 13

1.0 Background

The correct loading of a container is the key to shipping product safely and to prevent damage, but also to ensure efficient unloading when it reaches our DC, and to keep our teams safe.

These **general** guidelines outline our container loading requirements and must be followed, unless you have received **specific** container loading requirements from TWG, or a company with authorisation from TWG (eg PacD).

Our DC will record the state of containers when they are unloaded in New Zealand, and any bad loading practices will be noted on your Supplier Scorecard.

As a result, penalties may be applied to suppliers who practice bad loading procedures.

2.0 Before Loading

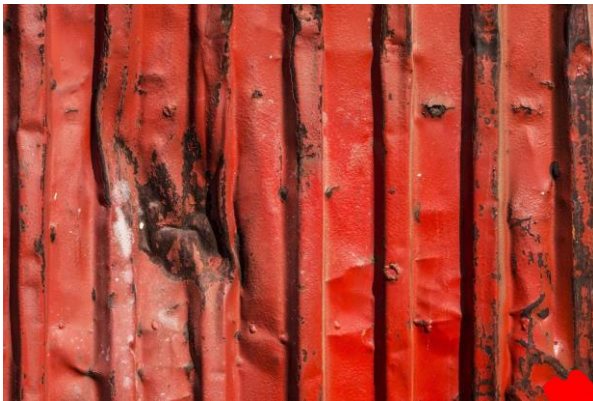
2.1 Calculate the correct CBM

- Sometimes the actual loaded cube is different to the booked cube value you have advised.
- Check that you have calculated the cube of freight prior to notification to freight forwarder, to ensure the correct equipment choice is made.
- The PI information provided by you will be used to verify against the actual volume
- Before you load you should check and make sure all goods will fit. Make a loading plan if required.

2.0 Before Loading ctd

2.2 Inspect Container

- All containers must be inspected internally and externally to ensure they are:-
 - Seaworthy
 - Free of odour, dirt, sand, litter, insects
- No holes (conduct a light test), dents or excess rust must be visible
- Door seals must be intact and locking mechanism in good working condition
- If any of these conditions cannot be met, the container must be rejected and returned to the carrier for replacement.
- A photo should be taken after opening the doors of the container (before container stuffing), to record it's cleanliness, and the status suitable for container stuffing.



Pic 1a



Pic 1b



Pic 1c



Pic 1d

Examples of unacceptable conditions of shipping container

3.0 Loading Container Principles

3.1 No Splitting of Purchase Orders (PO's)

A single PO cannot be split over multiple containers. This is a Warehouse Group (TWG) business rule. Exceptions must be approved from TWG Sourcing Office, and the the supplier will provide a Container Loading Plan to indicate the segregation.

3.2 Load by Purchase Order

All cargo from same PO should be loaded together and in sequence, with loading of one PO after another, taking into account Point 4.4, where possible start with the heaviest boxes. Complete products must be loaded together.

3.3 Apparel and/or standardised cartons

Where cargo is supplied in the same or standardised carton (sizes), such as the majority of our Apparel orders, we can load the container in an even more efficient way.

In this case deliveries must be snake loaded by order number. As above (3.2), all cargo from same PO should be loaded together, with loading of one PO after another, and all complete products must be loaded together.

