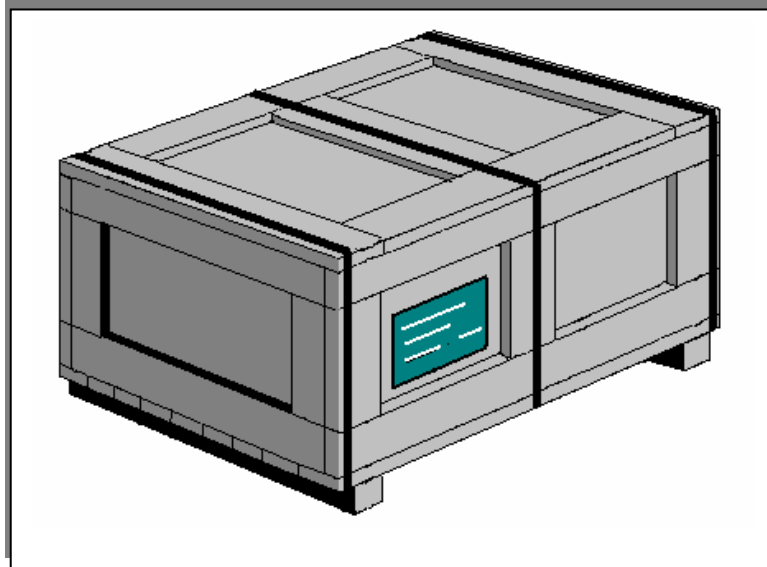




**Desgagnés  
Transarctik Inc.**



## PACKAGING AND SHIPPING GUIDE

GENERAL CARGO  
Packaging standards

for  
Desgagnés Transarctik Inc.  
Nunavut Sealink & Supply Inc.  
Taqramut Transport Inc.

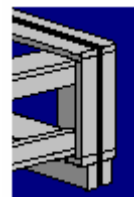
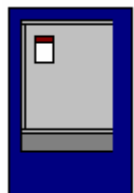
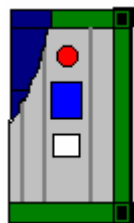
REVISED EDITION  
January 2007

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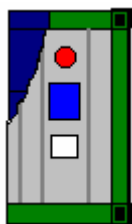
## INTRODUCTION

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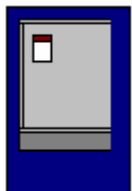
# INTRODUCTION

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The main objective of this guide is to help heighten sealift users' awareness of required sealift packaging standards, for the various commodities they ship to the North. The adoption of these standards by the sealift users and shippers will ultimately make the packaging an investment, rather than just a sealift expense.

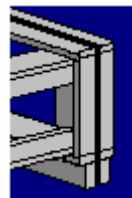
Sealift services are vital to enterprises and institutions participating in Nunavut and Nunavik development. Adequate packaging contributes in cost efficiency and results in savings, due to the reduction of poor packaging-related damages.



Our extended Northern sealift experience has indicated that adequate packaging is the first important element to consider for safe and successful shipping of various types of cargo. From the moment it is packaged till it reaches its final destination, an average cargo unit will have to sustain the stress of being manipulated an average of 10 to 14 times, in addition to the stacking stress, and this, in environments that are as varied as unusual in cargo-handling operations. This crate or parcel must be built to sustain all types of weather conditions, as well as to endure the many handling stages during the loading and offloading of vessels and barges. Hence, a suitable and adequate packaging will not only make handling more secure for the included commodities, but will also be safer during the loading of vessels and barges, as well as during the unloading of cargo at destination.



As important a suitable and adequate packaging is, shipping procedures and the accuracy of the information and instructions contained in the accompanying documents are also very important factors for the success of Sealift operations.



The information contained in this document is provided mainly as recommendations to the shippers, and it covers a large sampling portion of the various types of cargo usually carried within sealift operations. This information also remains as an indicator of Desgagnés Transarctik Inc. (DTI) standards, which are also applied for Nunavut Sealink and Supply (NSSI) Inc. and Taqramut Transport Inc. (TTI)

For additional information on the subject, do not hesitate to contact us. We will be eager and more than happy to assist you.

**DESGAGNÉS TRANSARCTIK INC.**



## PACKAGING AND SHIPPING GUIDE

# PART 1 — SHIPPING

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## BOOKING CARGO SPACE

The first step in processing a sealift shipment is reserving cargo space, or booking, on one of our vessels. This will allow us to confirm with you the necessary space for each and every shipment on the selected voyage and vessel.

The reservation forms and booking notes are available to you on our web site: [www.arcticsealift.com](http://www.arcticsealift.com)

## ANTICIPATED CARGO LIST

For each destination, you should provide a complete and exhaustive list of the anticipated cargo with your request for booking of space. The regular updating of the anticipated cargo list allows us to foresee and determine the needs in vessels, as well as to plan the itineraries. For further details and information, please consult our website.

## SHIPPING NOTICE

The "Shipping Notice" is a document that you complete and include with each of your shipments of cargo to the dock facilities. It includes the most important information needed throughout the sealift process. It allows the Carrier to process subsequent administrative documents, starting with provisional dock receipts, then manifests and leading ultimately up to invoicing. Therefore, the precision in a shipping notice information will serve to guarantee you quality service throughout the sealift process and stages. The standard 'Shipping Notice' form is also available under our web site.

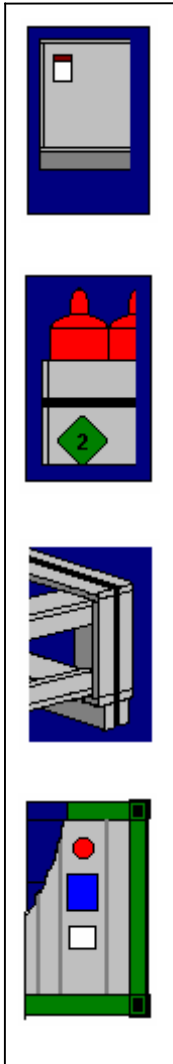
## HAZARDOUS MATERIALS

Shipping "hazardous materials" or dangerous goods must be done in compliance with the most up-to-date Federal safety standards, rules and regulations. These goods must also be accompanied by the appropriate documentation. Information on this subject is available under our Web site.

## APPOINTMENT

An appointment must be set up 24 hours in advance for all ground shipments to designated maritime shipping terminals. This will allow to anticipate and plan for additional personnel requirements, and help us to avoid delays, and to provide you with the expected service during receiving hours.

**For appointments, please call (450) 635-7700**





## PACKAGING AND SHIPPING GUIDE

# PART 2 — RECEIVING - NORTH

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## SHIP ARRIVAL AT DESTINATION

Once the ship has reached the destination, customers (consignees) must present themselves at the dock site or landing beach, and contact their maritime carrier representative (sealift company), who will provide them with a copy of their respective manifest, describing their cargo. This document contains all pertinent information necessary for cargo verification and inspection.

If for any reason, a customer cannot be present at ship arrival, he or she may designate a proxy to act on his or her behalf. The proxy should be in possession of documentation attesting to this right.

## CUSTOMERS' PRESENCE

The customer, or proxy, must be present at the dock site or landing beach, or for the least can be reached at all time and remain available upon a very short notice, for the duration of the unloading operations, in order to verify each of his or her cargo units once these are offloaded.

