



FREIGHT PREPARATION & PACKAGING GUIDE

WAREHOUSE REQUIREMENTS 2024

Keeping Northern Australia Connected since 1987.



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REPORT

1. PURPOSE

Sea Swift is Northern Australia's largest shipping companies, operating out of Queensland and the Northern Territory, and delivering to remote and coastal communities throughout the region. Sea Swift has 9 depot locations – Cairns, Badu Island, Darwin, Gove, Groote Eylandt, Thursday Island, Horn Island, Weipa, and Seisia/Bamaga.

Freight is delivered to the depots on pallets, in boxes, or individually prepared, then loaded into shipping containers for loading onto the vessels. Vehicles and certain oversized freight may not be enclosed in a container for shipping, depending on the fragility and category of the freight (e.g., general products, dangerous goods, explosives, etc).

All freight transported by Sea Swift is delivered to a depot packaged safely by the customer and is at the full liability of the customer for its entire journey. Sea Swift is not a common carrier; the products shipped by Sea Swift are not insured by the company. Sea freight can be unpredictable, and we are operating in some of the most challenging waters in the country, therefore, customers are strongly encouraged to take out comprehensive insurance on their freight prior to delivery.

This report will explain how best to prepare your goods for shipping, prior to delivery to a Sea Swift depot, while displaying some unacceptable packaging examples. Please note there are no packing facilities at all Sea Swift depot locations.

If your freight is not prepared accordingly prior to delivery, your freight will either be rejected for shipping, or will travel at the customer's risk.

This document will ensure:

- Compliance to Legislation in relation to Chain of Responsibility and IMO Requirements for accurate weight declarations
- Customer goods are prepared properly for travel in order to arrive safely.
- Goods can be appropriately and safely handled by freight loaders.
- Goods can be safely lifted on and off transport vehicles and safely loaded into shipping containers – if applicable

This document will cover dry/general/refrigerated/chilled food goods, oversized goods, vehicles, dangerous and explosive products, cartons, pallets, skids, bundles and full container loads.

Please note, this document is subject to change according to legislation and Sea Swift policy. If you are in doubt regarding your freight preparation, please contact your account manager.

2. Customer Packing – Key Requirements

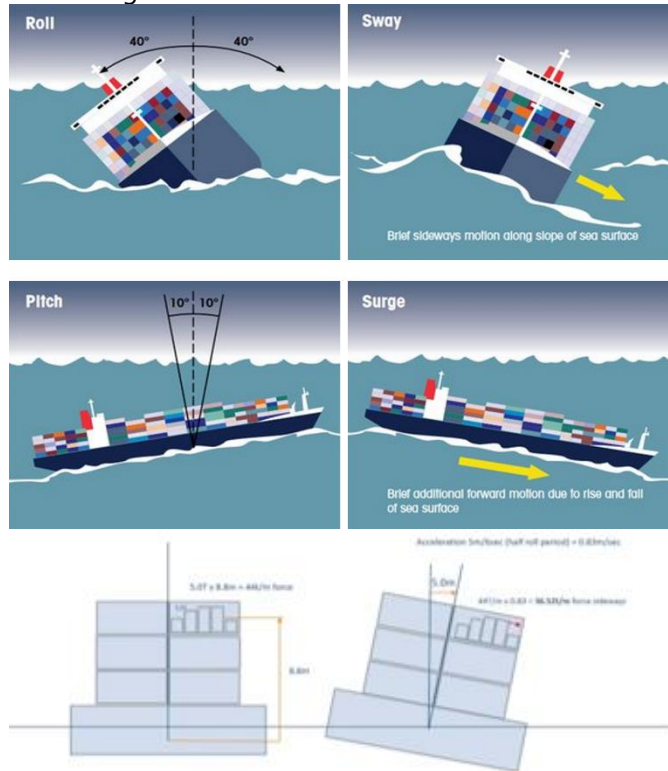
When preparing goods for sea transport, handling and loading, it is the responsibility of the customer to ensure all items are prepared, protected, and marked in accordance with the Sea Swift preparation guidelines:

- All freight calculations to major ports; pricing and handling is based on TUE (length 6m x Width 2.4m x height 2.8m) with a weight to 10 tonnes. For landing craft to remote communities (Length 6m x Width 2.4m x Height 2.8m) with a weight 2 tonnes. Any freight over these dimensions and weights are classified as over dimensional



freight and need to be referred to the Account Manager for further instruction.

