

Container Loading Supervision Checklist

Seven-step dock SOP — print one sheet per container and sign every gate before the seal goes on.

0 Container and gate record

Container number: _____

Date / time: _____

Lead inspector: _____

Weather: _____

Forwarder / booking: _____

Stop-loading owner: _____

1 Freeze the document set

- ☐ Final packing list version locked
- ☐ Staged count matches document count
- ☐ Cartons separated from non-shipping stock
- ☐ Supervisor signed the staging sheet
- ☐ Substitution / short / split approvals logged
- ☐ Rework SKUs flagged for extra opening

2 Inspect the container (7 points)

- ☐ Exterior frame scanned for damage
- ☐ Roof: pinhole light test, doors shut
- ☐ Walls: no soft spots or daylight
- ☐ Floor: no soft boards near doors
- ☐ Doors open/close; gaskets not warped
- ☐ No strong odor or chemical residue
- ☐ CSC plate present and valid
- ☐ No wet floor or staining

3 Open random cartons and check moisture

- ☐ 5 random cartons from bottom, middle, back
 - ☐ SKU, colorway, logo, hardware match sample
 - ☐ Polybags not sticky (trapped moisture)
 - ☐ Corrugate firm, not soft or spongy
 - ☐ Barcodes scan; shipping marks legible
 - ☐ Cartons fit for export
- Lowest reading: _____ %
- Highest reading: _____ % (stop above 12%)

4 Count every carton at the door

- ☐ Tally every carton crossing the threshold
- ☐ Count by SKU or stack segment
- ☐ Photos: empty / early / mid / near-full
- ☐ Reconcile the tally at every pause
- ☐ Scan log run as a parallel check
- ☐ Stop for unmarked or mixed-SKU cartons

5 Load by weight, protect the bottom layer

- ☐ Heavy and dense cartons on the bottom
- ☐ Lighter soft goods on top
- ☐ Weight spread evenly, not at doors
- ☐ Stack height capped by compression
- ☐ No overhang past the door post
- ☐ No column leaning past 2 cm per 1.5 m

6 Secure the load and control moisture

- ☐ Voids filled with dunnage or airbags
- ☐ Weak zones braced with board or straps
- ☐ Straps not over-tightened on soft cartons
- ☐ Desiccants at faces and corners, not floor
- ☐ No shifting when you push the top row
- ☐ Load below the roof condensation line

7 Seal the container, lock the evidence

- ☐ Final count and container number confirmed
- ☐ Doors closed flush; condition recorded
- ☐ ISO 17712 high-security bolt seal fitted
- ☐ Seal number recorded, shot with hasp
- ☐ Loading record signed (times, qty, exceptions)
- ☐ Full photo set stored; report reconciled

Stop the load if: the count does not match the packing list, a roof pinhole or wet floor is found, moisture reads above 12%, an unmarked or over/short carton appears, a column leans or the load shifts, or the evidence package is incomplete.