## CARGO INSPECTION

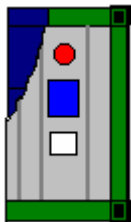
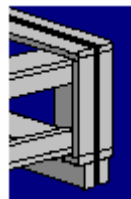
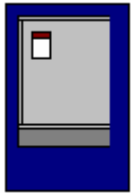
At the dock site or landing beach, cargo units are verified and accepted by the customer (consignee) or representative, before he or she can declare repossession of said cargo. Responsibility for the transported goods is transferred from the carrier to the customer once he or she has declared ownership by signing the manifest. Annotations are added, for damages or shortage if any.

## ACCEPTANCE OF CARGO

It is important to note that the maritime carrier is not responsible for damages incurred during ground transportation and cartage, beyond the high-water mark. This is why cargo must be verified, inspected and accepted, with any necessary annotations, before leaving the dock site or the landing beach area.

## DELAYS

Manifests are distributed to consignees beforehand at the time of the ship's arrival at destination. Given the nature of sealift operations and unpredictable changes in weather conditions, and other factors surrounding these operations, customers must sign the manifest within reasonable delays at the end of the unloading operations, and prior to the ship's departure. Annotations, when necessary, must be added on the manifest before its signing for cargo receipt and acceptance.





## PACKAGING AND SHIPPING GUIDE PART 3 — CONTAINERS

### NOTICE

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Safety standards and other criteria for stuffing a container are appreciably the same as those considered during the loading of a vessel...

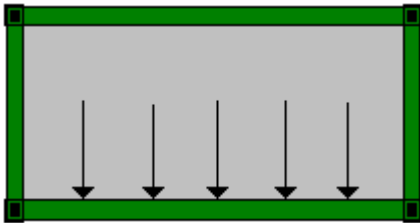


ILLUSTRATION 1

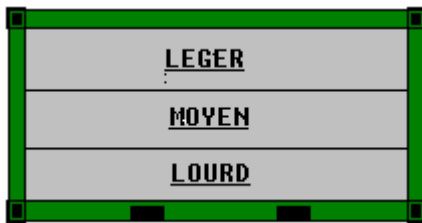


ILLUSTRATION 2

LIGHT  
MEDIUM  
HEAVY

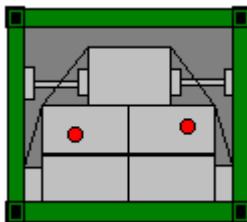


ILLUSTRATION 3

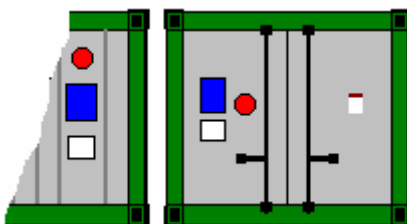


ILLUSTRATION 4

- 1) Inspect the container for conformity. It should be water-tight and must have side pockets for forklift handling;
- 2) Ensure that cargo is evenly distributed in the container, so to maintain the centre of gravity in the middle. (see illustration 1)
- 3) In order to reach balance and stability in the container, and therefore facilitate handling, begin by loading and stowing heavier cargo first, ending with the lightest at the top. (see illustration 2)

With delivery to the Carrier at the port of loading, an official weight receipt is mandatory for each container.

- 4) Adequate stowing of the cargo, trapping and blocking of the contents will prevent sliding and shifting, therefore reducing the risk of damage and ensuring safe handling. (See illustration 3)

### LABELLING & SHIPPING

- 1) Whether you use a 20-foot or a 40-foot container, the container's total weight, including cargo, must not exceed 13.5 metric tons (13,500 Kg).
- 2) The shipper's identification should appear on one door, as well as on one side of the container, in order to quickly identify its source of origin. (See illustration 4)
- 3) A shipping label must be displayed on the container, showing the following information: destination, name of consignee, name of project, weight in kilograms and volume in cubic meters. The weight of the container must be indicated with precision and according to the official weight receipt that is delivered with the container to the Carrier.
- 4) A label with the « Hazardous Materials » symbol must appear on the container, identifying the type of Hazardous Material (dangerous goods) included therein, if such is the case. Make sure that paperwork for dangerous goods is duly completed and delivered to the Carrier with the container; otherwise, the container will be refused by the Carrier.
- 5) A packing slip, including the listing of contents, should be enclosed in a plastic envelope and stuck on one of the container doors.
- 6) An appointment must be set up with the Carrier at the maritime shipping terminal, at least 24 hours in advance.
- 7) The shipment will be accompanied by a duly completed Shipping Notice form and, when applicable, a hazardous materials declaration. Shipping notice forms are available under our web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE

# PART 4 — BARRELS

### NOTICE

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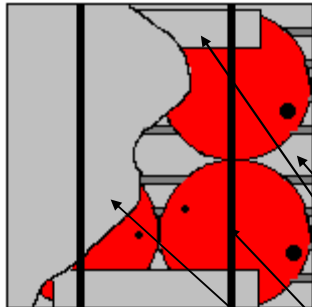


ILLUSTRATION 1

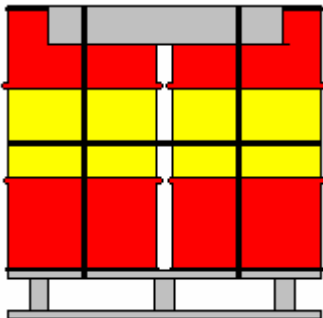


ILLUSTRATION 2

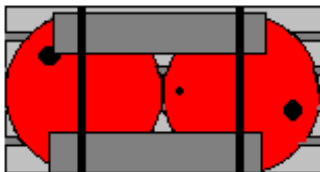


ILLUSTRATION 3



ILLUSTRATION 4

## PACKAGING

Barrels and drums containing different fluids must be segregated and packaged separately. For acceptance by the Carrier, barrels and drums must be packaged in a way to facilitate handling and stacking, and make safe the manipulation and handling of this type of Cargo throughout the seelift process.

An acceptable standard package (Cargo Unit) of barrels or drums will include the illustrated features and the following components:

- 1) A standard hardwood pallet, new or for the least sturdy and undamaged. Use one pallet for 4 barrels, one half pallet for 2 barrels, and one quarter pallet for 1 barrel;
- 2) Wooden right angles made of fir or spruce, which can also serve as a spacer and for marking information related to the shipment;
- 3) Metal straps measuring  $\frac{3}{4}$  inches wide;
- 4) A sheet of plywood may be used instead of right angles.

## LABELLING & SHIPPING

- 1) The following information must appear on each barrel or drum: name of product, hazardous materials classification, product identification number (ex.: UN number). The name of consignee and destination should also appear on each barrel or drum. Each barrel or drum must be identified with the hazardous materials symbol corresponding to its class.
- 2) The following information must appear on each package (either on the front of a right angle or on a self-adhesive label): weight in kilograms; volume in cubic meters; destination; name of customer and name of consignee.
- 3) A hazardous materials declaration(s) must accompany each shipment. More information can be found on our Web site.
- 4) All shipments to designated maritime shipping terminals must include a shipping notice, per destination. Shipping notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)

## APPOINTMENT

A 24-hour advanced notice will usually suffice for the receipt of shipments at the Carrier's terminal facilities. However, for large quantity of packaged barrels and drums, an appointment must be set up with the designated shipping terminal, at least 48 hours in advance.



