



Packaging Guide

May 7th, 2014

Maritime transportation guidelines

1. All cargo must be properly 'export-packed' for :
 - Forklift handling;
 - Weather resistance;
 - Stackable
2. Rolling stock must be in good condition.
3. The fuel of the reservoir of the vehicle should not exceed one quarter of the capacity of the reservoir.
4. Vehicles : Vehicles must not contain anything else but their respective spare tire and jack, which must be stowed and secured in the spaces provided for that purpose. Note that on reception of the vehicle, a copy of the vehicle registration will be requested and can be submitted in person or sent prior by email or fax.
5. Other types of vehicles: Boats, canoes, trailers, vans, mobile homes, prefabricated houses or similar structures must be fitted with adequate lifting lugs if it is deemed that lifting with slings and/or spreader is unsafe and/or conducive to damage.

Information required on packaging

- Customer name and consignee name
- Booking number
- Destination
- Dimensions of cargo in M³ (L x W x H)
(ex. length 2 m x width 1.5 m x height 1 m = **3 M³**)
- Total weight of cargo in Kg
(ex. 2000 pounds ÷ 2.2 = **909 Kg**)
- The weight of the cargo must be well distributed so as to avoid putting additional weight on the sides
- *Hazardous materials: the **Class** and the **UN number** must be indicated on the cargo using an appropriate sized label of sticker.

**It is mandatory to produce a dangerous goods declaration. Dangerous goods and/or hazardous materials are subject to the Transport of Dangerous Goods Act and Regulations and by International Maritime Dangerous Goods (IMDG Code). Please refer to NEAS transportation contract and Annex B.*

Because the cargo is manipulated and may be subjected to bad weather, we strongly recommend that the information labels be plasticized and stapled firmly to the crate or cargo.

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CLOSED CRATES



Corners of the crate should be protected by 1"x 4" planks

Thickness of the plywood must be at least ½ inch

*4" x 4" planks under the closed crate are required to allow forklift handling.
The planks should be placed at equal intervals under the crate.*

- 1. Closed crates should be watertight and the contents should be wrapped in polyurethane or appropriately thick plastic in order to protect against bad weather.*
- 2. The frame of the crate should be built with 2"x4" planks to support the weight of the cargo.*
- 3. The frame must be assembled with twisted nails of an appropriate length.*
- 4. Steel straps should be at least ¾ inch thick and should secure the package firmly.*
- 5. The bottom should be at least ¾ inch thick.*

The dimensions of the planks and number of steel straps should be adapted to the weight and dimensions of the cargo.

OPEN CRATES



*4" x 4" planks under the crate are required to allow forklift handling.
The planks should be placed at equal intervals under the crate.*

- 1. The frame must be assembled with twisted nails of an appropriate length.*
- 2. Steel straps should be a minimum of 3/4" thick and should hold the package firmly.*
- 3. The content should be wrapped with polyurethane or plastic of an adequate thickness.*
- 4. The frame of the crate should be done with 2" x 4" planks to support the weight of the cargo.*

The dimensions of the planks and number of steel straps should be adapted to the weight and dimensions of the cargo.

DRUMS ON PALLET



1. *Four (4) steel straps should be installed: two (2) straps placed vertically in the center of each drum and two (2) straps placed horizontally around the four drums. The straps should pass inside the pallet and be placed in a manner to avoid breakage during forklift handling.*
2. *Steel straps should be at least 3/4" thick and should hold the package firmly.*
3. *Use a solid hardwood pallet sufficiently solid to support the weight of the drums.*
4. *It is recommended to use plywood on the top and around the corners of the drums as it is ideal for stacking and avoiding damages and leaks of dangerous products.*

The dimensions of the planks and number of steel straps should be adapted to the weight and dimensions of the cargo.

LARGE BAGS



1. *The hardwood pallet should be of an adequate thickness for the weight of the cargo. Also, the pallet should be at least as wide as the bag itself.*
2. *The material of the bag should be sufficiently resistant to carry the weight of the cargo.*
3. *The bags must be secured with four (4) steel straps of at least ¼ " thick; two (2) straps passing on each side of each pallet.*
4. *Ideally, the planks of the pallet should either have minimal spacing between planks or be covered by a sheet of plywood. In this way, the large bags will not enter the pallet openings and the risk of piercing will be reduced during forklift handling.*

The dimensions of the planks and number of steel straps should be adapted to the weight and dimensions of the cargo.

STEEL PIPES



3/4 " thick straps with planks passing underneath



Wood planks 4 " x 4 "

- 1. Each bundle should be separated by 4" x 4" planks placed at regular intervals for the full length of the pipes. The steel straps should be at least 3/4 " thick.*
- 2. There should be an adequate number of steel straps and some of the steel straps should pass underneath the 4" x 4" planks.*

The dimensions of the planks and number of steel straps should be adapted to the weight and dimensions of the cargo.

INSULATION



4" x 4" planks are required underneath the pallets to allow forklift handling. The 4" x 4" planks should be placed at equal intervals under the crate.

- 1. The frame must be assembled with twisted nails of an appropriate length.*
- 2. The steel straps should be at least $\frac{3}{4}$ " thick and should hold the package tightly.*
- 3. The content should be wrapped with polyurethane or plastic of an adequate thickness.*
- 4. The frame should be built with sturdy enough material to allow the contents to keep its original form during forklift handling.*

The dimensions of the planks and number of steel straps should be adapted to the weight and dimensions of the cargo.

CANOE



4" x 4" planks are required underneath the pallets in order to allow forklift handling. These planks should be placed at equal intervals under the crate.

- 1. The canoe should be secured on a hardwood pallet of adequate size. 4"x4" planks should be placed underneath the pallet at regular intervals.*
- 2. The steel straps should be at least $\frac{3}{4}$ " thick. There should be enough steel straps to secure firmly the canoe to the pallet.*
- 3. The canoe should be wrapped with polyurethane or plastic of an adequate thickness.*
- 4. It is recommended to place planks in the center and at the extremities so as to avoid the canoe sliding or touching the ground.*

The dimensions of the planks and number of steel straps should be adapted to the weight and dimensions of the cargo.

SNOWMOBILES & OTHER SMALL MOTORIZED VEHICLES



1. 4" x 4" planks are required underneath the crate in order to allow forklift handling. These 4" x 4" planks should be placed at regular intervals under the crate.
2. The content should be wrapped with polyurethane or plastic of an adequate thickness.
3. The frame of the crate should be built using 2"x4" planks sturdy enough to support the cargo weight.
4. Steel straps should be at least 3/4" thick and should pass underneath the 4" x 4" planks. The frame should be nailed using twisted nails of an appropriate length.

The dimensions of the planks and number of steel straps should be adapted to the weight and dimensions of the cargo.