

CHECKLIST FOR WHEN PACKING CARGO AT UPF Premises



I, _____, hereby confirm that I have been explained by a United Pacific Freight (UPF) staff, and have fully understood, the following:

TICK THE CIRCLE BELOW IF YOU AGREE, LIKE THIS



These conditions for/when packing cargo from packagings provided by UPF or at UPF premises is in addition to the Carriers Terms and Conditions in which all shipments are subject to for shipment, once UPF has accepted your booking for cargo shipment.

- The wooden crate packages provided and offered for your use by UPF come as they are displayed or made. They are not regulated or surveyed.
- There are no standard dimensions of crates available. The crates or pallets are made available by UPF according to materials available to us at the time of making crates or pallets. This is a service offered only to help those who are unable to make their own packages suitable for shipment of their cargo/es overseas.

Your responsibilities:

- You as the customer are not obligated to purchase or use packaging types such as wooden crates, offered by/at UPF premises.
- You as the shipper can arrange or make your own wooden crates for your cargo or palletise you cargo, as long as:
 1. Dimensions of your Wooden Crate do not exceed the length of 2.28m, width 1.22m, height 2.2m
 2. Dimensions of your Palletised Cargo do not exceed the length of 2.28m, width 1.22m, height 2.2m
 3. Weight of your cargo is manageable by your crate or pallet and the bottom of the crate does not give way when attempting to unload same from transport delivering the crate to UPF.
 4. No leakages or damages are noted on the crate or pallet prior to unloading of same off the transport truck.
 5. There is enough space allowed for a pallet jack to easily and safely move your cargo around UPF premises and transport does not have any problems moving same to an awaiting truck if UPF is arranging pickup of your cargo.
 6. If the weight and dimensions of your home made crate exceeds the allowable weight accepted by trucks (i.e. weight must not exceed 1.5 metric tonnage due to restrictions of weight on pallet jacks and on tailgates of trucks), the driver or transport reserves the right to refuse to uplift/pickup your cargo. They can leave your premises without pickup however a Futile Trip charge will still be payable by the shipper if you have failed to clearly advise the dimensions or correctly estimate the weight of your crate, as you will know what you have loaded in the crate.
 7. No tiles are permitted to be loaded in crates that are more than the size of a standard pallet. Maximum weight of a pallet or crate containing TILES will be 1.0 metric tonnage.
 8. If tiles are palletised, ensure you have used a heavy duty pallet equivalent to the strength of Chep pallets. Do not use any CHEP or LOSCAM pallets to load your cargo before delivering to UPF for loading.

General:

- It is the shipper's responsibility to ensure that if you choose to have the crate transported to your home for packing purposes, that you:
 1. Ensure the location of the crate at your residence, is easily accessible by the truck driver;
 2. That stilts are used to elevate the crate from the ground to allow easy insertion of the pallet jack when the transport driver returns to uplift the packed crate (if required);
 3. That the WEIGHT of the cargo you have packed in the crate is suitable for the crate that you are using and the strength of the crate and timber can withstand the weight of your goods or cargo loaded into same;
 4. That the WEIGHT of the cargo you have packed does not exceed 1.5 tonnage to ensure the limitations of pallet jacks and tail gate on truck/s can safely carry and load your cargo onto awaiting transport;
 5. That there are NO DANGEROUS GOODS loaded into your packaging or wooden crate;
 6. That the crate is FREE OF VEGETATION, SOIL, INSECTS, BAD ODOUR, LEAKAGES, ETC., when the cargo is ready to be transported back to UPF for loading;
 7. The CORRECT NAME of the Consignee is marked on the crate, and not someone else's name that is absent from the paperwork that you have filled in.
 8. That you contact our office for clarification if at any point you are unsure of what you are packing or simply want more information or advise on whether you are able to load certain goods in your crate. Note we are not experts at packing but can only offer advise from experience, but it is your choice to accept or refute advise.

9. That UPF reserves the right to refuse or reject a shipment that does not comply with our requirements pertaining to the condition of your shipment, weight of the crate or cargo, or failed communications with yourself.
10. That UPF can only speak to the person named as the SHIPPER on the SLi form filled in, and not any other member of your family or village. If you are not the shipper, then you should not call UPF to ask for information or details of the booking.
11. That the information you have provided to UPF, including name, address, contact numbers, emails etc are correct. If they have changed since the time of booking, you will have to let the UPF staff know immediately before final documentations on the cargo/es is issued. Failure to make changes prior, may incur additional administration or documentation fees.

When packing your crate or cargo at UPF yard/premises:

- You must call the office at least 24 hours prior, to alert the staff of your intention to come in and pack your cargo.
- You are allowed a maximum of 3 visits to come and complete the packing of your crate at our warehouse/yard/premises.
- You are not charged for these visits to pack your cargo, unless you wish to be granted more visit dates to pack your cargo.
- You are not charged storage for UPF holding your crate to await your packing, unless the holding period exceeds the time limit allowed or the cargo has missed loading on the first available vessel that the cargo was booked for. UPF is not a storage facility or provider.
- When using nails to seal your crate after packing, you are responsible for making sure NO NAILS have dropped onto the ground (pick them up if you have dropped any), so they do not become hazardous to others.
- You are expected to take any rubbish away with you, if you have accumulated any from your packing exercise (example, empty cartons, plastics, papers etc). UPF garbage bins are for UPF use only and not for disposing your rubbish. Disposal of rubbish from UPF costs money via Remondis. Therefore if you wish for us to dispose of your rubbish, a fee will apply of AUD20.00 (for commercial disposal via Remondis). To avoid paying this fee, please take your rubbish with you.
- Children aged 16 and under are not permitted to loiter around UPF Yard at any time during cargo packing. Any children brought to the premises MUST be supervised and removed from the yard where forklifts operate continuously or from time to time.
- All adults present at packing, are required to have their own HI VIS jackets on, correct shoes for their protection, and are responsible for their own safety whilst using UPF premises. All persons present at cargo packing at UPF must be aware of Health and Safety requirements in any working premises across NSW and must have their own health insurance for their own welfare.
- You are responsible for keeping all of UPF equipment or properties safe and free of damage, wastage or theft. Any tools lent to you for your use MUST be returned in good working order and in a clean condition after use, to an authorised staff of UPF. Any tool or equipment lent and are not personally received by a UPF staff, or found missing from the premises will be charged back to the shipper, and cargo may not load until matter is resolved satisfactorily to UPF.
- A maximum of 30 mins is allowed per visit when you pack your cargo at UPF, unless otherwise approved or advised.
- UPF reserves the right to refuse, cancel or reject any packing requests, packing visits, or cargo bookings from shippers, in the event that the shipper is regarded as unreasonable, abusive or behave in a suspicious or unacceptable manner to UPF and its authorised staff.
- If you see any person/s misbehaving or behaving in a criminal or unlawful way within UPF premises, or litter or be untidy on UPF premises, please report them immediately to UPF staff. We greatly appreciate your help in keeping our yard safe and free of issues so that we will be able to continue to allow space for customers to pack their cargo if they are unable to do so from home.

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Signature

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Date

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Name & Signature WITNESS

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Date