## PACKAGING AND SHIPPING GUIDE

# PART 5 — GAS CYLINDERS

### NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

For acceptance by the Carrier, Gas Cylinders must be packaged in conformity to the dangerous goods regulations that also make safe the manipulation and handling of this type of Cargo throughout the sealift process.

A Northbound, Backhaul or Lateral standard package (Cargo Unit) of cylinders that is acceptable by the Carrier will include the illustrated features and the following components:

- 1) Regardless of the type of packaging in use, cylinders must be of the same class and category number and all gas cylinders must be positioned vertically.
- 2) No matter whether cylinders are full or empty, or if they are shipped as Northbound, Backhaul or Lateral Cargo, all cylinders must have the safety cap on. Empty cylinders should be marked "MT";
- 4) Packages or crates must be secured with ½ inch or ¾ inch metal straps and raised with 4- inch wooden skids for forklift handling;
- 5) Certain types of cylinders may be shipped in metal cages, which could be rented from the carrier. Sealift users should enquire about the availability and compatibility of metal cages for their cylinders, by communicating with the Carrier.

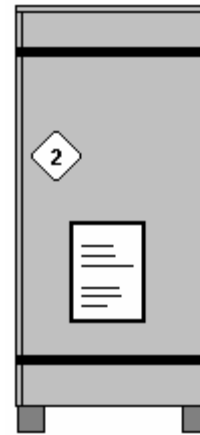


ILLUSTRATION 1

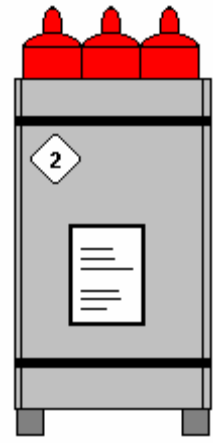


ILLUSTRATION 2

## LABELLING & SHIPPING

- 1) The following information must appear on each Cylinder: name of product, hazardous materials classification, product identification number (ex.: UN number) and hazardous materials symbol corresponding to its class.  
The name of consignee and destination should also appear on each cylinder.
- 2) The following information must appear on each package: weight in kilograms; volume in cubic meters; destination; name of customer and name of consignee.
- 3) A hazardous materials declaration(s) must accompany each shipment. More information can be found On our Web site.
- 4) All shipments to designated maritime shipping terminals must include a shipping notice, per destination. Shipping notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)

## APPOINTMENT

A 24-hour advanced notice will usually suffice for the receipt of shipments at the Carrier's terminal facilities. For large quantity of cylinders and rental of cages, an appointment must be set up with the designated shipping terminal, at least 48 hours in advance.

**NOTE : For a large shipment of gas cylinders, arrangements could be made with the Carrier, for the rental of special cages for cylinder transportation. For enquiries, please call toll free: 1(866) SEA-LIFT**



## PACKAGING AND SHIPPING GUIDE

# PART 6 — VEHICLES AND HEAVY MACHINERY

### NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## DELIVERY OF VEHICLES

All vehicles delivered to the maritime shipping terminal, whether heavy or light, new or used, must be accompanied by a shipping notice indicating the following information: brand, serial number, weight and dimensions in metric measurements, name of consignee and name of shipper. It is advisable to attach a list of accessories to the registration documents. However, the sealift carrier will not be held responsible for loss of items or accessories included in the vehicle without proper packaging.

Used vehicles must be in working order, clean for inspection purposes, and accompanied by a list of mechanical and bodywork deficiencies.

In addition to the shipping notice, all heavy vehicles must also be accompanied by an official weight receipt, as well as a list of both accessories and deficiencies.

## DELIVERY OF HEAVY MACHINERY

In addition to the above mentioned documents, heavy machinery & equipment must also be accompanied by paperwork clearly indicating points of lifting. All accessories and spare parts must be separately packaged or secured on skids, and clearly identified. (see part 7)

## NOTES

For customers wishing to place personal objects, accessories or other goods inside the vehicles, it is recommended to secure personal effects and accessories in a crate. It is also recommended to supply the carrier with two sets of keys to all vehicles. Here again, the sealift carrier will not be held responsible for loss of items or accessories included in the vehicle without proper packaging.

All vehicles and heavy machinery must be accompanied by documents explaining the various steps to follow in order for them to be operational. It is also necessary to include directions for disengagement of anti-theft devices and any other special systems or devices that vehicles and/or machinery may be equipped with.



## PACKAGING AND SHIPPING GUIDE

# PART 7 — MECHANICAL COMPONENTS

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

### SPARE PARTS

**ILLUSTRATION 1:** Closed crates are suitable for spare parts or small size equipment. A polyethylene vapour barrier lining is usually recommended for protecting contents against humidity and possible water infiltration.

The crate should be built sturdy to support the usually heavier-than-average weight contents. The type of metal straps should also be proportional to the weight.

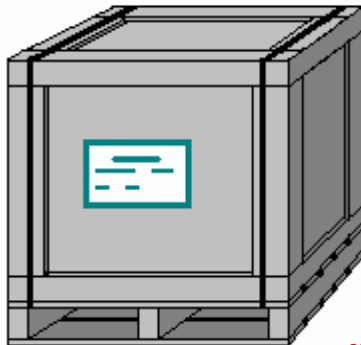


ILLUSTRATION 1

### EQUIPMENT

**ILLUSTRATION 2:** Larger, bulkier equipment can be locked between two standard size wooden pallets or pallets which have been modified to fit the size of the part. Multiple strapping is used to fasten the whole using the  $\frac{3}{4}$  - inch metal straps. Finally, it is strongly recommended to protect weather-sensitive parts by oiling or greasing them.



ILLUSTRATION 2

- 1) Closed crates that are used for packaging mechanical parts and equipment can be assembled and mounted on a standard size wooden pallet. Crates must be sturdy to sustain the cargo weight and possible shifting pressure. Larger size crates will have enforced top (lid) to resist stacking weight stress.
- 2) Outer structures will be made of fir or equivalent, and the thickness of the wood structure pieces will be proportionally compatible with the weight of the crate. The walls will be built with  $\frac{1}{2}$  - inch plywood or equivalent.
- 4) For increased sturdiness, spiral nails of proper size are used, whenever possible, for the assembling of the crate. The  $\frac{3}{4}$  - inch metal straps are strongly recommended for fastening and securing the walls, and multiple strapping is proper for heavy crates.

## LABELLING & SHIPPING

- 1) The following information must appear on each package: weight in kilograms; volume in cubic meters; destination; name of customer and name of consignee.
- 2) If contents include hazardous materials, the following information must appear on the crate or package: Classification and product identification number (ex.: UN number) and hazardous materials symbol corresponding to its class.
- 3) All shipments to designated maritime shipping terminals must include a shipping notice, per destination. When pertinent, a hazardous materials declaration(s) must accompany each shipment. A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities. Shipping notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE

# PART 8 — STRUCTURAL STEEL

### NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

Steel structure parts of different lengths should be segregated and packaged separately for economical reasons relating to the cost of sealift carriage. For acceptance by the Carrier, steel structure must be packaged in a way to facilitate handling and stacking, and make safe the manipulation and handling of this type of Cargo throughout the sealift process. An acceptable standard package (Cargo Unit) of steel structure metal will include the illustrated features and the following components:

- 1) Wood skids, made out of 4" by 4" pieces in lengths corresponding to the depth of the bundle are used to facilitate forklift handling. Wood pieces of adequate thickness and dimensions are placed in between each layer of stacked steel, in order to prevent sliding, which is a characteristic of metal; otherwise, sliding would ultimately render the metal strapping ineffective.
- 2) At the two extremities at least, and depending on the length and weight of the bundle, strap down the bundle to skids in pairs, unreservedly using heavy-duty wide metal straps. 1" or 1 1/4" straps are strongly recommended. The first pair of straps will serve to secure the bundle onto the skids, and others to enforce the tying of the metal pieces in a bundle. Additional straps and more skids should be added depending on the length of the bundle (See illustrations 1 and 2).