- If the customer holds an account with Sea Swift and it requires a Purchase Order then a copy of the PO document must be presented with your freight, even if the freight is being delivered by a third party. If no PO is delivered with the account holder's freight, the freight will not be accepted for travel.
- Goods must be packaged to withstand the movement of the vessel as in the below diagram:



- Goods are transported in containers from the port to a Sea Swift depot. Deliveries to remote communities occur via landing craft. General freight travels on the vessel's open deck and is therefore subject to weather conditions.
It is imperative all general freight is packed to withstand these conditions.



- Goods **must** be packaged to withstand double stacking and be able to support goods placed on top of it during packing – this is particularly stringent for fragile goods and reinforces the need for clear 'fragile – this-way-up' labelling.



- Goods must be packaged to withstand rolling, tipping, sliding, and avoid spillage within the container
- Goods must be packaged to safely allow Sea Swift crews to transport goods on a pallet with a forklift or other heavy shoreside machinery
- All pallets must be able to be transported by a forklift
- All items requiring a crane for loading must have approved lifting and slinging lugs arranged by the customer. **The cost of hiring a crane is the customers responsibility.** If required, Sea Swift will endeavour to hire a crane and the charge added to the freight cost
- Goods must not be contaminated with vermin (including Cane Toads) or other items that are not accepted in the receiving community. Please take into account communities in Northern Australia are dry (no-alcohol). More information about dry communities can be found in the Customer User Guide
- This document is not exhaustive. If a customer is in doubt about any aspect of this standard or has further questions about items being packaged, please contact Sea Swift customer service
- **NOTE:** Customers may occasionally have packaging requirements outside of those described in this report; Sea Swift may accommodate these. Please discuss these cases with Sea Swift **prior** to despatch, otherwise your freight may not travel. Any additional costs will be charged to the customer.

3. Delivering Goods – Marking & Addressing

All items delivered for shipping to a Sea Swift location must be clearly addressed and labelled. Every packaged and prepared item must be clearly marked, in English, as follows:

- Sender's name, address, state, postcode, and phone number
- Receiver's name, address, state, postcode, and phone number
- If there is more than one package, please label the packages numerically (eg; 1 of 4, 2 of 4, etc)
- Dangerous goods must be labelled according to the Dangerous Goods packaging standard. If you have more questions regarding packaging dangerous, explosive, or poisonous goods, please contact your account manager.

Please clearly print the receiver's name and contact number both on the freight and in your order's paperwork and purchase order. This ensures we are able to contact the receiver if they are not present when unloading freight upon docking at the destination.

3.1. Examples of Acceptable Marking and Addressing

Sender		Receiver	
Company	PETER MARSH	Company	HELEN MARSH
Address	8 EDITH STREET CAIRNS	Address	LOT 225 LUI STREET MURRAY ISLAND
State	QLD	State	QLD
Post Code	4870	Post Code	4875
Contact	PETER MARSH	Contact	HELEN MARSH
Phone	0417859622	Phone	0417885631



3.2. Special Handling Instructions on Delivered Goods

If freight needs to be handled in a certain way, please ensure this is clearly marked on the packaging exterior. This includes notations such as; fragile, keep dry, heavy, this way up, etc. Special lifting points or slinging requirements must also be clearly marked.



4. Cartons, Boxes and Small Items

Small or irregularly shaped goods should be packed in a carton or box for freight handling convenience. The box must have the structural integrity to support the enclosed items without breaking or folding throughout its journey.

