

## SOP FOR STUFFING & DESTUFFING

1.09.2022

- (1) The containers used for stuffing shall be clean, dry and free from odour.
- (2) Proper lighting arrangements shall be provided for the stuffing of the containers and light fitting shall be safely located.
- (3) Containers mounted on chassis shall be properly secured and supported and proper bridge plates shall be used while the stuffing or de-stuffing operation is on.
- (4) Dangerous goods which are not recommended for grouping together shall not be stuffed in the same container.
- (5) Containers stuffed with dangerous goods shall be labelled with internationally approved levels.
- (6) Apply proper packing for receptacle containing liquid goods.
- (7) When fork lift is employed for stuffing or de-stuffing no other person shall be inside container.
- (8) No container shall be stuffed beyond its capacity which is marked on it.
- (9) Place the heavier items on the bottom tier and lighter ones on top.
- (10) Apply proper packing in between the items to prevent damage during handling, also ensure that containers shall be stuffed in such a manner that weight distribution is uniform as far as possible, throughout the floor area of containers.
- (11) No smoking shall be permitted during stuffing or de-stuffing operations inside the container.
- (12) Upon completion of the stuffing, the container door shall be properly secured with a lock or container seals.
- (13) When a container is to be de-stuffed, only one door shall be opened carefully at a time to prevent possibility of any cargo collapsing.
- (14) Dock workers employed in stuffing and de-stuffing of reefer containers shall be provided with proper protective clothing including retro reflective jackets.

### **DO's**

- (1) Before stuffing check the container for clean, dry and free from odour.
- (2) Arrange proper light and locate those at safe place for stuffing and de-stuffing work.
- (3) Container shall mount and secure on firm chassis and use proper bridge plates.
- (4) Internationally approved labels shall be used for labelling dangerous goods.
- (5) Goods shall be uniformly loaded in the container.
- (6) Open only one door carefully when de-stuffing a container.

### **DONT's**

- (1) Do not remain inside a container when Forklift truck is working inside that container.
- (2) Do not load container beyond its rated capacity.
- (3) Do not stuff dangerous goods with its incomparable group.
- (4) Do not smoke and light any type of fire at work.
- (5) Do not stuff heavier goods on top of lighter goods.

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