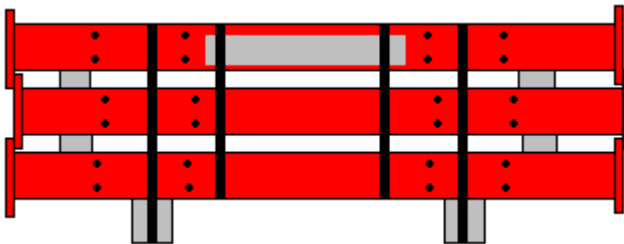


ILLUSTRATION 1

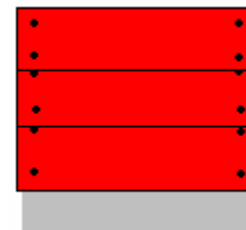


ILLUSTRATION 2

## LABELLING & SHIPPING



ILLUSTRATION 3

- 1) Each bundle must display a label with the following information: destination, weight in kilograms, volume in cubic meters, name of consignee and name of project.
- 2) Because structural steel is amongst the first types of cargo to be loaded aboard the vessel, the date of delivery to the docks is of the utmost importance for operations planning. The sealift Carrier cut-off dates must be respected at all times by shippers.
- 3) All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities. Shipping notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE PART 9 — BIG-BAGS

### NOTICE

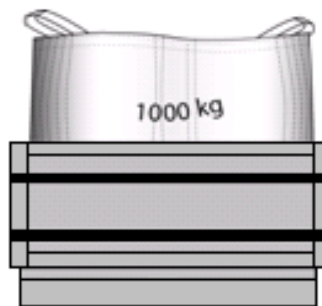
Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

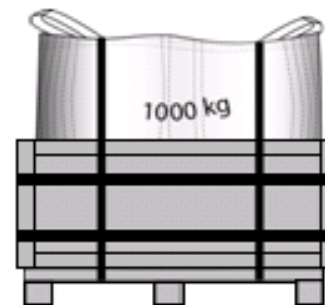
Although precautions are always taken during handling, shipping and stowing processes, facts still are that sealift Cargo will be handled twelve (12) times in average before reaching its port of destination. During sealift carriage, the Big-bags become affected by ship-engine vibration combined with stacking stress, which cause the compression of content, and for the bag-base edges to stretch and depress below the pallet surface level, causing obstruction where loaders' forks are deployed to handle the pallet. Through previous seasons' experience, it has been noticed that a relatively high percentage of inadequately packaged Big-bags containing cement or other product, end-up damaged, with part of their content lost due to perforation, before reaching their final destination. Consequent losses and replacement of this particular cargo are very costly due to its nature and weight.

The Carrier's acceptance of receipt and liability, if any, for palletised Big-bags, would be conditional to the illustrated features and following packaging criteria:

- 1) The Big-bag must be placed on a crate base slightly larger than the big-bag.
- 2) Four plywood panels (one on each side) with upright pieces of wood to solidify the panels must surround the base of the bag. These panels are screwed or nailed to the crate base. They must be secured with ½" metal strip fixed horizontally.
- 3) Finally, two more ½" inch metal strip will firmly fixed the bag onto the crate base. These metal straps are fixed vertically.



SIDE VIEW



FRONT VIEW

## LABELLING & SHIPPING

- 1) Each palletized Big-bag must display a label with the following information: destination, weight in kilograms, volume in cubic meters, name of consignee and name of project. The label could be stuck on the plywood panels.
- 2) Because Big-bags are usually amongst the first types of cargo to be loaded aboard the vessel, the date of delivery to the docks is of the utmost importance for operations planning. The sealift Carrier cut-off dates must be respected at all times by shippers.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities. When pertinent, a hazardous materials declaration(s) must accompany each shipment. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE PART 10 — CEMENT BAGS

### NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

The cost of transportation of cement bags, due to the nature and weight of this material, is relatively high compared to its purchasing cost. Damages and losses resulting from poor packaging, and the replacement cost can be significant. It is therefore proven that adequate packaging of this material is essential, and turns out to be a good investment in this particular case. The same packaging process and criteria can be used for similar bagged materials.

An acceptable standard package (Cargo Unit) of cement bags will include the illustrated features and the following components:

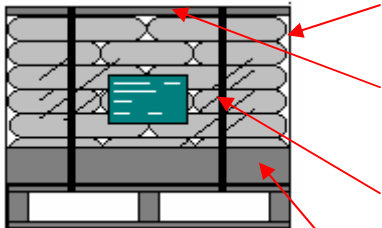


ILLUSTRATION 1

- 1) Cement bags are stacked on standard-sized wooden pallet (skid), as it may be originally received from the supplier;
- 2) Polyethylene shrink-wrapping is necessary to offer protection against bad weather conditions during the various sealift stages and process;
- 3) A sheet of plywood is placed on the top to the full extent of the surface, or rigid wooden right angles made out of 1"X6" wood pieces could be used across the full length of the front and the back sides, to reduce the risk of damages that may result from stacking during warehousing and transportation stages;
- 4) Due to the heavy weight of this type of Cargo, heavy duty 3/4 - inch metal straps are used to tightly fasten the bundle onto the pallet. A two-way strapping is recommended, depending on the height of the bundle;
- 5) For additional protection to cement bag rows at the base, specifically during forklift handlings of the bundle, it is recommended to place a strip of plywood or a piece of spruce (1" X 6") at the base, nailed to the pallet sides over the fork insert;
- 6) A packing slip, with the type and quantity of content, is enclosed in a plastic envelope, and stuck on the front surface of the bundle.

## LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>  
PROJECT: \_\_\_\_\_

ILLUSTRATION 2

- 1) Self-adhesive shipping labels, or stencilling in dark ink on the plywood board described in (#5) here above, must be applied on the front and back sides of each pallet, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION 2).
- 2) Due to its nature and heavy weight, cement is amongst the first types of cargo to be loaded aboard the vessel. Therefore, the date of delivery to the docks is of the utmost importance for operations planning and the ship-loading process. Hence, the Carrier cut-off dates must be respected at all times by shippers.
- 3) A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities. All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE

# PART 11 — CLOSED CRATES

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## GENERAL APPLICATIONS

Closed crates are used for a variety of packaging applications, including personal household effects, office supplies, certain types of furniture, building supplies and others.

The construction and specifications of a crate may vary, mainly depending on the type and weight of the cargo included. Thus, heavier crates should normally be built with heavier gauge materials for the floor, structure, walls and the choice of heavier metal strap gauge and size.