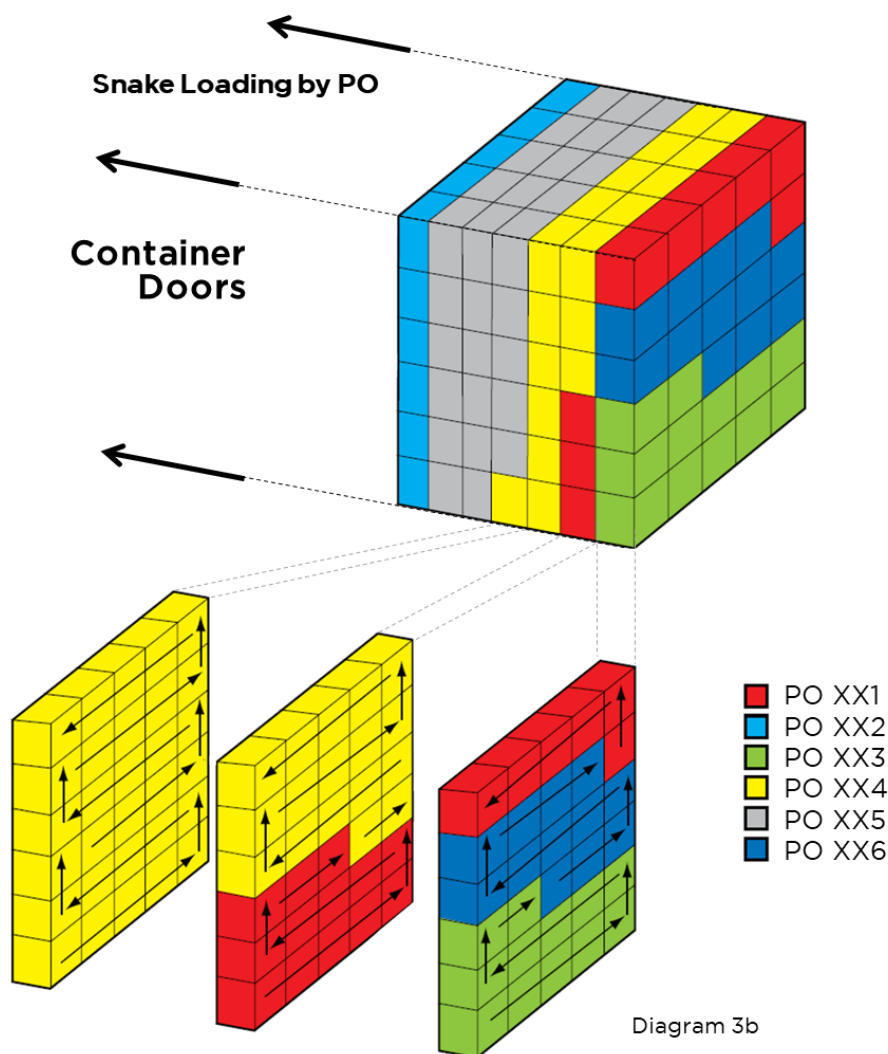


Diagram 3a

Diagram 3b

4.0 Loading Container Best Practice

Suppliers are responsible for ensuring that containers are packed safely and restrained accordingly.

4.1 Take Progress pictures as you load

Suppliers are recommended to take photos prior to, and during, the loading procedure.

A photo should be taken after opening the doors of the container (before container stuffing), to record it's cleanliness, and the status suitable for container stuffing.

Photos should then be taken at various stages of stuffing. If the container is refrigerated, at least one picture should show the placement of the data logger (Pic 4b).

[Photos should be stored for reference purposes or included in a Container Loading report if requested]



Pic 4a



Pic 4b



Pic 4c



Pic 4d

4.0 Loading Container Best Practice

4.2 Important carton markings or labels must be facing outwards

Box end labels must be facing outwards, so they are easily visible when unloading the container.



Carton Markings facing outwards



Pic 4e

Pic 4f

4.3 Adequate space to allow safe devanning

Stacking the containers to the top with no gap does not allow us to devan the container safely. Allow adequate space so product can be removed safely)



