



Freight Presentation Guidelines

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Table of Contents

Scope	3
Packing	3
Bracing	4
Strapping / Banding and Shrink / Stretch Wrapping Etc.	4
Strapping/Bands	4
Shrink / Stretch wrap	4
Load Protectors and Edge Boards	5
Securing Unique Freight	5
Tyres	5
Drums	6
Spools.....	6
Carpet and Flooring – Long Rolls	6
Engines, Machinery and Other Exposed Items	7
Motorbikes	7
Dangerous Goods.....	7
Pallets.....	8
Pallet Design Considerations.....	8
Pallet Use.....	10
Pallets and Stacking.....	10
Timber Crates.....	12
Bundles.....	12
Weighing & Measuring	12
Heavy items.....	13
Conditional Freight Items.....	14
Additional Information	14



Scope

SeaRoad transports goods primarily from Victoria to Tasmania. The freight travels via various modes (road, rail & sea) and often passes through a number of Terminals prior to reaching its final destination.

Freight not correctly presented by the customer or supplier can have increased risk to goods becoming damaged in transit, and is also a serious hazard to drivers, freight handlers and other road users.

It is a prerequisite for freight to be presented to enable: -

- Compliance to Legislation in relation to Chain of Responsibility, in particular Load Restraint, and Road Traffic Legislation.
- The goods can be safely handled by our drivers and freight loaders.
- The goods can be safely lifted on and off transport vehicles.

Customers and their Suppliers are required to read and be familiar with the contents of this document; in particular persons involved in packing of items for transportation.

Packing

All items **MUST** be packaged for transport. Any items not packaged may be excluded from being collected, subject to delay or return, and could attract a futile fee.

Packaged items must be suitably packaged to withstand the rigors of transportation including multiple handling and a short drop.

Suitable packaging includes items packed carefully into strong durable cartons or onto pallets with sufficient interior padding and protection to enable forklifts to manage and support the item/s weight.

If the item is not packed in its original packaging, it should be to the same standard as the manufacturer's requirements.



Bracing

Items that can roll or shift during transportation due to their shape or size should be braced on a pallet base for shipping.

Your selection of timber should be based on the product that you are bracing and its weight. As the shipping weight increases, the grade and thickness of the bracing timber should increase.

Strapping / Banding and Shrink / Stretch Wrapping Etc.

Typically, any damage during transit occurs because the shipment was improperly unitised, bundled or secured for transport. This is a particular issue with retail goods and boxed products. It is therefore important to protect the load with shrink/stretch wrapping and strapping/banding.

Strapping/Bands

Strapping/Banding is typically used to secure the bundled load to the pallet. You should strap/band corrugated stacks on each side.

As a rule, keep the strapping/banding close to the load to avoid exposure, damage, or breakage.

Loads significantly smaller than the pallet should be centred and strapped/banded to the closest pallet deck boards vs. the pallet exterior.

The more perpendicular the banding, the greater its holding force.

All palletised loads shipped via SeaRoad require strapping/banding with heavy-duty steel, rayon, polypropylene, nylon, or polyester strapping.

Shrink / Stretch wrap

Shrink/Stretch wrap is critical for bundling loads and for securing and protecting large individual pieces of freight.

Wrap freight tightly to prevent load shifting.

Use 70-gauge shrink/stretch wrap that sticks to itself so it can be wipe-sealed as it is applied to the stack.

When machine wrapping, spiral-wrap the cartons with a minimum 50% overlap. Proper application includes a secure wrapping along the pallet perimeter and a 10cm overlap at the top of the stack.



To manually apply shrink/stretch wrap, tuck the lead wrap between the pallet and the bottom box. Spiral around the boxes in an upward direction overlapping the film by 50%.

When you reach the top, stretch the film diagonally over the top corners with a 10cm overlap to anchor the stack vertically before spiralling back to the bottom to finish the load with a secure wrapping along the pallet perimeter.