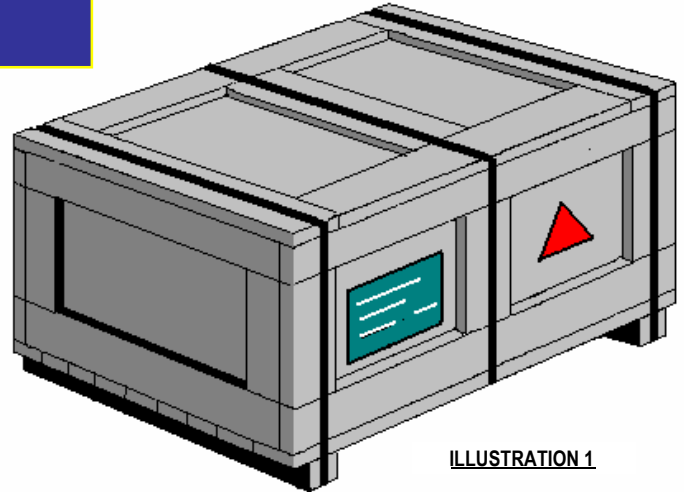


ILLUSTRATION 1

## COMPONENTS & SPECIFICATIONS

An acceptable standard closed crate (Cargo Unit) will include the illustrated features and the following components:

### A - STANDARD CLOSED CRATE:

- 1) **Floor:** Made of 2"X 4" or 2"x 6" fir or spruce studs, and 1/2" Plywood surface, and secured on 4" X 4" wood skids;
- 2) **Structure & Walls:** made with 1"X4" or 2"X3" spruce, and 3/8" plywood. The cover (lid) surface is enforced with wood pieces of the same type, to sustain the pressure of stacking;
- 3) **Fastening:** 1/2" metal straps are used as necessary. The nails used to assemble the crate must be of proper size and gauge;

### B - HEAVY-DUTY CLOSED CRATE:

- 1) **Floor:** Made sturdy of 2"x 6" wood pieces, or with 5/8" to 3/4" Plywood on studs, and secured on 4" X 4" wood skids;
- 2) **Structure & Walls:** made with 2"X4" or 2"X3" spruce, and 1/2" plywood. The cover (lid) surface is enforced with wood pieces of the same type, to sustain the pressure of stacking;
- 3) **Fastening:** 3/4" metal straps are used as necessary. The nails used to assemble the crate must be of proper size and gauge;

- 4) A Polyethylene liner or wrapping is deployed to protect contents inside the crate, from water infiltration and humidity;
- 5) A packing slip, including the listing of contents, should be enclosed in a plastic envelope and stuck on the front wall of the crate.

## LABELLING & SHIPPING

DESTINATION:	_____
CONSIGNEE:	_____
WEIGHT:	_____ Kg
VOLUME:	_____ M <sup>3</sup>
PROJECT:	_____

ILLUSTRATION 2

- 1) Self-adhesive shipping labels, or stencilling in dark ink on the plywood wall surfaces, must be applied on the front and back walls, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION 2).
- 2) A label with the « Hazardous Materials » symbol must appear on the crate, identifying the type of Hazardous Material (dangerous goods) included therein, if such is the case. Shippers are to make sure that paperwork for dangerous goods is duly completed and delivered to the Carrier with the crate; otherwise, the shipment will be refused by the Carrier.
- 3) A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities. The Carrier cut-off dates must be respected at all times by shippers. All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE

# PART 12 — FRAGMENTED CRATES

### NOTICE

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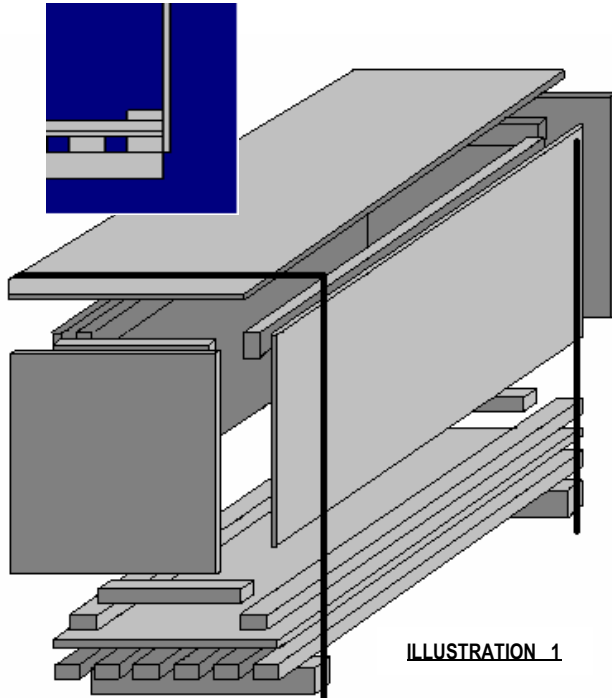


ILLUSTRATION 1

DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>  
PROJECT: \_\_\_\_\_

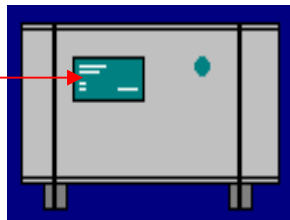
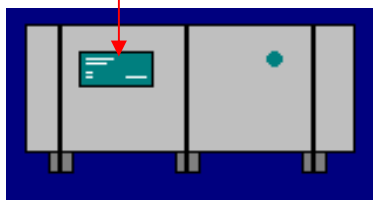


ILLUSTRATION 2



## GENERAL APPLICATIONS

Similar to Heavy-duty built closed crates, the Fragmented crates are used for a variety of packaging applications, including household effects, office supplies, certain types of furniture, building supplies and others.

## COMPONENTS & SPECIFICATIONS

An acceptable standard Fragmented crate (Cargo Unit) will include the illustrated features and the following components (ILLUSTRATIONS 1 & 2).

- 1) **Floor:** Made sturdy of either 2"x 6" wood pieces or with 5/8" to 3/4" Plywood on 2"x 4" or 2"x 6" studs, and secured on a pair of 4" X 4" wood skids. More skids are added depending on the length of the crate;
- 2) **Structure & Walls:** Made with inner 2"X4" or 2"X3" spruce, and 1/2" to 3/4" plywood. The cover (lid) surface is enforced with wood pieces of the same type, to sustain the pressure of stacking;
- 3) **Fastening:** 1/2" or 3/4" metal straps are used as necessary. The nails used to assemble the crate must be of proper size and gauge;
- 4) A Polyethylene liner or wrapping is deployed to protect contents inside the crate, from water infiltration and humidity;
- 5) More protection against water infiltration from rain could be provided by adding a black tar-paper layer over the top (lid), secured with 1"X2" pieces of wood or plywood strips around the perimeter, along the top of the side walls. This precaution is adopted, particularly if the crate is to remain outdoors for extended periods or stored on site over the wintertime.
- 6) A packing slip, including the listing of contents, should be enclosed in a plastic envelope and stuck on the front wall of the crate.

## LABELLING & SHIPPING

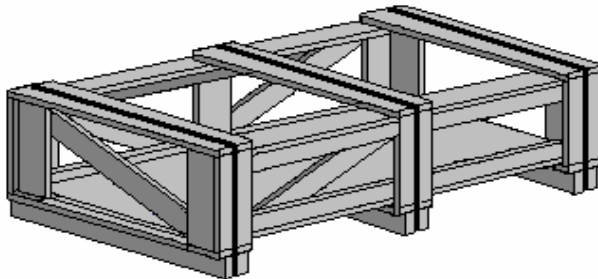
- 1) Self-adhesive shipping labels, or stencilling in dark ink on the plywood wall surfaces, must be applied on the front wall of the crate, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION 2).
- 2) A label with the « Hazardous Materials » symbol must appear on the crate, identifying the type of Hazardous Material (dangerous goods) included therein, if such is the case. Shippers are to make sure that paperwork for dangerous goods is duly completed and delivered to the Carrier with the crate; otherwise, the shipment will be refused by the Carrier.
- 3) A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities. The Carrier cut-off dates must be respected at all times by shippers. All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE PART 13 — OPEN CRATE

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.



