

Packaging Tips



Tubes



Corrugated containers (boxes)



Bubble packs



Crates



Corrugated outer container & Styrofoam inner container



Corrugated outer container & Styrofoam Inner Container

It is very important to make sure that your parcel is properly packaged, to prevent it getting damaged on its travels. To assist you with ensuring that your package arrives intact at its intended destination, please read the following tips.

External Packaging

Bags

- Ensure that items are properly enclosed using protective bags, padded bags or bubble bags. Such bags have are made for shock absorption, and to a good degree of waterproof and anti-static capabilities. They will be suitable for packaging sensitive items like diskettes, tapes and electronic parts. Do not rely on bags for clothing items or anything that could easily absorb odors, liquids, or anything that is fragile.

Corrugated Containers (boxes)

- Corrugated boxes are made to provide inexpensive protection to the shipments from normal handling or movement (caused by vehicle or aircraft movement) during the forwarding process.
- Make sure soft materials are used for proper internal cushioning to prevent movements of the contents in the box. Proper taping and sealing must be done.
- Corrugated boxes are often used as an outer packaging in conjunction with an inner Styrofoam container. This combination is used for perishable items such as seafood, or for fragile items such as bottles of wine.

Plastic Totes

- Plastic totes are a good alternative to corrugated boxes but they obviously come at a higher cost.
- If they are of a suitable quality and do not easily crack, plastic totes can be ideal for moving perishable shipments provided that the items are held inside within a plastic bag. Liquid or wet ice cannot be used as a refrigerant, gel packs are acceptable as is Dry Ice subject to declaration and limitations.

Plywood

- Sheet plywood may be the best solution for items that cannot bend for any reason. Paintings or framed pictures are best protected by having crates constructed around them using ½ in plywood.

Styrofoam

- Styrofoam containers used alone containing anything that could leak must also have an inner plastic liner to contain any possible leak. Such a container must be durable to withstand normal handling inside an aircraft. If you are easily able to push in any surface with one finger it is not acceptable.
- Styrofoam containers are often used as an inner container for seafood, or for fragile items like bottles of wine.
- If a refrigerant is desired, gel packs are acceptable as is Dry Ice subject to declaration and limitations.

Internal Packaging

- Adequate spacing should be kept between the packaging and the shipment item for proper cushioning or fillers. Filler materials can be any form of light and loose materials. Some of more economical methods are using shredded or crumpled newspapers. Proper cushioning provided by these fillers helps to keep the shipments in the centre of the packaging, and also provide necessary shock absorption.
- When there are multiple items packed into one box, dividers should be used so that items are arranged in proper partitions or stacks. Corrugated sheets or layers of layers of newsprint, styrofoam fill, or bubblepack can be used for such purposes.
- Items like boxes of wine bottles should be packed in durable custom corrugated boxes with styrofoam dividers. (see illustration on page 1)
- Never include ice inside any shipment. Gel packs are accepted, as is Dry Ice subject to declaration and limitations.

Sealing packages



Taping

- Proper sealing and taping is necessary so that the items in the packaging do not fall out easily. The better the taping is done, the less chances of packaging will break or open during transit. For heavy shipments, heavy-duty taping materials should be used.
- Customers should not use paper-backed tape, household cellophane tape, masking tape, paper activated tape, strings or ropes for sealing as they may be cut or torn easily. String and ropes may also damage the boxes and in turn expose the items inside.
- Good quality packaging tape should be used. It should be approximately 2 inches wide and be applied on all seams and flaps of the package.

Strapping

- Strapping is important to strengthen the package of heavy shipments. The same tapes for sealing can also be used to strap the packages. Other materials such as polypropylene, polyester or metal can also be used depending on the nature of the shipped items and packaging materials.

Metal straps should only be applied if wooden boxes are used, as they can cut through any paper materials. Strings and ropes should also be avoided for strapping as they can be cut easily.

Wrapping paper / Film

- Wrapping should be done on packages or items to prevent any damage by dust or water. Examples of such items are rolled-up textiles or drawings.

Addressing / Labeling

- Ensure that all shipper and consignee information are properly provided and visible on your shipment. If there are multiple items, then each item needs to be addressed in the same manner.
- Remove any old shipping labels or irrelevant labels to prevent any confusion during transshipping.
- Shipping labels should be placed on the top or the side with the biggest surface area of the packaging. This is to ensure the ease of identifying the details on the shipment.
- Do not place the shipping labels around the corner or over the seams of the package, as they can be scratched or torn easily during transit.
- Make sure that the consignment address labels are properly attached to the packages, apply pressure to all adhesive tapes used on the sticking of the consignment notes. However, do not place the tape over the shipper/consignee information.

Packaging Do's and Don'ts

Do's

- Choose the right size and material for the package to hold the content. Remember to leave adequate space for proper cushioning.
- Balance the weight and the strength of the boxes, and also the nature of your shipments for proper packaging. Use corrugated boxes for most common items.
- Cushioning materials is a must. Use fillers, sponges, shredded or crumpled newspapers.
- Use water-proof and pressure sensitive tapes for sealing your boxes.
- Strap the heavy boxes to strengthen the package.
- Stuff cushioning materials in hollow and fragile items. Place them in the center of the box and packed the rest of the box with fillers. Don't let them hit the sides.
- Tightly seal any liquid containers, make sure they do not leak. Wrap them in plastic if possible.

- Wrap any sharp objects with layers of papers or cardboards and secure with adhesive tapes so that they do not cut the packaging and damage other shipments.
- Place documents on cardboards before putting them into the flyers. This will ensure them from being bent or folded easily.
- Make sure cushioning is done between multiple items when they are stacked together in one shipment.
- Indicate which side of the box should be on top. Place the consignment notes on the top of the boxes to increase the chances of being placed at a proper orientation.
- Packaging for expensive gifts should be packed properly to prevent any unnecessary attention.
- Avoid using round cylinders, try triangular tubes instead so that they will not move about easily during transit.
- Complete shipper and consignee information clearly. Make sure proper contact details are provided.
- Complete the address clearly and completely, using uppercase letters when handwriting labels to improve readability for personnel.
- If a recycled box is used, make sure all old labels are removed or crossed out. Make sure extra tape or strapping is added to strengthen the packaging of the shipment.

Don'ts

- Don't ship items until you have added the sender and consignee information including contact telephone numbers.
- Don't use non water-proof bags.
- Don't ship liquids or spillable items in envelopes or any other container not capable of retaining the liquid.
- Don't ship fragile or breakable items in envelopes. Always place inside an oversized outer container with plenty of cushioning all around the item inside the outer package.
- Don't use paper-back or house-hold cellophane tapes which are not strong seal the shipments properly.
- Don't use strings or ropes to seal any corrugated boxes, they can easily damage the boxes.
- Don't consider "Fragile" and "Handle with care" labels as a substitute for careful packaging. They are only appropriate for information purposes.
- Don't cover the shipper and consignee information on the labels.

- **Palletizing**

If you need to palletize your shipment you will protect your shipment from loss by ensuring that the edges of cartons are not hanging over the edge.