For example, loose contents should be packed with foam, newspaper or bubble wrap to prevent damage through transit movement. Fragile goods should be placed in sealed cartons and packed in cushioning or an equivalent softening to avoid breakage.



Please ensure your parcel is adequately measured and weighed prior to delivery. This information must be collected on the order, purchase order or by the staff at the Sea Swift depot prior to freight acceptance.

5. Pallets

Pallets are best transported when strapped and shrink or stretch wrapped. If you are delivering a pallet of goods, please prepare the delivery in this way for safe handling and transit.

If you are delivering small or loose goods, note that Sea Swift staff will load your goods onto a mixed pallet, and prepare the pallet in this way, highlighting the need for robust packaging preparation by the customer. All pallets loaded into shipping containers must be strapped and wrapped for safety in transit.

Considerations whilst preparing a pallet of goods:

- A board or sheet should be placed between the goods and the pallet to stop goods falling between the pallet's boards. A layer of plastic on top of the pallet will prevent freight at the base of the pallet from becoming wet. This may cause the pallet to fall over when delivering to remote communities



- Freight **must not** overhang the forklift entry points.



Example: Poorly stacked bagged product on a pallet leading to damage. Bagged product should be stacked to that it will not overhang or be caused to overhang a pallet during packing. It is recommended that bagged pallets have:

1. A Sheet at the bottom to prevent sagging.
2. Be high tensioned stretch wrapped to prevent movement.
3. Preferable to have corner angles for extra strength.



- Stretch or shrink wrapping needs to hold freight and secure the goods in place, minimising movement. Ensure the pallet itself is included in the shrink wrapping as well as goods.
- Heavy items must be on the base with light items on top.



Example: Well packed pallet



Example: Well palletised goods

The additional use of strapping and cardboard edges also improve the stability of a stretch wrapped pallet in transit

- **Do not over stack pallet** – freight must be contained within dims 120L x 120W x 180H max.
- Due to the remote areas, we operate in, and the weather conditions in these areas, we recommend that a pallet topping sheet be attached to these pallets. This is to assist in maintaining pallets from getting wet.



- Wrap several layers of stretch wrap at the base of the pallet so that the goods and the pallet are wrapped as one unit. Wrap extra layers of stretch wrap around and over the top of the goods to hold the top layers.



Example: Over height and poorly packed pallet



Example: Outcome of incorrect stacked pallet

- Any loose or awkwardly shaped items should also be strapped to the pallet and wrapped
- Sea Swift does not hold a Chep or Loscam account



Example: Well packed pallet



Example: Poorly packed pallet



Example: Poorly stacked pallet. Pallet is stacked with spaces between the tins and wrapped too tight resulting in the tins collapsing at the top and all coming together.



Example: Poorly stacked pallet of liquids. Placing a board or sheet at the base of a pallet will assist with an even weight distribution. The bottles of liquid in these cartons have leaked due to pallet board unevenness and uneven weight distribution.

5.1. Pallets of Turf:

Due to the sensitive nature of lawn, **prior booking and delivery time must be confirmed before lawn is delivered to the depot.** This can be confirmed with your account manager when the freight is booked in.

Lawn must be stacked and palletted securely, strapped, and with netting keeping the shipment together.



Example: Poorly packaged lawn.



Example: The above lawn is appropriately secured and netted on the pallet for transport.

5.2. Pallet of Blocks and Pavers:

Blocks and pavers are to be supplied on hardwood pallets. The blocks and pavers need to be plastic wrapped and secured with metal or plastic strapping to ensure that the blocks do not move.



5.3. Skids

As with pallets, items on skids must be secured to that skid so that they will be safe and not move during shipping and handling.

The wooden skid itself needs to be sturdy, not damaged, and enable a forklift to handle. Packing dense items on a small wooden skid is NOT RECOMMENDED.



Example: Loose items placed on skids could result in the items falling from the pallets or moving during loading. Items like this should be boxed or crated.