### GENERAL APPLICATIONS

Open crates are used for a variety of packaging applications, but mainly for construction materials such as bagged insulation, gyproc, metal cladding, moulded water tanks and retaining tanks. Other applications include small size tires, certain types of pipes and others.

The deployment of polyethylene wrapping is necessary for weather-sensitive cargo, such in the case of gyproc, to offer protection throughout the sealift stages and process.



ILLUSTRATION 2

### COMPONENTS & SPECIFICATIONS

The construction and specifications of an open crate may vary, mainly depending on the type and weight of the cargo included. Thus, heavier crates are normally built with thicker wood for the floor and wall structure, and are fastened with metal straps of a heavier gauge & size.

An acceptable closed crate (Cargo Unit) will include the illustrated features and the following components:

#### A - STANDARD OPEN CRATE:

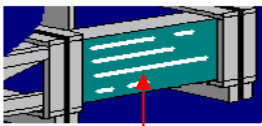
- 1) **Floor:** Made of 2"X 4" or 2"x 6" fir or spruce studs and 1/2" Plywood surface, and secured on 4" X 4" wood skids;
- 2) **Walls & top Structure:** made with 1"X4" or 1"X6" spruce, and enforced as necessary with thicker wood pieces;
- 3) **Fastening:** 1/2" metal straps, and nails used to assemble the crate must be of proper size and gauge.

#### B - HEAVY-DUTY OPEN CRATE:

- 1) **Floor:** Made sturdy of 2"x 6" fir or spruce or with 5/8" to 3/4" Plywood on studs, and secured on 4" X 4" wood skids;
- 2) **Walls & top Structure:** made with 2"X6" or 2"X4" spruce, and enforced as necessary with larger size wood pieces;
- 3) **Fastening:** 3/4" metal straps are used as necessary. The nails used to assemble the crate must be of proper size and gauge.

- 4) A packing slip, including the listing of contents, should be enclosed in a plastic envelope and stuck on the front wall of the crate.

### LABELLING AND SHIPPING



DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>  
PROJECT: \_\_\_\_\_

ILLUSTRATION 3

- 1) Self-adhesive shipping labels, or stencilling in dark ink on a sized plywood sheet, must be applied on the front wall of the open crate, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION 3).
- 2) A label with the « Hazardous Materials » symbol must appear on the crate, identifying the type of Hazardous Material (dangerous goods) included therein, if such is the case. Shippers are to make sure that paperwork for dangerous goods is duly completed and delivered to the Carrier with the crate; otherwise, the shipment will be refused by the Carrier.
- 3) A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities. The Carrier cut-off dates must be respected at all times by shippers. All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE

# PART 14 — RIGID INSULATING MATERIAL

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

Adequate packaging for rigid insulation material is essential and proven to be an investment rather than simply a sealift-related requirement. The following packaging information constitutes the minimum requirements; the use of standard open crate packaging, however more costly, should be a better option for more protection and easier storage and handling, during sealift processing and around construction sites at destination. More information about the Standard Open Crate is provided in Part 13 of this Guide.

An acceptable standard package (Cargo Unit) of rigid insulating material will include the illustrated features and the following components:

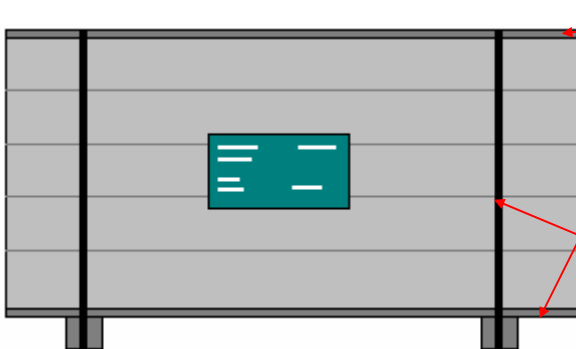


ILLUSTRATION 1

- 1) Plywood or pressed wood sheets are placed at the bottom and on top of the bundle, to the full extent of the surface. The base is secured on a pair of 4"X4" wood skids.  
The top plywood or pressed wood sheet could be replaced by wooden right angles, made out of 1"X6" wood secured across the full length of the front and the back sides, to reduce the risk of damages that may result from stacking during warehousing and transportation stages;
- 2) A pair of 3/4 inch metal straps is used to hold tight the bundle of rigid insulating bags on the base floor.
- 3) A packing slip, with the type and quantity of content, is enclosed in a plastic envelope, and stuck on the front surface of the bundle.

## LABELLING AND SHIPPING

DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>  
PROJECT: \_\_\_\_\_

ILLUSTRATION 2

- 1) Self-adhesive shipping labels, or stencilling in dark ink on sized plywood surfaces, are applied on the front and back sides of each package, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION 2).
- 2) The timely delivery to the docks is very important for operations planning and the ship-loading processes. Therefore, the Carrier cut-off dates must be respected at all times by shippers.
- 3) A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities.

All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



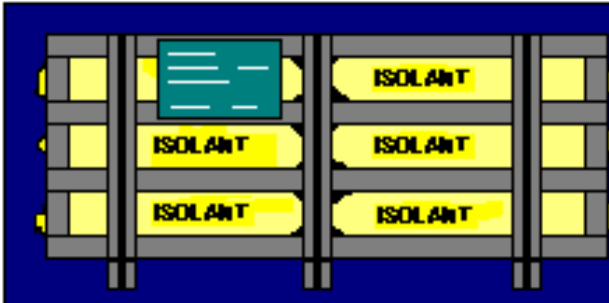
## PACKAGING AND SHIPPING GUIDE

# PART 15 — NON-RIGID INSULATING MATERIAL

### NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING



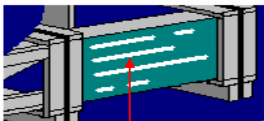
Non-rigid insulation is a weather-sensitive material that requires regular open crate type packaging, with additional precautions to better protect it from rain and water infiltration, resulting from accidental tears to its manufacturer's original polyethylene bags.

Additionally, it is advisable if the non-rigid insulating material bags are further compressed by the supplier, or sometimes as an additional service at the Marshalling & Packaging facility. This helps reducing sealift costs, since transport cost calculation for this type of cargo is based on volume.

An acceptable standard package (Cargo Unit) of non-rigid insulating material will include the illustrated features and the following components:

- 1) **Floor:** Made of 2" X 4" or 2" x 6" fir or spruce studs and 1/2" plywood surface, and secured on a pair of 4" X 4" wood skids. More skids are added as needed, depending on the size of the crate;
- 2) **Bags should be compressed** and pre-bundled in packages of two or more, to reduce the volume of cargo, hence reducing the sealift transportation cost;
- 3) **Polyethylene** wrapping of cargo before assembling the crate walls is strongly recommended, to add protection from water infiltration into the insulation bags, and this, despite the fact that the material is originally bagged by the manufacturer;
- 4) **Walls & top Structure:** Made with 1" X 6" spruce, and enforced as necessary with thicker wood pieces;
- 5) **Fastening:** the 3/4" metal straps are recommended, and nails used to assemble the crate must be of proper size and gauge.
- 6) A packing slip, with the type and quantity of content, is enclosed in a plastic envelope, and stuck on the front wall of the bundle.

