

# Packing & Container Loading SOP

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**Objective:** Ensure products arrive undamaged and traceable by standardizing packing methods, labeling, moisture protection, and container loading practices.

## 1. Roles & Responsibilities

- [ ] Packing operator: prepares cartons/pallets per this SOP; applies labels; records counts.
- [ ] QC inspector: verifies packing integrity and accuracy; performs container inspection before loading.
- [ ] Loading supervisor: controls sequence, load plan, and securing; records seal number.
- [ ] Documentation clerk: issues packing list, commercial invoice references, photos archive link.

## 2. Required Materials

- [ ] Double-wall export cartons (or as per customer spec).
- [ ] Edge protectors, PE film, stretch wrap, strapping band (PP/PET).
- [ ] Anti-rust / VCI paper for steel parts (if needed).
- [ ] Desiccant bags + humidity indicator card (for sea freight).
- [ ] ISPM-15 pallets (heat treated) where required.
- [ ] Labels: SKU/qty/lot, carton No., gross/net weight, destination marks.

## 3. Packing Procedure (Cartons)

- [ ] **Step 1** — Verify picking: match SKU and quantity to packing list / BOM.
- [ ] **Step 2** — Protect surfaces: separate metal parts with paper/film to prevent abrasion.
- [ ] **Step 3** — Hardware bags: pack fasteners in sealed PE bags; label with SKU and qty.
- [ ] **Step 4** — Carton strength: do not exceed carton max gross weight: \_\_\_\_\_ kg (default 20–25 kg unless specified).
- [ ] **Step 5** — Seal carton: H-tape method; reinforce corners for heavy cartons.
- [ ] **Step 6** — Apply labels on two adjacent sides; include carton sequence (e.g., 3/12).

## 4. Palletizing Procedure

- [ ] Stack cartons evenly; align edges; no overhang beyond pallet footprint.
- [ ] Use slip sheets between layers for stability (recommended).
- [ ] Apply corner/edge protectors; strap in two directions; then stretch wrap.
- [ ] Place pallet label on two sides: pallet No., cartons count, gross weight, destination.

[ ] Target pallet height: \_\_\_\_\_ mm; total gross weight: \_\_\_\_\_ kg (per handling limits).

### 5. Container Pre Loading Inspection

Complete before loading. Reject container if any major defect is found.

- Container interior is dry, clean, odor-free; no standing water.
- No holes, cracks, or daylight visible; door seals intact.
- Floor boards solid; no protruding nails/screws that can puncture cartons.
- CSC plate present and valid; container number recorded.
- Ventilation openings clear; drain holes not blocked.

<b>Container No.</b>	_____ Type: 20GP / 40GP / 40HQ / Other: _____
<b>Booking / BL No.</b>	_____ Destination: _____
<b>Inspection By</b>	_____ Date: _____

### 6. Loading Plan & Securing

- Load heavy items first and at the bottom; distribute weight evenly left/right.
- Maintain aisle space for air circulation when using desiccant (recommended).
- Use dunnage/air bags/wood bracing to eliminate movement; secure pallets with straps.
- For long rails: bundle with protective sleeves; prevent point loading and bending.
- Take photos: empty container, mid-loading, final loaded, door closing, seal close-up.

### 7. Moisture Control (Sea Freight)

- Install desiccant (grams) per container: 20GP \_\_\_\_ / 40GP \_\_\_\_ / 40HQ \_\_\_\_ (per season/route).
- Place humidity indicator card near door; record initial reading.
- Use moisture barrier (PE film) on floor for sensitive cartons.
- Seal cartons and pallets; minimize time container remains open in rain/high humidity.

### 8. Final Seal & Documents

- Verify total cartons/pallets match packing list; reconcile any discrepancy.
- Apply container seal; record seal number in loading report and packing list.
- Attach documents: packing list, invoice reference, QC checklist, photos archive link.

<b>Seal No.</b>	_____
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<b>Total Pallets</b>	_____ Total Cartons: _____ Total Gross Weight: _____ kg
<b>Loading Supervisor</b>	_____ Date: _____
<b>QC Release</b>	_____ Date: _____