Load Protectors and Edge Boards

Top and bottom load-protector pads (corrugated pad/ tray) help reduce damage to top and bottom layers of your shipment. They also help distribute the weight of top loaded freight.

Bottom load protectors provide a level surface, offer protection from pallet nail heads, and help keep boxes from slipping into the gap between the boards on the pallet. A corrugated pad between stacked layers (tier sheet) will also help stabilize packages and distribute weight.

Angle boards along the unit edges should run the full length or depth of the stack to help unitize the load, increase vertical stacking strength, and reduce damage to box edges that make up the load corners.

It is recommended to use cardboard sheets on the outside (especially edges) to prevent damage by strapping and other damage which may occur during transit. This will also provide additional support and stability.

Securing Unique Freight

Some uniquely shaped items such as tyres, bags, drums, spools, transit cases, engines, pipes, etc. require special packaging.

Items on wheels requiring transportation on a pallet should be adequately and suitably fastened to the pallet to reduce likely movement and damage during transit. Strapping the item to the base of the pallet is an easy way of securing the item.

Tyres

Tyres being transported on a pallet are required to be laid sideways, stacked, and wrapped/strapped.

Drums

Often containing liquid, drums and pails tend to shift in transit and it is necessary to therefore secure the freight to a pallet. The same basic banding, edge protection and shrink/stretch wrapping recommendations apply to these shipments.

A solid pallet deck or anti-skid surface is also recommended.

Drums must be placed standing on their stable base, strapped and wrapped.

Spools

Spools and reels tend to roll and shift during transit and are difficult to lift so they should be secured to a forklift able pallet. Use blocking and bracing to securely anchor spools and reels.

Large reels and spools must be placed standing on their stable base and strapped and wrapped.

Large spools should be placed in the centre of the pallet and, only if no parts of the spool base/surface overhang the edge of the pallet, may spools be palletised together.

Carpet and Flooring – Long Rolls

Carpets & Flooring are generally transported in rolls.

Rolls are generally fragile in nature and require strong layers of protection to mitigate the risk of damage.

They are rolled up with the backing inside and packaged in transparent plastic film bags. Rolls are to be wrapped in plastic film or jute/hessian sacking.

The handling of long rolls often has to be accomplished by forklifts.

Long rolls require forklift handling and therefore need carpet/floor prong access to be handled safely.

Long Rolls can be bound to a skid or wooden pallet, but the pallet needs to be able to support the length of the roll.

Engines, Machinery and Other Exposed Items

Any motors, engines, and industrial equipment must be drained of all fluids and/or oils prior to transportation. Securely mount the item to the pallet deck. Internally block and brace the item and use sturdy expendable packaging (corrugated or wood) around the product.

Add shrink/stretch wrap and banding for additional protection and containment.

The pallet and bracing framework should be engineered to support the load with no product or package overhang.

The pallet must also be wide enough to prevent load tipping of tall units.

As a rule, for unit stability, the pallet base width should be greater than half the unit's centre of gravity or unit height.

The centre of gravity should be identified for all unbalanced freight, crated products and freight known to be off centre or heavier at one edge or end.

Motorbikes

Motorbikes must be crated, drained, and flushed of all fluids.

These items must also be securely fastened to a pallet to prevent them from moving or tipping during transit.

For safety reasons, all metal objects are required to be well secured and protected during transit. Bare metals, without suitable and adequate package, should never be sent.

Dangerous Goods

The movement of dangerous and hazardous freight is regulated by Government agencies both Federal and by State jurisdictions.

It is important that everyone involved in transporting dangerous goods understands their responsibilities to help prevent and reduce damage to people, property, and the environment.