## LABELLING AND SHIPPING



DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>  
PROJECT: \_\_\_\_\_

- 1) Self-adhesive shipping labels, or stencilling in dark ink on sized plywood surfaces, are applied on the front and back walls of each crate, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION 2).
- 2) The timely delivery to the docks is very important for operations planning and the ship-loading processes. Therefore, the Carrier cut-off dates must be respected at all times by shippers.
- 3) A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities.

All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)

ILLUSTRATION 2



## PACKAGING AND SHIPPING GUIDE

# PART 16 — PIPING

### NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

Packaging methods for piping would vary depending on the type and size of the pipes. The following is to provide information on the packaging methods applied for the most common types of piping, but additional packaging precautions should be taken in some cases to prevent damages, mainly caused by the wobbling and bending of long pipes during the sealift handling and transportation stages and process.

An acceptable standard package (Cargo Unit) of piping will include the appropriate illustrated features and related components:

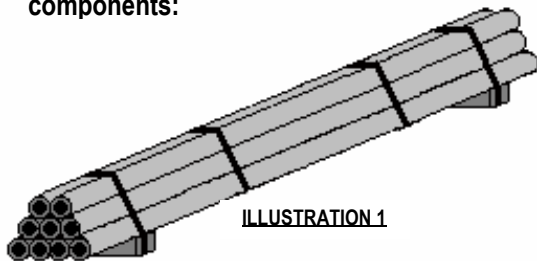


ILLUSTRATION 1

### STEEL PIPING

- 1) Steel pipes of up to 10 feet long are placed on wood skids and bundled.
- 2) Two pairs of 1" or 1¼" metal straps are used to fasten the bundle; one pair to secure the bundle on the skids, and the other to firmly hold the bundle together. Add straps and skids as needed and proportionally to the bundle sizes.

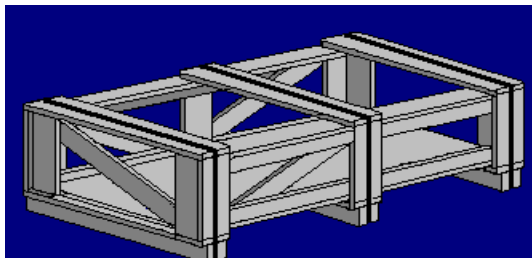


ILLUSTRATION 2

### INSULATED PIPING

The insulated piping, commonly used in the construction of water supply systems' aqueducts, should be packaged in an open crate. Information on this type of crates is provided under parts 11 and 13 of this Guide.

### OTHER TYPES OF PIPING

Plastic and copper piping, commonly used in residential constructions are preferably packaged in closed or open crates. Information on these types of crates is provided under parts 11 and 13 of this Guide.

## LABELLING AND SHIPPING

- 1) For steel pipes strapped on wood skids, a shipping label is fastened to the bundle as per ILLUSTRATION 3. In the case of open crates, self adhesive shipping labels, or stencilling in dark ink on sized plywood, are applied on the front and back walls of the open crate. Labels will include the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project.
- 2) The timely delivery to the docks is very important for operations planning and the ship-loading processes. Therefore, the Carrier cut-off dates must be respected at all times by shippers.
- 3) A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities.

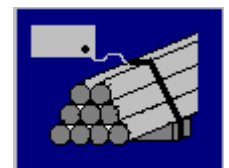


ILLUSTRATION 3

All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE

# PART 17 —WOOD, PLYWOOD & LUMBER

### NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

In general, the basic bundling of lumber that is provided by suppliers is only suitable for local deliveries by trucks, and usually is insufficient for sealift delivery purposes. Throughout the sealift process, a bundle of lumber is handled an average of 12 times before it reaches a final destination. Precautions should therefore be taken to enforce the strapping and to further protect bundles of certain types of finishing wood products, including plywood, as explained hereafter.

A bundle of lumber should ideally include wood products of the same length, which eliminates void volumes within the bundle, and therefore result in optimizing the cost of shipping.

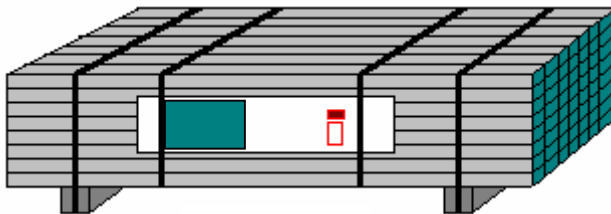


ILLUSTRATION #1

An acceptable bundle of lumber or plywood (Cargo Unit) will include the illustrated features and the following components:

- 1) It is strongly recommended that the lumber and plywood be wrapped with a plastic sheet or a vapour barrier before applying the straps.
- 2) A pair of skids measuring 4"X 4", or a pallet of a minimum elevation of 4 inches are deployed to provide ground clearance for forklift handlings. The addition of skids is required for longer bundles, and should be kept proportional to the size and weight of the bundle.
- 3) For up to a 10-foot long bundle, two pairs of 3/4" metal straps are recommended: One pair is used to hold the bundled wood onto the skids, and the other is to firmly hold the bundle together.
- 4) For large and heavy bundles, in addition to extra skids, additional pairs of 3/4" or 1" straps are added as needed and proportionally to the size and weight of the bundle.
- 6) Mouldings, door stoppers and kickboards, as well as all types of wood products used as finishing material, floor covering and similar products must be better packaged. Closed crates and in some cases, open crate-types of packaging, are strongly recommended for these products. Information on the two types of crates is provided under Parts 11 and 13 of this Guide.

## LABELLING AND SHIPPING

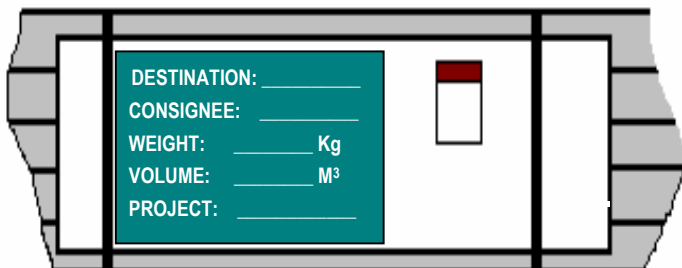


ILLUSTRATION #2

- 1) Self-adhesive shipping labels, or stenciling in dark ink on sized plywood surfaces, are applied on the front and back sides of each bundle, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project.
- 2) The timely delivery to the docks is important for operations planning and the ship-loading processes. Therefore, the Carrier cut-off dates must be respected at all times by shippers.
- 3) A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities. All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE

# PART 18 — WINDOWS AND WINDOW PANES

### NOTICE

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## PACKAGING

Windows and window panes are crated in closed-type crates, which are especially made to include certain features and precautions to protect this extremely fragile cargo.