Example: Correctly packaged carton on skid. This box has been placed on a skid the same size and securely fastened to it resulting in the box not moving on the skid.



Example: Poorly packaged item on a skid.

Strapping large or heavy machinery items to small skids can present a large problem during packing. Small softwood timber skids are not appropriate to hold these items with metal strapping and can easily collapse. This item overhangs the pallets and is not centered on the pallets meaning it takes up more room in the container than it should. Items like this should be fully crated and safe to pack into a container.

5.4. Crates

Equipment like electrical switchboards and panels, office machines and precision instruments, windows and any glass doors should be packed within a crate to prevent impact damage and any movement within the crate.



Equipment and materials must be packed to ensure an even weight distribution within the crate. Where this is not possible, particularly in the instance where a case or crate conceals the internal goods, the supplier **must** ensure that the centre of gravity and hoisting position are marked on two sides to ensure handling can be done in a safe manner.

Crates are required to have a solid timber structure all over and must be robust. The crate must be able to withstand items placed on top of it during packing and transport without collapse or damage to the crate.

Importantly, crated contents must be tied down or bolted or blocked to that the items will not be caused to move inside the crate.

Timber crates and cases must be constructed of solid timber (preferably hardwood) and be engineered to adequately contain and support the item. Timber crates should have a safe weight limit that exceeds the weight of the contents.

Timber crates are required to have bottom lifting points for forklifting. Forklift pockets need to be wide enough to receive a forklift tynes and strong enough to be lifted at these points without causing the crate to collapse or warp.

6. Packing Dangerous Goods

Dangerous goods are articles or substances which can pose a health hazard to people or other freight or pose a risk of environmental damage. Dangerous goods must meet the requirements for the Transporting Dangerous Goods legislation outlined by the Government of Queensland [here](#). Details for transporting dangerous goods in the Northern Territory can be found [here](#).

All hazardous goods must be declared to Sea Swift staff by the customer, and labelled truthfully and correctly. The quantity, type, packing group and product description must be declared in full on the

consignment note or purchase order for the shipment. Dangerous or hazardous goods need additional paperwork e.g., Material Safety Data Sheet and provided with goods to general freight receipt upon delivery.

Dangerous Goods Class

Each dangerous goods class is represented by a distinctive and specific class label in the shape of a diamond:



- 1 Explosives – gelignite, fireworks, ammunition, marine flares
- 2.1 Flammable gas – LPG, acetylene
- 2.2 Non-flammable – carbon dioxide, refrigerant gas, non-toxic gas
- 2.3 Toxic gas – chlorine (gas), ammonia
- 3 Flammable liquids – paint thinners, kerosene, petrol
- 4.1 Flammable solids, matches, sulphur
- 4.2 Spontaneously white phosphorus, activated carbon combustible
- 4.3 Dangerous when wet – calcium carbide, sodium metal
- 5.1 Oxidizing substances – sodium peroxide, calcium hypochlorite (pool chlorine), ammonium nitrate
- 5.2 Organic peroxides, methyl ethyl ketone peroxide (MEKP)
- 6.1 Toxic substances – sodium cyanide
- 6.2 Infectious substances – clinical or medical waste
- 7 Radioactive substances – uranium
- 7 Corrosives – sodium hydroxide (caustic soda)
- 8 Miscellaneous – asbestos, dry ice, newspaper

Dangerous goods will be segregated according to their classification code and product. Flammable liquids need to be packed separately to general goods and clearly labelled as such, with an orientation directive (e.g., this way up). Loose items such as batteries, aerosol cans, paint tins, gas bottles, etc, will be accepted by Sea Swift for shipping.

Large batteries need to be individually packaged and have their terminals separated within the cardboard to reduce the chance of acid leakage during transport.

Due to the segregation requirements on all dangerous goods, transport may change to accommodate the Dangerous Goods loads.