The packaging, marking and transport requirements for the carriage of dangerous goods by Road and Rail shall be in accordance with the latest issue of the Australian Dangerous Goods Code; <https://www.ntc.gov.au/codes-and-guidelines/australian-dangerous-goods-code>

As it is highly likely your freight will include a transport sector via sea all dangerous goods marked for sea transportation must comply with Marine Orders 41 – Carriage of Dangerous Goods;

<https://www.amsa.gov.au/about/regulations-and-standards/marine-order-41-carriage-dangerous-goods>

An AMSA250 form is to be completed in **advance** by the Consignor/Sender of their intention ship dangerous goods by sea.

All Dangerous Goods shall be declared by correct shipping name, Un Number, Quantity, Type, Packaging Group, and packed in full compliance with the directives of the relevant codes including all relevant documentation; AMSA250.

The Consignor/Sender is to provide: -

- Multimodal Dangerous Goods forms (AMSA250) must be completed accurately, in full and presented by the driver upon arriving at our facility.
- Clear and accurate labelling on freight, including the appropriate Dangerous Goods placards.

The movement of Dangerous Goods with incomplete or no paperwork is an offence. With respect to the sea transportation of this type of goods without associated paperwork (AMSA250) and not complying with Marine Orders is a Federal offence.

The Consignor/Sender is also to ensure incompatible dangerous goods should not be transported to avoid possible reactions between the dangerous goods or reduce the hazards of any accidental leakage or spillage. For incompatible materials, shared transportation or storage may still be allowed if the materials are separated from each other by a minimum distance. For further information please refer to the latest edition of the Australian Dangerous Goods Code.

Pallets

All items that require a forklift must have standard forklift access points and be packaged in a stable and upright position. Top heavy items are likely to become unbalanced during transportation resulting in damage.

Pallets fixed with cross boards at the base of the pallet will provide greater support and stability during transportation and reduce the risk of your items becoming damaged.

Pallet Design Considerations

One of the key benefits of a four-way entry pallet is the ease with which it can be moved into trailers and shipping containers.

Keep these basic design parameters in mind: -

- Strength — Make sure your pallet is strong enough to support the load-carrying weight throughout the shipping and storage environment.

- Stiffness — Choose a pallet stiff enough to resist deforming under the load.
- Durability — Select a pallet durable enough to withstand the rigors of the shipping and handling environments, specifically designed with adequate top board spacing so forklift blades will not impact the product.
- Functionality — Utilize only pallets that will function properly with various packaging and material handling equipment.
- Price — Balance the price of the pallet with the value of the product, while properly supporting the load so it can be delivered without damage to the customer.

Recommended:

Plastic Pallets

A viable alternative to wood pallets, plastic pallets are typically more expensive, but they are also reusable. The solid deck often protects the package bottom from forklift tine damage and helps support the load of the products stacked on it. However, the plastic surface is often slippery, which makes fastening or blocking products to prevent movement more difficult. Some plastic pallets can weigh more than wood pallets, and they may not be the best option if weight is a consideration.

Not Recommended:

Corrugated Pallets

Corrugated pallets are lightweight, easily recycled and preferred by some countries that restrict wooden pallets. Some shippers opt to use them. However, paper-based pallets are easily damaged, and moisture often causes the corrugate to degrade. They simply do not withstand the rigors of the transportation environment, so corrugated pallets are not recommended.

Wood Pallets Without Bottom Boards (“Skids”)

Wood pallets without bottom boards (commonly known as “skids”) do not distribute weight evenly. They can be challenging to lift, and the stringers are easily compromised or damaged. This style of pallet simply does not stand up to the rigors of the transportation environment and we do not recommend them.

Pressed Block-Style Pallets and Moulded Pulp Pallets

Pressed Block-style and moulded pulp pallets are popular in Europe and Asia, and their popularity is growing in the United States. Most pallets manufactured in Asia are made from processed wood which lacks the sturdiness and strength of a natural-wood pallet. These pallet styles do not hold up to the rigors of the transportation environment and are not recommended.

If you do choose to use these pallet designs, ensure they are built to hold the weight of the product made from sturdy materials and resistant to damage during the many touch points of transportation.

