

Packing & Container Loading Checklist

包装与装柜检查清单

Use this to connect the approved item schedule, physical packages, photo evidence, container loading order, and shipment documents. / 用于衔接已批准产品清单、实际包件、照片证据、装柜顺序与出运文件。

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Control principle / 控制原则：No package should become anonymous between factory packing, warehouse consolidation, container loading, destination delivery, and installer handoff. / 从工厂包装、仓库集货、装柜、目的地配送到安装交接，每个包件都应可识别、可追溯。

01 Shipment identity

出运基本信息

Shipment reference / 出运编号	_____	Loading date / 装柜日期	_____
Origin / 起运地	Warehouse / factory / city	Destination / 目的地	Country / city / delivery type
Equipment / 柜型	20GP / 40GP / 40HQ / LCL / other	Forwarder / 货代	Name / contact / booking reference
Container no. / 柜号	TBC until verified	Seal no. / 封条号	TBC until photographed
Packing-list revision / 箱单版本	Rev.____ / YYYY-MM-DD	Loading supervisor / 装柜负责人	_____

02 Pre-loading readiness

装柜前就绪检查

Check	Control point / 控制点	Required evidence / 必需证据	Owner
[]	Current item schedule and packing list	Same revision, package count, quantity, room code, dimensions, gross/net weight, CBM.	Coordinator
[]	Released goods only	Hold/rework items physically separated; written release references attached.	QC + buyer
[]	Package protection	Carton/crate condition, corners, moisture, fragile items, glass/stone/ceramic protection.	Supplier
[]	Markings and traceability	Project code, package no., room/elevation, item code, orientation, fragile/keep-dry marks.	Packing lead
[]	Fumigation/wood packaging	Applicable mark or declaration checked with forwarder/broker; no assumption.	Forwarder
[]	Container condition	Dry, clean, odour-free, no visible holes/water ingress, floor/walls/doors checked.	Loading lead
[]	Loading plan	Weight distribution, crush risk, loading/unloading sequence, last-in-first-out items, void control.	Warehouse
[]	Photo plan	Empty container, first layer, middle stages, final view, door close, seal, exceptions.	Recorder
[]	Destination handoff	Delivery contact, unloading method, access, storage, installer sequence, damage-report procedure.	Buyer / local team

03

Package marking standard
包件标识标准

Field	Example format	Rule / 规则
Project / 项目	FB-CLIENT-XX	Use one stable code; avoid public personal data.
Package / 包件	PKG-001 of 126	Unique consecutive number; match packing list.
Room/elevation / 房间立面	KITCHEN-ELEV-A	Must be readable by destination installer.
Item/model / 产品型号	CAB-A01 / WIN-W03	Match approved item schedule and drawings.
Handling / 操作	FRAGILE / KEEP DRY / THIS SIDE UP	Apply only when correct; use durable marks on two visible sides.
Weight/size / 重量尺寸	GW __ kg / __ x __ x __ mm	Use certified or supplier-confirmed values as required; unknown stays TBC.

04

Loading sequence record
装柜过程记录

Stage	What to record / 记录内容	Evidence ref.	Exception / action
L00 Empty container	Container number, condition, floor/walls/roof/doors, cleanliness, moisture/odour.	P00-P04	_____
L01 First layer	First package numbers, heavy/fragile separation, dunnage and restraint start.	P05-P08	_____
L02 25% loaded	Package range, left/right/height balance, protected edges and voids.	P09-P12	_____
L03 50% loaded	Count reconciliation, visible package labels, load stability, no crushing.	P13-P16	_____
L04 75% loaded	Access to last-in-first-out items, fragile position, restraint status.	P17-P20	_____
L05 Final loaded view	Final package numbers, doors area clear, blocking/bracing, no loose items.	P21-P24	_____
L06 Doors and seal	Door closure, container no., seal no., readable close-up, date/time.	P25-P28	_____

05

Count and document reconciliation
数量与文件对账

Record	Planned	Loaded	Difference	Status / owner
Packages / 包件数	_____	_____	_____	Reconcile before seal
Product units / 产品数	_____	_____	_____	By item/room schedule
Gross weight / 毛重	_____ kg	_____ kg	_____ kg	Certified/confirmed basis noted
CBM / 体积	_____ m³	_____ m³	_____ m³	Quotation basis vs final record separated

Document / 文件	Required status / 要求	Final reference
Packing list	Controlled revision matches the physical load.	_____
Commercial invoice	Buyer, seller/exporter, currency, trade term, goods description checked.	_____
Booking / transport document	Route, equipment, dates and parties match agreed shipment.	_____
Wood/fumigation or other declarations	Only when applicable and confirmed by responsible party.	_____
Inspection/release record	All blocking issues closed or written conditions accepted.	_____
Photo/video index	Files named by stage and linked to package/container records.	_____
Destination handoff note	Delivery, unloading, damage reporting, room order and installer notes.	_____

06

Final handoff and boundaries
最终交接与边界

Role	Confirms / 确认内容	Name/date
Packing lead	Package count, protection, labels and documented exceptions.	_____
Loading supervisor	Container condition, loading record, loaded count, doors and seal evidence.	_____
Forwarder / broker	Booking, route, documents, regulatory/customs requirements within its scope.	_____
Buyer / authorized representative	Commercial release and acceptance of any written conditions.	_____
Destination team	Delivery access, unloading, storage, damage reporting and installer handoff.	_____

Boundary / 边界： This checklist supports traceability; it does not guarantee carrier performance, customs clearance, duty/tax outcome, absence of concealed damage, local compliance, site access, installation quality, or final acceptance. Those responsibilities must be confirmed with the relevant carrier, broker, insurer, local professional, installer, and buyer. / 本清单用于追溯，不保证承运人履约、清关、税费结果、无隐蔽破损、当地合规、现场进场、安装质量或最终验收。