7. Drums and Commercial Gas Bottles

Commercial gas must travel in accordance with the DG requirements and delivered to Sea Swift in the appropriate gas cages. 200L/44-gallon drums must be presented on a pallet as per below images.

Therefore, this picture of four drums will be charged out as 4 individual drums. Pricing is as a dry commodity, weight or volume whichever is the greatest.



The only acceptable method of transporting gas cylinders is **inside a cage** in an **upright position** as displayed in the examples above.

As a transport company, Sea Swift has an obligation to handle and move your cargo safely and carefully, avoiding any incidents and damage. The obligation of the shipper or supplier is to ensure that their goods are sufficiently packed and ready for transport when delivered to our facility.

As a result, we require all drums be secured to the pallet by steel or nylon banding and the pallet or skid to be robust enough to endure the multiple handling by forklift and road and sea transport to remote areas.

8. Refrigerated Cargo - Chilled and Frozen Goods

Sea Swift pack reefers (refrigerated containers) at all depots. Reefer containers have smaller dimensions to unrefrigerated containers due to the insulation needed in the walls and ceiling. All pallets for reefers must be delivered in appropriate cartons or packaging.



All freight is to be packed within the dimensions of the pallet. Items must not overhang sides.

Items on pallets must be packed to allow adequate air flow around the load, leaving enough room for all items to be cooled.

All frozen items for reefers, **must arrive at the depot already frozen**. If the items are not frozen, they cannot be packed in with other items in a container.

Items that have not been maintained at their ideal temperature prior to shipping will be rejected upon delivery.

Goods must be explicitly labelled individually. Reefers are often shared containers and pallets may need to be broken down and repacked. Sea Swift is not responsible for items that are not labelled and therefore undelivered if they are not labelled.

All chilled and frozen items must be delivered to a specific location inside the depot. For Cairns, these goods can be delivered to the Redden Street Depot and to the Darwin main depot for the Northern Territory.

9. Flat Packed Products including sheets, lengths and board

Flat packs are often handled by forklifts and should be strapped to pallets or have gluts for forklift access. All flat packs, lengths and board should be strapped together, and once on a pallet, not droop if overhanging the length of the pallet. The freight needs to remain rigid when lifted, with a solid top and bottom protective packing sheet.



Example: This product is well packed

Details regarding the limitations and measurements for furniture – assembled and flat pack – can be found in part 16.1, the 'over dimensional and out-of-gauge freight' section, of this report.

10. Long Rolls, Poles, Long Items & Construction Materials

Long rolls, poles and oversize items, including most construction material, is handled and transported shoreside by forklifts. Strong layers of protection must be applied to all of these items, including the whole way around cylindrical items, to prevent damage when they are placed on the vessel or in a container. Rolls and similar long items must be strapped together, with each item protected within the packaging.

Long and cylindrical items need to be packaged to prevent movement when loading. For some items such as roller doors, cardboard and plastic are not sufficient protection. Please take the value of the goods or freight into account when taking out insurance and packaging your freight. Sea Swift is not liable for any freight damage which occurs whilst transporting customer goods.





Example: (above) this kitchen material is insufficiently packed. It is unsteady and likely to be damaged in transit.

11. Bundles and Lengths



Heavy and long items that do not fit in a crate or box must be strapped together to a skid or pallet and be packed appropriately for lifting with a forklift.

Sea Swift's length general freight limit is 6m long for linehaul vessels, and 4.8m long for landing craft vessels. Anything outside of this will be classed as over-dimensional freight and will need to be reviewed. This ensures Sea Swift can safely load and unload your freight.

Packs of timber and construction material should be adequately wrapped and strapped for transit. Some lengths of floppy or thin material may require additional support. Lengths of construction material, timber, roofing, etc, must have the corners protected to avoid breakage.

A cover sheet must be included in the strapping for protection and stacking.