Palletised freight must be placed squarely and centred on the pallet without any overhang.

When sending multiple cartons on a pallet, it is important to make sure: -

- the pallet is not already cracked or broken.
- the pallet is strong and capable enough of supporting the load during transportation.
- there are no items overhanging the edges of the pallet.
- that heavier cartons are placed on the bottom and lighter cartons on top to add stability to the pallet.

Pallet Use

Items should be securely fastened and shrink/stretch wrapped to the pallet (including the pallet itself).

Items should be secured so as not to move around in transit. The preferred method is by strapping the item down to the pallet, strapping over the item and underneath the bearers and cross boards of the pallet.

Ideally, pallets should have 2 vertical and 2 horizontal straps per pallet with enough strength to support the item/s in the event a strap becomes loose or breaks.

You should always check the integrity of strapping i.e., that these have not become loose or frayed prior to collection and that any strapping does not obscure forklift access.

When transporting items on pallets, remember to use cushioning materials to support item/s during transit.

Please refer to the National Transport Commission's Load Restraint Guide (2018) <https://www.ntc.gov.au/codes-and-guidelines/load-restraint-guide> for additional information about the safe transportation of goods.

Pallets and Stacking

The orientation of cartons in your palletised freight shipments can have a big impact on the integrity of your shipments.

Before loading anything onto a pallet, everything must be thoroughly inspected.

- Ensure your pallet is not rotted or damaged beyond use. A damaged pallet will only get worse through handling, so scrap it now before it damages your products.

- Determine if the product is below the weight limit of the pallet.
- Ensure your handling equipment like a pallet truck or forklift will be sufficient for the load.
- Examine the products ready to be loaded. Square and rectangular products are the easiest to load while odd-shaped products will be more troublesome.
- Finally, make sure no moisture or other element has weakened or changed the product in any way.
- **Stack by weight:** Consider the weight when loading different sized boxes. Put heavier boxes on the skid first as the base layer then stack the lighter boxes on top. Stacking the weight heaviest to lightest will keep lighter boxes from being crushed and damaging the items inside.
- Then begin placing products uniformly onto the pallet. It is best to keep a generally square shape when shipping. If the product will not make an overall square load, try to centralize the weight of the goods on the pallet as much as possible.

SeaRoad suggests that you adhere to the following guidelines: -

Recommended:

Column Stack loads for palletised freight. In almost all cases, it increases the top-to-bottom compression strength for most palletised shipments.

Interlocking Stack If the carton contents are rigid, interlocking cartons will result in increased stability. Stack boxes corner-to corner and edge-to-edge, for better stacking strength.

Not Recommended:

Overhanging Stack

Do not overhang the pallet edges with packaged products because it subjects packages to tears, punctures and other impacts during normal handling and sorting. Freight overhanging or extending beyond the pallet perimeter may be damaged during handling or damaged by adjacent freight.

Pyramid Stacking

Space is at a premium, so package stacking will likely occur, and pyramid stacking is not recommended. Importantly, pyramid stacks do not provide a level surface, so the top cartons are exposed to potential damage from other shipments. Units with a level top surface provide better strength and stability for even load and weight distribution when double stacked.

Timber Crates

Any items requiring a pallet plus additional protection should be packaged inside a crate. It is also important that the item/s do not move around inside the crate which may cause damage to the item or damage to the crate itself.

When packing your item/s into a crate, it is important to ensure the item/s are not top heavy, the item/s weight can be distributed evenly inside the crate and the crate can, always, be handled and transported safely.

Crates should be of sound structure to ensure its integrity when strapped and restrained during transportation. Once the crate is restrained, it is also important the item/s do not move which may cause damage to the item or damage to the crate itself.

When using crates to transport your items, screws or staples are preferred as well as sufficient strapping as additional strength and reinforcement.

You should always check the integrity of strapping i.e., that these have not become loose or frayed prior to collection and that any strapping does not obscure forklift access.