Pic 4g

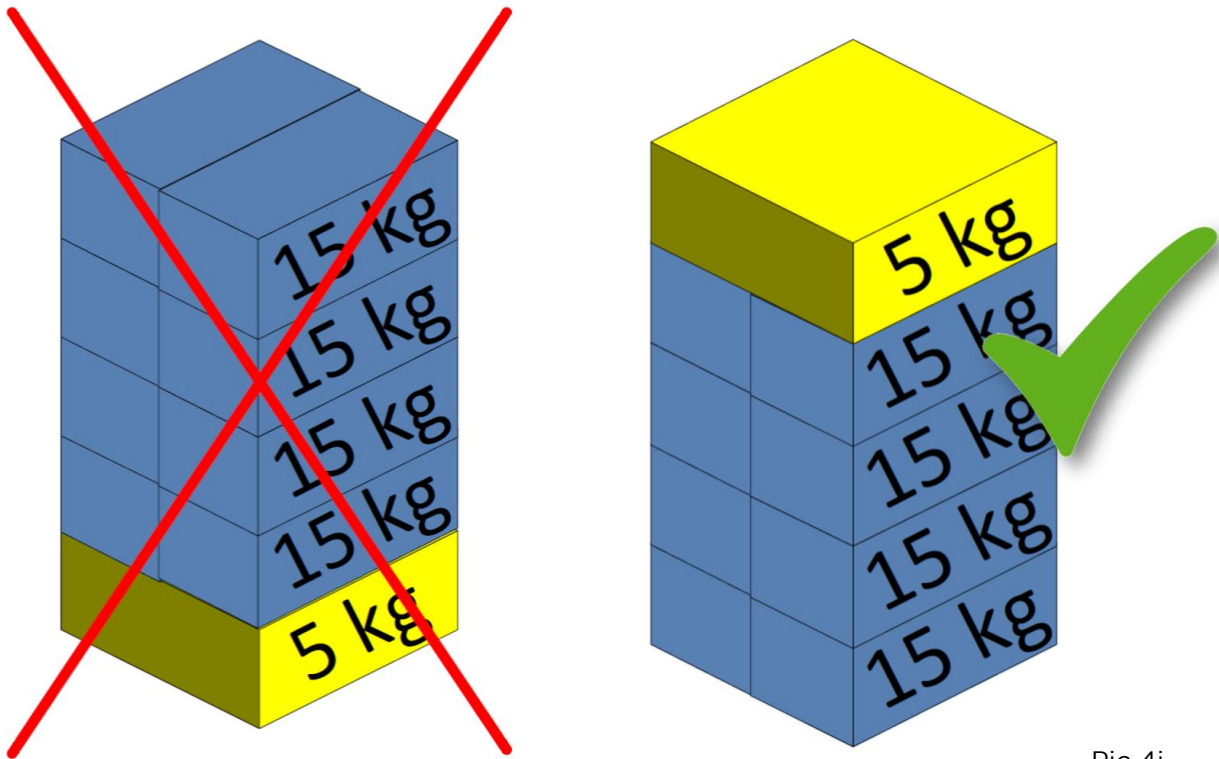


Pic 4h

4.0 Loading Container Best Practice

4.4 Start with the heaviest boxes

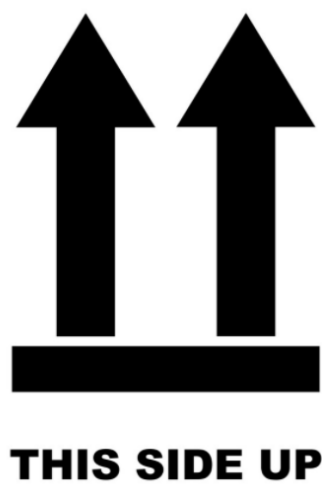
Where different products are in the same container, Heavy cartons should be loaded at the bottom, whereas light or fragile cargo should be loaded on top, to prevent damage. Ideally this can be done whilst keeping all cargo from the same PO together.



Pic 4i

4.5 Cartons stacked right side up

Cartons with Arrows pointing upwards must not be loaded/stacked upside-down



Pic 4j



Pic 4k

4.0 Loading Container Best Practice

Empty space between cartons and the container doors should not exceed 15cm or 6 inches, otherwise lashing or a net must be mounted at the door-end of the container to ensure cargo does not fall in transit, and/or during devanning. This is a Health and Safety requirement to protect our devanning teams and must be adhered to.

4.6 Securing the load – Nets & Lashing

Lashing, or a lashing net must be used if there is a gap or more than 15cm (6 inches) between the doors of the container and the last row of cargo. A lashing net should be mounted at the door-end of the container if considered necessary, to ensure cargo does not fall in transit or at devanning.



Pic 4l



Pic 4m

General Purpose (GP) containers, and high cube containers (HC or HQ) have lashing hooks on the container edge and internally. For palletised loads, lashings could be used in place of nets (pic 4n). Non Refrigerated containers (NOR) do not have lashing hooks, and therefore lashing or nets should cover the cargo and be secured alternatively (Pic 4o)



Pic 4n



Pic 4o

4.7 Air vents

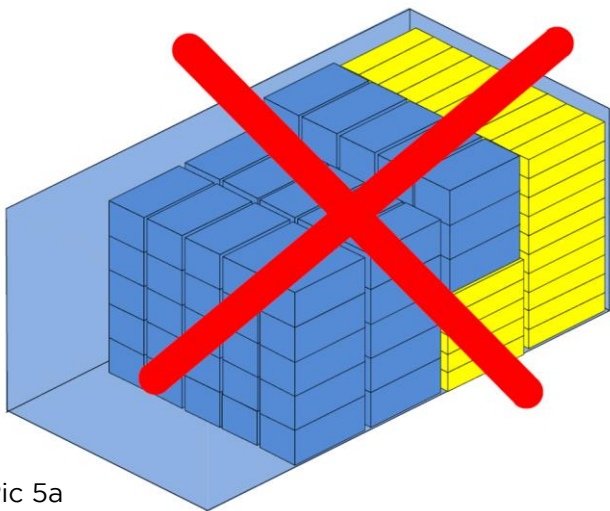
If the shipping container has air vents, ensure that cargo does not cover the air vents. This prevents adequate air flow in the container.