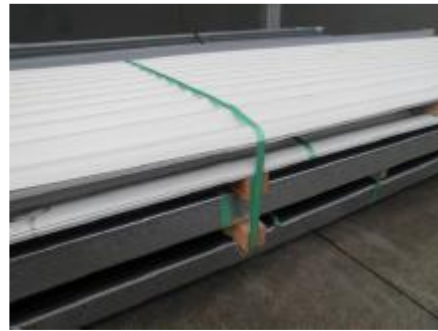
Example: The two examples above display lengths that have **not** been adequately strapped or secured.

11.1 Preparing Roof Sheeting Cargo for Shipment

The preparing of roofing iron correctly for shipping is essential not only so that the freight can be lifted correctly and not be damaged, but also that it does not pose a **significant risk** to our staff.

In order to be able to ship this freight in a safe environment, and deliver to remote communities and locations we service, the following minimal packaging will be required:

- 4 weeks prior notice for logistical planning
- 3 Sea Legs, 8 straps with top and bottom cover sheets.
- 2 x C20019 Purlin to be on the bottom with the web facing towards the ground for the length of the sheeting.
- A limit of 1 tonne per bundle of sheeting for pack of 2 x C20019 Purlins
- With 400mm of Dunnage between the Purlins
- Roofing sheets over 6 metres will not be accepted for the Torres Straits Outer Islands except for Horn and Thursday Islands.



Example: Correct packing

12. Freight with Wheels, Casters or Adjustable Feet

Items with wheels or adjustable feet must be raised onto a pallet and wrapped to avoid movement on the vessel. These items may include products such as fridges and whitegoods, tool chests, furniture like cabinets and desks, chairs, among others. These items are prone to damage, accounting for their difficulty in packaging and adequate support.

Adjustable feet must be supported and secured so they cannot move during shipping. Adjustable feet and wheels must be wrapped with the greater body of the shipment and not stick out from the pallet. If a forklift hits an exposed leg or wheel, there is a high probability of breakage.

Products like washing machines, fridges and other whitegoods are best delivered in their original packaging, where possible. In the event this is not plausible, cardboard should be placed on every side of the product, then wrapped securely in cling wrap; this includes the bottom of the item, where the wheels or legs are located. This enables Sea Swift staff to stack and securely pack the item.

13. Engines, Transmissions & Radiators

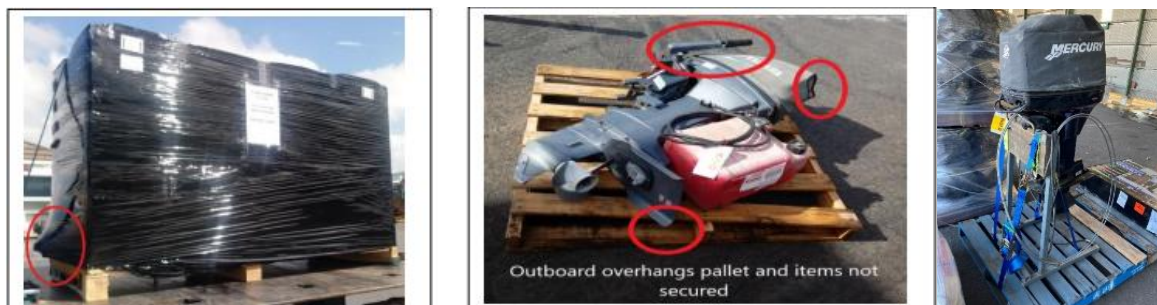
Engines and motors must be packed on a self-supporting pallet, frame, or in a cage, with all plugs tightly inserted, and drained of oil and all liquid. Sea Swift recommends all protruding parts of the motor or engine be taped up with padded protection to avoid snapping.

These goods will be packed into a mixed container for shipping.

All engines and motors must be crated on all sides whilst on their secure base for stacking. The crating must be robust enough for items to be stacked on top. Stretch wrap is not sufficient for a motor or engine to travel. Motors and engines will be placed on the floor of the containers to lessen probability of them toppling or damaging other freight in the container.



The outboards above are packed correctly. The outboards below are not and may be rejected for travel.