Ensure the construction of the crate is solid and able to withstand the transportation of heavier items.

When transporting items in crates, remember to use cushioning materials to support item/s during transit.

Bundles

Lengths of materials such as metals and pipe etc will require to be tightly bundled together using straps or braces or a combination. Stretch/shrink wrap can also be applied to ends of the lengths to prevent injury and avoid damage. Securing the bundle will ensure the goods stay together and prevent lost and damaged freight.

When packaging bundles, metal strapping or banding is preferred.

Weighing & Measuring

Most freight is measured in centimetres and kilograms.

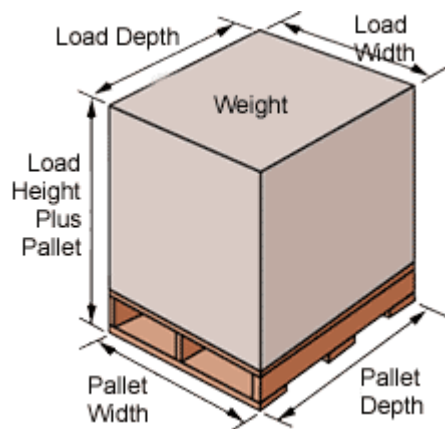
It is important to accurately declare weight and dimensions at time of booking and this information appears on the consignment note.

If dimensions exceed the declared dimensions, SeaRoad will re-measure and charge on the actual dimensions.

All packages should be measured with a measuring tape prior to booking to ensure you are charged the correctly.

If you are booking freight on behalf of another party or do not have access to the packages, it is preferred to overestimate than underestimate the dimensions. Please remember the Customer/ (Consignor/Consignee) are responsible for any additional fees incurred.

Pallets



Loaded pallets are correctly measured (in centimetres) by measuring the depth, width and the total height of the package which includes both the pallet and the item/s loaded.

The maximum depth and width of a pallet's dimensions is the width and depth of the pallet itself as overhang product is not advisable.

Pallets which overhang may be rejected at pick up or may result in additional charges reflecting the actual size of item being transported.

The diagram above illustrates the correct dimensions for measuring a pallet.

Heavy items

Heavy items should be suitably packaged in respect to their centre of gravity. A stable/low centre of gravity will prevent items moving in transit causing damage to the item and its packaging or to other items

Additional charges can be incurred for items weighing greater than 25kgs and not palletised.



Please consider additional packing materials to support/cushion heavy items and factor the weight of the item in respect to the integrity of the packing materials.

Packaging must safely support the item during transit which prevents injury to handlers and damage to the item or other items.

Conditional Freight Items

The following items are conditional, and transportation will be at SeaRoad's discretion at time of booking: -

- Items on "A" frames.
- Products including Stone, Granite, Porcelain & Marble.
- Items which exceed 2 ½ tonne and are not easily forklift able.

Items being shipped on "A" Frames must meet the following requirements: -

- Purpose-built transport frames must be designed and manufactured to Australian Standard AS4991.
- They must also incorporate load restraints and lashing points as described in the National Transport Commission publication "Load Restraint Guide" 2004 edition.
- No modifications must be carried out to the frames other than by the Original Equipment Manufacturers themselves.
- They must be robust enough to carry the goods weight limit.
- Frame has bottom lift fork pockets
- Goods are restrained to the A-Frame
- Goods are packed to absorb vibration
- SeaRoad do not transport glass sheets, bench tops of polished concrete/marble/granite/porcelain/engineered stone), stone slabs, etc.

Additional Information

Please refer to the National Transport Commission's Load Restraint Guide (2018) <https://www.ntc.gov.au/codes-and-guidelines/load-restraint-guide> for additional information about the safe transportation of goods.

SeaRoad recommends all Customers / Senders are familiar with SeaRoad's Terms and Conditions https://searoad.net/wpcontent/uploads/2022/03/SeaRoad_Terms_Conditions.pdf

SeaRoad is not a common carrier in the event of freight damage.