



# PACKAGING GUIDE

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This packaging guide serves to inform and benefit NEAS sealift customers to better understand the recommended NEAS packaging standards and requirements for various cargoes.

All goods must be packaged in such a way as to be stackable and weather resistant prior to loading onto the intended vessel.

These measures will allow for a safe and damage-free delivery to the destination and also ensure the protection and safety of those persons involved during their handling.

## CARGOES TABLE OF CONTENTS



General Conditions .....	1
1. Labelling Requirements per Package .....	2
2. Closed Crates .....	3
3. Open Crates .....	4
4. Drums on Pallet .....	5
5. Big Bags .....	6
6. Steel Pipes and Rebar .....	7
7. Structural Steel .....	8
8. Canoes and Boats .....	9
9. Snowmobiles and Other Small Motorized Vehicles .....	10
10. Passenger Vehicles .....	11
11. Tanks and Other Authorized Parts Secured On Base .....	12
12. Containers .....	13
13. Modules, Mobile or Prefabricated Houses and Other Over-Dimensional Items ....	14

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 Toll Free: 1-888-908-0000



## General Conditions of Transport

1. All cargo must be properly packaged for:
  - Forklift handling: it must be mounted on a pallet or on a base with 4 " blocks.
  - Weather resistance, if applicable.
  - Designed to be stacked and be capable of resisting three times its weight.
2. The maximum weight of a 20 'container is 15 MT. A 40' container can carry 12 MT.
3. The rolling stock must be in good condition and functional. The amount of fuel allowed in a vehicle must not exceed a quarter of the tank capacity.
4. Vehicles must be emptied of all contents, except for the spare tire, the jack, and certain items specific to the vehicle.
5. Other types of cargo: boats, canoes, trailers, vans, mobile homes or prefabricated houses, sheds or other similar buildings must be empty of all contents.
6. Contractors' equipment or other similar parts must be equipped with identified lifting points, allowing their load to be lifted safely and avoiding damage caused by inappropriate fasteners or lifting beams.
7. Any hazardous material must be declared. The proper identification must be displayed on each package and must comply with the regulations.

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


For any cargo such as machinery, prefabricated modules and other over-dimensional cargoes or overweight cargoes, please contact the NEAS Marine Terminal at 1-888-908-0000, to ensure acceptance of your cargo.





# 1. LABELLING REQUIREMENTS PER PACKAGE

## Information required

	<b>124567</b>				
Cargo No.:					
No. Rés. / Marine Booking	<b>0000-20-DBA</b>				
Expéditeur à / Ship To	<b>Address here</b>				
Contact	<b>Contact here</b>				
Destination	<b>Destination</b>				
Client / Cust.	<b>(0000)Client Name</b>				
No. P.O.	CRI-BEC	Seal No.			
	<b>47.00 Kg</b>		<b>0.34 m<sup>3</sup></b>		
		Long / Length	Large / Width	Haut / Height	
		0.81	0.61	0.69	<b>2020</b>

- Customer name and consignee name
- Booking number
- Destination
- Dimensions of the cargo in M<sup>3</sup> (L x W x H)  
(ex. length 2 m x width 1.5 m x height 1 m = 3 M<sup>3</sup>)
- Total weight of cargo in kg  
(ex. 2000 pounds ÷ 2.2 = 909 kg)
- Identification of the center of gravity, if off centered
- Fragility Identification (glass) and frost protection (paint)
- Hazardous materials Identification: Class and UN number must be indicated on the cargo, using an appropriately sized label or sticker

Since the cargo will be manipulated and subject to weather conditions both on the vessel and at destination, we strongly recommend that labels be made of clear plastic and securely stapled on the crate or cargo.

## 2. CLOSED CRATES

### Packaging Requirements



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

The thickness of the plywood must be at least ½ inch.

Wooden skids of 4" x 4" must be securely fixed (using screws/nails) under the crate to allow forklift handling. The wooden skids must cover the full length of the crate and steel straps must be placed at 4-foot intervals.