Examples: These three examples of outboard motors are poorly packed. Both customers signed waivers before the freight was shipped.

14. Vehicles/ Boats/ Caravans/ Trailers/Trucks & Machinery

14.1. Passenger Vehicles/ Commercial Vehicles



Transporting Unregistered vehicles with Sea Swift

As per the Transport Operations (Road Use management) Act 1995 to operate a vehicle on public roads, an unregistered vehicle cannot be shipped without an unregistered vehicle permit application.

An Unregistered Vehicle Permit Application can be located [here](#).

Passenger Vehicle:

A passenger vehicle is classified as one whose dimensions **DO NOT** exceed (L6m x W2.4m x H1.8m) weight 1T. Any vehicle over these dimensions and weight, need to be referred to the Account Manager for over-dimensional pricing.

Make sure the vehicle is serviceable so that it can be driven on and off the vessel.



If personal items are loaded inside a vehicle, they must **not** be perishable, valuable, or dangerous. Please note, these goods travel at the owner's risk. All items must not be stacked inside the vehicle above the windowsills, allowing for maximum visibility when Sea Swift staff are moving the vehicle. Any Freight above the windowsills must be removed and consigned separately as dry goods, therefore also packaged accordingly.

Utilities/ Vans/ Transporter:

A commercial vehicle is classified as one whose dimensions **DO NOT** exceed (L6m x W2.4m x H1.8m) Weight 2T. Any vehicle over these dimensions and weight, need to be referred to the Account Manager for over-dimensional pricing.



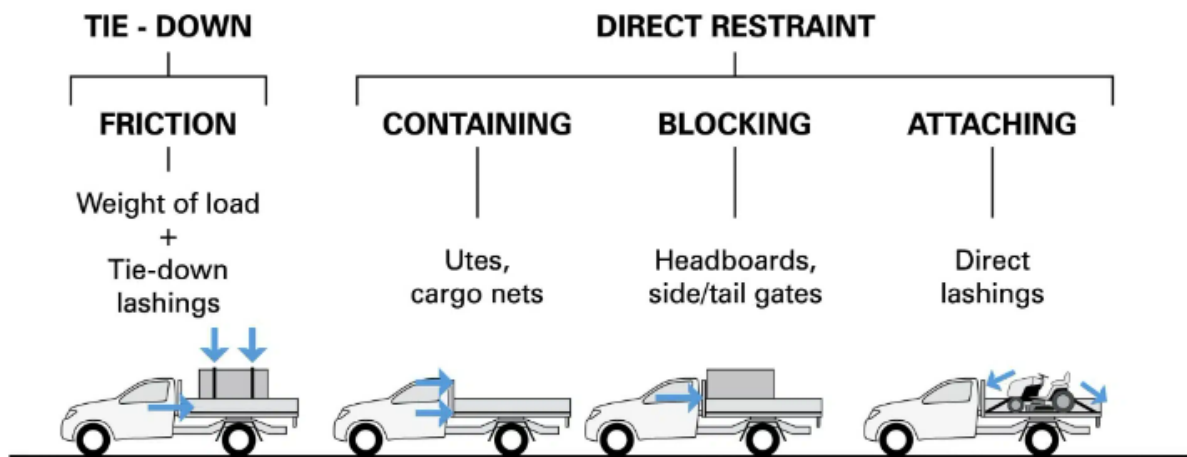
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Make sure the vehicle is serviceable so that it can be driven on and off the vessel.

Commercial vehicles with freight in the tray must only have the freight within the footprint of the tray and no higher than the roof line. That is not to be above a horizontal line from the cab to the rear of the tray and not to overhang the sides or rear of the tray.



Roof racks fitted to vehicles will be considered as part of the vehicle, but the roof rack must not exceed 4.3m from the ground to the highest point of the items in the roof rack.



Example: Over loaded utility and **not** acceptable to transport.

14.2 Boats

The same process that applies for cars applies to boats. No items outside the footprint and height of the gunwales or cabin will be permissible for travel.



