



TRADE LOGISTICS

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GUIDE TO Export Packing Documents

Packing documents are used to fully describe goods for two main reasons:

- 1) To identify where or how a specific item is packed and
- 2) To identify goods that are of a dangerous nature or need special care.

Packing Note or Packing List:

The packing note or packing list may be included on the commercial invoice or as a separate document. It is used if there is more than one package in the consignment.

If the packaging is identical and contains the same goods, then it is sufficient that every package is given a running number which is specified on the commercial invoice. The commercial invoice should also contain the gross and net mass and the dimensions/size of the packaging. A notation concerning the numbering of separate units in each of the packages may be made if required.

If the packaging is varies or where the quantities/type of the goods packed vary, then it is essential that a complete packing list is prepared identifying every item within each package. It is normal, and more convenient, for the seller to prepare a packing list on a separate sheet. All the packages should be numbered for individual identification.

The packing list and numbering is important for the following reasons.

- 1) To indicate at every stage in the journey how many packages make up the full consignment.
- 2) To provide evidence to the consignee that the full quantity of goods ordered by him has been supplied.
- 3) To enable the customs authorities in the country of destination to select for opening only those packages containing the goods they wish to examine.

- 4) To assist the insurance underwriters in determining the correct value of any claim for loss or damage.

Packing Declarations and Markings:

It is essential that any seller shipping special goods must make special written declaration certifying that the goods are properly classified, packed, marked and suitable for carriage. There are two types of special goods and some goods may be a combination of both types. They are goods that

- a) can easily harm or (Dangerous goods)
- b) can easily be harmed. (Fragile or perishable Goods)

Both types of goods have to have outer display of their unusual characteristics.

Dangerous Goods Packing Declaration:

Packing certificates are used for dangerous goods to warn cargo carriers of the risks they are taking. Should anything go wrong it can be used to establish who was responsible for what was packed, how it was packed, and how the packing was checked. Should anything happen to the goods in a negative way, the seller would be held liable for all consequential damages.

The certificate must state the following 10 points for containerized cargo.

- 1) The container was clean, dry and fit to receive the goods.
- 2) No goods known to be incompatible have been stowed therein.
- 3) All packages have been externally inspected for damage and only dry, sound packages loaded.
- 4) All packages have been properly stowed and secured and suitable securing materials used.
- 5) The packages are clearly marked with distinctive label or stencil to indicate the nature of the danger to which the goods rise.

- 6) The shipping container holding the packages is clearly marked with labels to indicate the nature of the danger to which the cargo give rise, indicating the correct technical name used in shipping.
- 7) The dangerous goods in this container are those accepted by the carrier under the declared booking to the carrier.
- 8) A Dangerous Goods Declaration is signed by the shipper or authorized person for all the goods packed in the container.
- 9) No dangerous goods were tendered to the carrier for carriage without their express consent in writing.
- 10) All transport requirements have been met.

Fragile or Perishable Goods Markings:

Packing markings are used for high care, to warn carriers of nature of care that the goods require, as normal handling may place unacceptable risk to the goods. This applies to goods that are fragile, stand upright, have to be stored with care such as keep dry or away from heat and goods that are a risk in handling such as those to be marked 'center of gravity here'.

An example of a packing list and a Dangerous Goods Packing Declaration are given below.

Packing List or Packing Note

PACKING NOTE

Exporter			
	Invoice No. and Date	Exporter's Reference	
	Buyer's Reference		
Buyer			
Marks, Nos. and Container No.: No. and Kind of Packages. Description of Goods	Quantity	Gross Mass (kg)	Gross Measurement (C.B.M.)
	Total	Total	Total

Dangerous Goods Declaration:

Required Documents – Required for Cargo – Dangerous Goods Packing Declaration



DANGEROUS GOODS CONTAINER PACKING DECLARATION						
Shipper			Booking Reference No.		Shipper's Reference No.	
Consignee			THIS CERTIFICATE TO BE COMPLETED IN QUINTPLICATE WHITE - Container Operator Terminal BLUE - PORTNET Terminal GREEN - Ship's Copy Terminal YELLOW - Container Operator (Forwarded to office where Shipping Instruction is lodged). WHITE - Depot/Agent/Shipper			
Forwarding Agent			Place of Acceptance			
Destination Container Freight Station Depot		Ships Call Position		Shipping Instruction lodged at		
Completed at Terminal		Vessel and Voyage No.		No. of Packing Declarations to Shipping Instruction		
Container No.		Port of Loading		Seal No.		
Port of Discharge						
Marks and Numbers	Number and Type of Packages	Corr ct	UN No.	IMCO Class and Flash Point (°C)	Gross Mass (Kg.)	Measurement (Cbm.)
<p style="text-align: center;">DECLARATION (REQUIRED FOR EACH CONTAINER CARRYING DANGEROUS GOODS)</p> <p>It is certified that:</p> <ol style="list-style-type: none"> The container was clean, dry and fit to receive the goods. No goods known to be incompatible have been stowed therein. All packages have been externally inspected for damage and only dry, sound packages loaded. All packages have been properly stowed and secured and suitable securing materials used. The packages are clearly marked with a distinctive label or stencil and the container is clearly marked with labels to indicate the nature of the danger to which the goods give rise. In addition the container is also clearly marked with a label indicating the correct technical name of the Dangerous Goods. The dangerous goods in this container are those accepted by the carrier under the above Booking Reference Number. A Dangerous Goods Declaration signed by the shipper or supplier has been issued for each dangerous goods consignment packed in the container. No goods which are or may become dangerous, inflammable or damaging (including radio-active materials), or which are or may become liable to damage any property whatsoever, shall be tendered to the carrier for carriage without his express consent in writing. <p>This certificate must be completed by the person controlling the loading operation after the container has been packed and to be given to the driver on collection.</p> <p>The shipper acknowledges that no goods which are or may become dangerous, inflammable or damaging (including radio-active materials), or which are or may become liable to damage any property whatsoever shall be tendered to the carrier for carriage without his express consent in writing. The container is securely loaded containing cargo as declared above and the carrier's seal is attached.</p> <p>We certify that the Goods detailed herein were, at the time of loading in the Container (s), in good order and condition and that the quantities, weights, measurements and descriptions are correctly declared.</p>						
Signature of Authorized Representative			Date			
Shipper/ Agent/ Depot Delete as necessary						



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