1. The closed crates must be watertight, and its contents wrapped with polyethylene liner which is sufficiently thick to offer protection against any water infiltration.
2. The frame of the closed crates must be built with 2" x 4" wooden planks. The walls of the closed crate must be ½" plywood. The non-corner frames must be supported from the base of the crate. Avoid any empty space between the goods and the top of the crate.
3. The base frame must be strong enough to hold the cargo and should be a minimum of ¾" wooden plank.
4. Wooden planks and plywood should be assembled with twisted screws or nails of adequate length.
5. The steel straps must be ¾" width or greater. The quantity and spacing must be adapted to the weight and dimensions of the crate.

**The base and dimensions of the wooden planks must be adapted to the weight and dimensions of the cargo.**

**If the crate is greater than 5' wide, the thickness of the wooden skids should be 6".**

**The center of gravity must be indicated if the crate is not evenly distributed. The center of gravity must be as low as possible to ensure the stability of the crate (enough width).**

## 3. OPEN CRATES

### Packaging Requirements



4 "x 4" wooden skids are required under the crate to allow handling with the forklift.

The wooden skids must be securely fixed (screws/nails) and cover the full width of the crate and steel straps must be placed at 4-foot intervals.

1. The contents must be wrapped with a polyethylene liner or plastic wrap sufficiently thick to offer protection against any water infiltration.
2. The frame of the crate must be built with 2" x 4" wooden planks. The non-corner frames must be supported from the base of the crate to avoid construction defects. Avoid any empty space between the goods and the top of the crate.
3. The base frame must be strong enough to hold the cargo and should be a minimum of 3/4" wooden plank.
4. Wooden planks and plywood should be assembled with twisted screws or nails of adequate length.
5. The steel straps must be 3/4" width or greater. The quantity and spacing must be adapted to the weight and dimensions of the crate.

**The base and dimensions of the wooden planks must be adapted to the weight and dimensions of the cargo.**

**If the crate is greater than 5' wide, the thickness of the wooden skids should be 6'.**

**The center of gravity must be indicated if the crate is not evenly distributed. The center of gravity must be as low as possible to ensure the stability of the crate (enough width).**

## 4. DRUMS ON PALLET

### Packaging Requirements



1. A minimum of four steel straps must be installed around the drums. Two or four vertical straps are placed around drums retained with wooden corners or a thick plywood cover. Two horizontal straps passing under the vertical straps surrounding the drums.
2. The steel straps must be at least 3/4" thick and slid inside the pallet in order to prevent them from breaking during forklift handling.
3. The pallet must be strong enough to support the weight of the drums (e.g., Hardwood). Pallets must be 48" x 48", and the drums must not protrude.
4. The quantity of straps and the type of pallets (hardwood or softwood) used, should be based on the total weight of the cargo (full or empty).
5. Pallets with only three drums should be avoided.

## Packaging Requirements



1. A solid hardwood pallet is required to support the weight of this cargo. The pallet should be slightly larger than the size of the bag. The cross wooden planks should be very close together or be covered with plywood.
2. The bags must be strong enough to support the weight of the cargo.
3. Four  $\frac{3}{4}$ " straps are required to secure the cargo. Two straps must be placed on each side of the pallet. The addition of plywood over the bag to facilitate belting and stacking is required.
4. A plywood belt must be made and reach halfway up the bag, protecting it and preventing any sagging.
5. The same packaging conditions apply for smaller bags, cement or other. The bags must not exceed the dimensions of the pallet and be surrounded by a polyethylene liner.

## 6. STEEL PIPES AND REBAR

### Packaging Requirements



1. Each pipe bundle must have 4" grooved blocks evenly distributed along its length, and the steel straps holding them must be at least 3/4" thick. The blocks must cover the width of the package to ensure its stability.
2. Additional steel straps must also be installed in enough quantities to maintain the pipe bundle assembly.
3. The same packaging conditions apply to rebar. We recommend the use of platform containers when the quantity of rebar to be shipped is considerable.



## 7. STRUCTURAL STEEL

### Packaging Requirements



1. Each bundle of steel must have 4" grooved blocks distributed uniformly along the length of the bundle. The steel straps retaining the steel must have a thickness of at least  $\frac{3}{4}$ ". The blocks should slightly exceed the width of the package.
2. Hardwood dividers should be placed and fixed securely between each level.
3. Additional steel straps must also be installed in sufficient quantity so as to maintain the integrity of the bundle.
4. The weight of an 8 ft long bundle weight must not exceed 3 MT. The weight of a bundle greater than 8 ft long must not exceed 5 MT.
5. The depth (width) of the bundle should be normalized to 4 ft, with 4" blocks. If the bundle depth exceeds 4 ft than blocks of 6 ft are required.
6. A candle-shaped assembly must be avoided since it becomes an unstable structure and could be refused at reception.