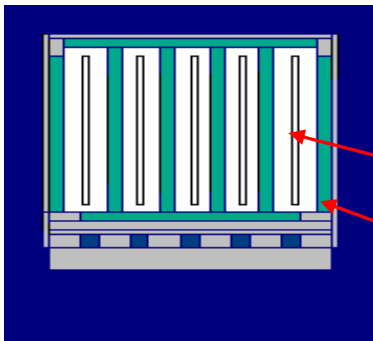


ILLUSTRATION # 1

### WINDOWS

- 1) Windows must be set-up and crated in a vertical position and protected with foam chips filling all void volumes inside the crate, or with rigid insulating material between units (ILLUSTRATION #1);
- 2) The crate must be clearly identified with the «FRAGILE» symbol, with the indication to be maintained in the vertical position;
- 3) A packing slip, with the type and quantity of content, is enclosed in a plastic envelope, and stuck on the front wall of the crate.

### WINDOW PANES

- 1) Window pane packaging is similar to window packaging, with the inclusion of foam chips...;
- 2) The minimal depth of the closed crate shall be of 3 feet or more, all depending on its height, to maintain it in its vertical position. This may require the bracing of content, in case it includes only a small quantity of window panes. (ILLUSTRATION #2).

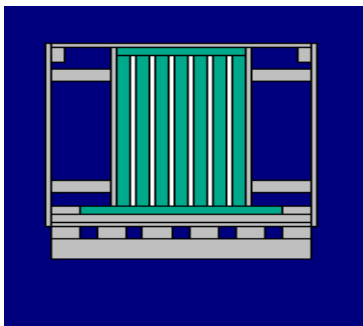


ILLUSTRATION # 2

SPECIAL ATTENTION MUST BE GIVEN TO THE INCLUSION OF INDICATIONS AND RECOGNIZED SYMBOLS, WHICH ARE TO BE STENCILLED ON THE CRATE WALLS WITH WIDE RED LETTERING. (ILLUSTRATION #3).

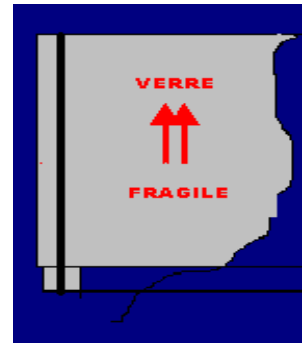


ILLUSTRATION # 3

## LABELLING AND SHIPPING

DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>  
PROJECT: \_\_\_\_\_

ILLUSTRATION # 4

- 1) Self-adhesive shipping labels, or stencilling in dark ink on sized plywood surfaces, are applied on the front and back sides of each package, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION 2).
- 2) The timely delivery to the docks is important for operations planning and the ship-loading processes. Therefore, the Carrier cut-off dates must be respected at all times by shippers. A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities.
- 3) All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping Notice forms are available under our web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE

# PART 19 — CARBONATED BEVERAGES

### NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

**IMPORTANT NOTE:** Canned carbonated beverages, when shipped in large quantities, are either packaged in special closed crates that are prefabricated, at least in part, by the packager, or included as part of a 20-foot container load. In the case of container use, the product individual packages are stacked and stowed in as high as two to four rows at the floor level, due to their heavy weight, and then topped by light-weight commodities or foodstuff cargo.

The choice of one packaging method or the other remains that of the shipper. Nonetheless, both methods are proven safe and adequate, if properly applied for this type of cargo.

## PACKAGING

When crating is chosen for canned carbonated beverages, the crate structure must be built sturdy, with a proportionally wide base compared to its height, in order to keep the centre of gravity as low as possible for maintaining the crate stability.

An acceptable crate (Cargo Unit) of canned carbonated beverages includes following features:

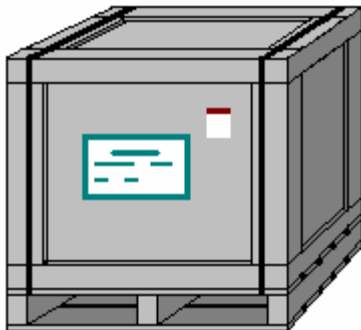


ILLUSTRATION #1

### COMPONENTS & SPECIFICATIONS

- 1) **Floor:** Made sturdy with 1/2" or 5/8" Plywood on studs, and secured on 4"X 4" wood skids or a standard size pallet. The floor will be sized to receive the palletised canned carbonated product as delivered by the supplier.  
Further, floors could also be sized to receive the palletised product in pairs, for a better cost efficiency in the case of high volumes requiring packaging;
- 3) **Structure & Walls:** Made with 2"X 4" or 2"X 3" spruce, and 3/8" or 1/2" plywood;
- 4) **Fastening:** The use of 3/4" metal straps is recommended. An additional pair of lateral strapping is necessary if 1/2" straps are used. Nails used to assemble the crate must be of proper size and gauge, to tightly hold the crate structure in place;
- 5) A polyethylene liner wrapping is recommended to hold tight the carbonated water individual packages (flats) together inside the crate;
- 6) A packing slip, including the listing of contents, should be enclosed in a plastic envelope and stuck on the front wall of the crate.

## LABELLING AND SHIPPING

DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>

ILLUSTRATION #2

- 1) Self-adhesive shipping labels, or stencilling in dark ink on the plywood surfaces, are applied on the front and back walls of each crate, listing the following information: destination, name of consignee, weight in kilograms and volume in cubic meters. (See ILLUSTRATION #2).
- 2) The timely delivery to the docks is important for operations planning and the ship-loading processes. Therefore, the Carrier cut-off dates must be respected at all times by shippers. A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities.
- 3) All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)



## PACKAGING AND SHIPPING GUIDE

# PART 20 — SNOWMOBILE & ATV

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.



ILLUSTRATION #1



ILLUSTRATION #2

## GENERAL REMARKS

Snowmobiles and ATVs are in most cases packaged by manufacturers, in a metal frame open crate, with a polyethylene cover. This factory packaging, however, is mainly adapted to road and railroad transportation, and is not totally compliant with the sealift transportation requirements.

As shown on ILLUSTRATION #1, the height of the standard skid is too shallow and is not compatible with the loaders and machinery used for Cargo handling during sealift operations, where the required base-clearance for the skid is 4".

Damages could occur to the cargo due to the incompatibility of the packaging with the loading and offloading process, stowing and stacking onboard, and with the equipment used during the process. More importantly, inadequate packaging for sealift operations renders cargo dangerous to handle in some cases.

An acceptable package (Cargo Unit) including a Snowmobile or an ATV will correspond to ILLUSTRATION #2, including the following components:

## PACKAGING

- 1) A sheet of plywood or pressed-wood is placed on top of the factory package, to the full extent of the surface. The base is secured on a pair of 4"X 4" wood skids;
- 2) A pair of 3/4 inch metal straps is used to tightly hold the crate on the wood skids.

The top plywood or pressed-wood sheet could be replaced by wooden right angles, made out of 1"X 6" wood secured across the full length of the front and the back sides, to reduce the risk of damages that may result from stacking during warehousing and transportation stages (ILLUSTRATION #2);

## LABELLING AND SHIPPING

DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>

ILLUSTRATION #3

- 1) Self-adhesive shipping labels, or stencilling in dark ink on sized plywood surfaces, are applied on the front and back walls of each crate, listing the following information: destination, name of consignee, weight in kilograms and volume in cubic meters. (ILLUSTRATION #3).
- 2) The timely delivery to the docks is important for operations planning and the ship-loading processes. Therefore, the Carrier cut-off dates must be respected at all times by shippers. A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities.
- 3) All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping Notice forms are available under our Web site: [www.arcticsealift.com](http://www.arcticsealift.com)