

Guide to Packaging Freight and CoR



Labelling Freight

Do not stick new labels over old labels, remove all of the old labels – this reduces the risk of misdirection.

Apply labels on top of shrink wrap, do not use shrink wrap to attach labels.

Do not put labels in envelopes.

Where possible use sticky backed paper to print the labels onto.

Make sure your print is of good quality.

Make sure the barcode is not obscured by tape, wrap or strapping. Making sure the barcode is flat with no creases. Do not fold the barcode over the edge of a shipment

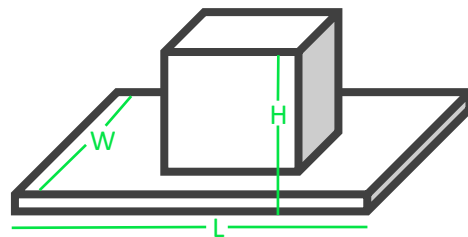
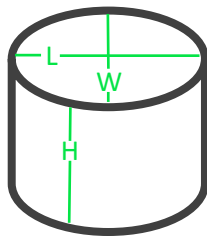
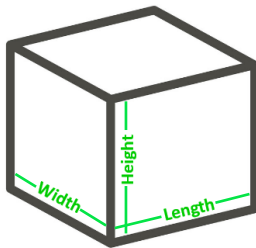
When shipping a pallet, ensure there are at least two labels on the pallet (one on the front and one on the back). Do not put the labels on top of the pallet.

Measuring Freight

Freight is measured Length x Width x Height (LWH)

Always measure the longest lengths e.g. if freight is on a pallet and the pallet extends past the freight, you must include the pallet in the measurements.

Make sure all measurements are in CM and weight is in KG



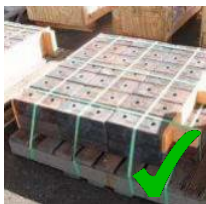
Pallet Choice

Use strong, good quality pallets and crates.

Do not use pallets with broken slats.

Ensure there are no loose or protruding nails.

Ensure the goods do not hang over the edge of the pallet.



Palletising Cartons

Stack cartons squarely to provide more stability. Heavy items should be placed on the bottom and lighter items on the top; this prevents crushing and reduces the risk of the items toppling.

Use nylon or steel strapping to secure items **to** the pallet.

Add a few layers of stretch wrap around your items, making sure the wrap reaches the bottom of the pallet.

Items must ALWAYS be secured **to** the pallet to reduce the risk of the goods slipping off the pallet during transport.

Do not allow items to overhang the pallet, this weakens the support for your item, and they could also be damaged by other freight.



Machinery and Engines

Large or odd shaped items should be boxed or crated to prevent damage during transport. If machinery or engines are not crated carriers may refuse to take the goods, or charge additional fees.

Engines/machinery must be securely strapped **to** the pallet.

Engines should be drained of all liquids before sending, including water, to avoid delays, damage, and additional charges.



Tyres

Tyres must be securely strapped together **and** strapped **to** the pallet.



Liquids

Secure drums together and then **to** the pallet, with steel strapping.

For packaged liquids (in cartons), place a board between the pallet and the cartons to provide an even distribution of weight and prevent sagging between the slats.

If you are sending loose drums consider sending drums (under 30kg) in a strong carton.

TNT charge Manual Handling Fees for liquids as they cannot be sent down the automated sortation system. Ensure that boxes containing liquids are clearly marked.



Cartons

Use good quality cartons. Second hand/used cartons lose their strength.

Avoid empty space, too much padding reduces the stacking strength, avoid using boxes that are too big for their contents, to reduce the risk of crushing. Fill any voids in your box with a suitable filler to prevent movement. Materials such as air pillow packing, packing peanuts and Kraft paper are appropriate for lightweight items, but won't provide adequate protection for heavy or sharp auto parts.

All boxes over 20kg should be labelled with a "Heavy" sticker. Any cartons over 30kg should be palletised.

Boxes should be taped with a "H" as per image:



If you are sending multiple cartons to the same receiver, consider sending on a pallet or in a master carton (for smaller items), this will keep all of your cartons together, and reduce the chance of the freight being split delivered. Carriers may refuse to pick up a consignment with an excessive amount of loose cartons.

Automotive Parts

Panels and automotive parts need to be sufficiently packaged. Start by cushioning individual items with bubble wrap or padded foam sheeting, including any delicate components that must be disassembled first. Wrap and pad sharp corners and rough edges, along with any vulnerable areas like threads and fittings, and then protect the surfaces by securely wrapping in cardboard, double corrugated cardboard is a good option.

Enclose items like plastic mouldings and small, loose components in plastic pouches, and then package in a box.

Fill any voids in your box with a suitable filler to prevent movement.

Chain of Responsibility

The Heavy Vehicle National Law (HVNL) was amended in on 1st October 2018 to provide that every party in the heavy vehicle transport supply chain has specific legislative obligations to ensure the safety of their transport activities, known as the Chain of Responsibility (CoR). As a sender of freight you form part of the CoR, under the responsibilities of a consignor.

Previously, parties in the chain were usually held responsible only once a breach by a driver had been detected. Although the laws have changed, they still only apply to activities that a person or business has responsibility for and could influence. In other words, no one will be liable for breaches they cannot control. The aim of CoR is to make sure everyone in the supply chain shares responsibility for ensuring breaches of the HVNL do not occur.

Under CoR laws if you are named as a party in the Chain of Responsibility and you exercise (or have the capability of exercising) control or influence over any transport task, you have a responsibility to ensure the HVNL is complied with. In a prosecution, the courts may consider the actions of each party in the supply chain. This may look at what measures those parties have in place to prevent breaches of the HVNL occurring. Each party in the chain must demonstrate to the Court that they took all reasonable steps to prevent the breach or show the court that there were no steps they could reasonably be expected to have taken to prevent it.

As a party in the supply chain, the best way to ensure you are complying with the CoR Laws is to have safety management systems and applicable and sufficient controls in place, such as safe business practices, relevant training packages, procedures and management review processes. Carriers reserves the right to decline a consignment if the goods are not packed and loaded accordingly. All drivers reserve the right to request for the load to be reloaded or repositioned. If this request is denied, the goods will not be collected.

Dangerous Goods

As a consignor of DGs, you are legally responsible for ensuring all DGs are:

- Properly packed and labelled
- Declared on the consignment note
- Accompanied by fully and accurately completed DG paperwork

In accordance with the latest version of the Australian DG Code carriers may refuse to transport DGs if these requirements are not met.