## 8. CANOES AND BOATS

### Packaging Requirements



1. The canoe or boat must be secured on a base of an adequate size, with 6" blocks.
2. It must be securely attached to the base with straps.
3. The canoe should be wrapped with a protective cover.
4. The boat loaded on a trailer must be securely lashed to it. Additional belts must be added.
5. To avoid any accumulation of water inside a boat, it is recommended to invert it on a base or make sure that the drainage holes are not obstructed. Some boats have electric pumps, which must be functional to allow the boat to dry up.
6. The boats must be emptied of all its content except for articles directly related to it. These items must be securely stowed inside the boat.
7. The outboard motor drives must be protected. It is recommended to oversize the base or to use an alternative method to ensure its protection.

## 9. SNOWMOBILES AND OTHER SMALL MOTORIZED VEHICLES

### Packaging Requirements



1. If the manufacturer's packaging has been kept, the addition of 4" blocks is required to create spacing to facilitate handling. In addition, a sheet of plywood must be secured to the top of the product.
2. The crate must be covered with a protective envelope. All parts inside the crate must be securely attached.
3. The steel straps must be at least 3/4" thick and must be slid under the 4" wooden skids.
4. When the building of a closed crate is required, please refer to the corresponding section for further information.
5. Any unpackaged *Side-by-side* type vehicle is considered a passenger vehicle.

## 10. PASSENGER VEHICLES

### Packaging Requirements



1. To book an appointment for the delivery of a vehicle, the following documents must be filled out by the customer:
  - Vehicle Declaration Form (available on NEAS website) and the Shipper's Declaration (page 2 of the same document on NEAS website)
  - Please note that upon receipt of a vehicle, a copy of the vehicle registration must be provided either beforehand by fax or email or hand delivered.
2. The rolling stock must be in good condition and functional.
3. The amount of fuel in a vehicle must not exceed a quarter of the tank capacity.
4. Vehicles must be emptied of all contents, except for certain items specific to the vehicle. Replacement batteries are prohibited since they hazardous material. For trucks, the tires can be placed in the pick-up box, but must be secured with a chain and a padlock.
5. For any vehicle delivery to the NEAS Marine Terminal by a dealer, please ensure that the delivery criteria described above will be respected.

## 11. TANKS AND OTHER AUTHORIZED PARTS SECURED ON BASE

### Packaging Requirements



1. Large tanks must be secured on a pallet base slightly exceeding their dimensions. A spacing of 6" under the base is required to facilitate handling.
2. They must be securely attached to the base with straps.
3. If not fitted with a base, the tanks must be delivered on 6' wooden skids. No part of the cargo (pressure gauge, etc.) can exceed the dimensions of the tank and the latter must be protected to allow forklift handling.
4. These instructions also apply to any cargo requiring securing on a base.

# 12. CONTAINERS

## Packaging Requirements



1. NEAS recommends the use of containers and offers a rental service for different types of containers. (10', 20', 40', refrigerated, platforms, flat rack, and open top.)
2. The container must be in good condition, watertight and allow maritime transport.
3. The maximum weight of a 20' container is 15 MT. A 40' container can carry 12 MT.
4. The container must be balanced.
5. The top and bottom attachment points must be available and usable.
6. Container's cargo must be secured to prevent displacement.

## 13. MODULES, MOBILE OR PREFABRICATED HOUSES AND OTHER OVER-DIMENSIONAL ITEMS

### Packaging Requirements



Here are the basic requirements for transporting over-dimensional cargoes:

1. The unit must be emptied of all its content. A weight certificate is required.
2. The center of gravity must be identified.
3. The unit must be fitted with lifting points or be built to allow lifting using slings.
4. Ground transportation must be provided.
5. It must have tie-down points.
6. If it has windows, they must be placarded and no object may exceed the base of the unit (door handles, switches, electrical outlets, etc.)

NEAS recommends advance communication with the NEAS Marine Terminal for the delivery of such units in order to be aware of the various recommendations and confirm reception.