5.0 Loading Container – not full

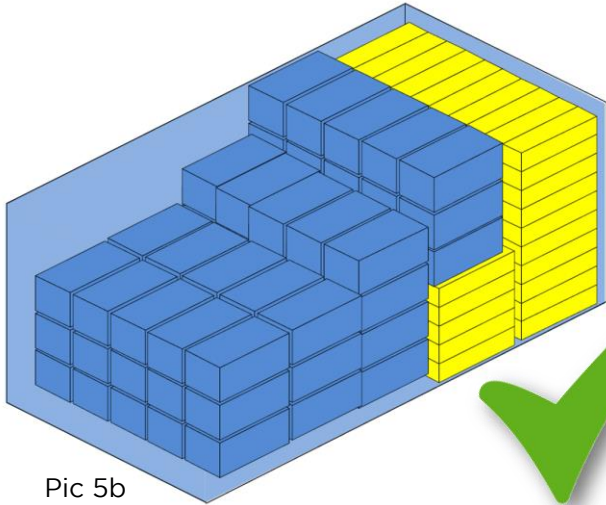
If you have a container that is not entirely full ie. when the load won't fill out an entire container from floor to ceiling the whole way to the doors:-

5.1 Decrease the stacking step by step

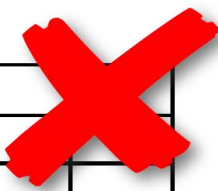
Stack boxes like this to avoid packages falling down into the gap that is between the boxes and the doors.



Pic 5a




Pic 5b



G	G	G			
G	G	G	G		
G	G	G	G		
G	G	G	G		
G	G	G	G		

Pic 5c



G	G				
G	G	G			
G	G	G	G		
G	G	G	G	G	
G	G	G	G	G	G

Pic 5d



Pic 5e



Pic 5f

6.0 Refrigerated Containers

For any refrigerated containers (used for food), we require the temperature to be monitored throughout the container's journey to NZ.

6.1 A temperature data logger is required

A temperature data logger is required for any food items loaded in a refrigerated shipping container to monitor temperatures continuously within the container during the shipping period

EXAMPLES



Pic 6a



Pic 6b

6.2 Data Logger type

- Long lasting
 - enough memory / battery life (longer than the maximum shipping period)
- Easily readable by DC at arrival
 - i.e. USB data logger, no software installation needed
- Preference is for data loggers that record both temperature and humidity

6.3 Placement of data logger in container

Preferred location of the data logger is in the middle of the left container wall (where half length and half height of the container is)(Pic6a). This is to be done while loading food items into the container. Make sure the data logger is turned on prior to inaccessible or finishing loading.



Pic 6c

A photo record should include a photo of the placement of the data logger (as per Section 4.1)

7.0 Loading Container – Aids

Various aid can be used to assist with container stuffing, such as poly strapping, when required.

7.1 Only use when required

Used to secure an inner is ok. If unsure please check with the Merchandiser at CSO.



Pic 7a

7.2 Do not over-use

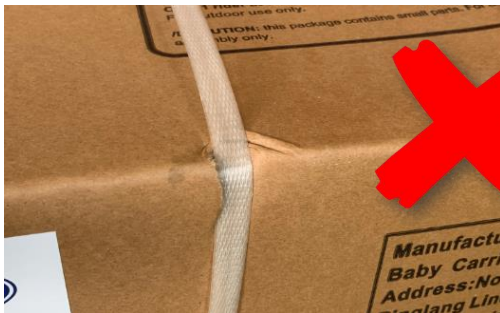
Do not over-use strapping. Too much strapping prevents our DC from using conveyor belts to transport cargo around the DC.



Pic 7b

7.3 Use edge protectors / strapping guards

Use edge protectors to prevent damage to out cartons.



Pic 7c



Pic 7d

7.4 Use appropriate quality

Strapping should not snap under load – this is a safety hazard. Straps should be fit for purpose and sealed correctly. The break load rating of your strap should be well above the expected force that it will be subjected to so that you have a safety margin.

8.0 General

8.1 Palletised stock – pallets

Pallets are required to have the ISPM stamp to verify it has been adequately treated. (*ISPM 15 is an international standard for wood packaging).