Non-perishable or high value items, such as GPS, Fish Finders, drums or tanks of fuel, spare outboards **must not** travel inside the boat and must be consigned and packed separately.

If the boat is tarped, the tarp must be secured so it will not come loose or damage other freight in windy conditions on the voyage. It is recommended that boats do not travel tarped.

Boat measurements are taken from the longest length (from the trailer's tow-hitch to the prop on the boat). Any boat and trailer greater than 6m overall must be referred to an Account Manager for over-dimensional pricing.

Please see part 17 of this report for 'over dimensional and out of gauge freight' measurements.

14.3 Caravans

Caravans are very sensitive due to the nature of their construction.



All measurements must be considered for loading onto suitable cargo flats to avoid any sling contact when the vessel crane is loading. When positioned on a cargo flat, all effort will be made to ensure that the caravan does not overhang the cargo flat footprint. If the caravan does not fit on our suitable cargo flats, out-of-gauge pricing and processes will apply, and you will need to consult a Sea Swift Account Manager to assist with transport and pricing.

14.4 Trailers

Trailers containing freight in the tray are permissible for travel. However, the items cannot be outside or above the footprint of the trailer. The same requirements as vehicles.



If a trailer is used to transport tools, machinery such as a Mini Excavator or scissor lift, the trailers are plant trailers, pricing needs to be confirmed by the Account Manager.



Examples: Trailers and machinery

14.5 Truck & Machinery

All truck and machinery are classified as out of gauge and need to be reviewed by Account Manager due to the size and weight of the freight.



15. Personal Effects

All loose and personal items delivered to the depot must arrive prepared for travel. All items must be packaged in appropriate boxes or containers, labelled, and packaged accordingly.

Heavy individual items, such as gym weights and equipment, should be bubble or cardboard wrapped, clearly labelled as 'heavy'. Please be aware these items may be included on a mixed pallet with other customer goods. We ask you to prepare your freight for its own protection and for the protection of other freight it travels with.

All dry food and chiller items must be labelled as 'dry' and packed in sturdy cartons. We ask the weight of these cartons is kept low. Chiller food items will be transported in a reefer container.

Potting mix and soil should be stacked on a pallet in their bags; Sea Swift does not recommend placing the bags of soil inside boxes or crates. Loose tools should be wrapped in plastic or protective wrap and grouped together.

Liquids in containers should be boxed where possible, with orientation clearly marked (eg; this way up). Dangerous goods will need the appropriate Safety Data Sheet attached.



Example: A poor example of packing flat screen televisions for freight (left) and (right) an acceptable packaging example of the same product. Strapped and ready to be wrapped.

16. Assembled Furniture – For General Transport

Assembled furniture should be packaged, padded, and wrapped to a very high level for travel. This includes wrapping with felt, blankets, bubble wrap and heavy-duty cardboard. Corners of tables and other furniture need to be protected to avoid damage if knocked. There should be no exposed surface of furniture once prepared.



Example: Item acceptably packaged for transport

17. Solar Panel Products Satellite Dish and Glass

Sea Swift have recently experienced incidence where solar panels; glass and satellite dishes have been presented for shipment in cartons or on pallets laying down flat. Although the product itself are well protected, the ability to load these into containers and move the panels with a forklift poses a risk for the freight to be damaged. Not only does this pose a risk to the cargo, but it also poses a significant risk to our staff.



As a result, Sea Swift requires all solar panels; glass and satellite dishes to be presented to a depots attached to a pallet, skid or frame as illustrated in the photos below so they can be transported via forklift.



Preferred solar and glass packaging methods.

Large orders for the same port can be combined into customers containers. Please note that 20ft containers are only available for delivery to the main depots. For outer Torres Strait Island the use of 10ft and 8ft containers are preferred. Sea Swift appreciate that there may be an extra cost. However, the benefits of a safe workplace and freight delivered intact are our priority.



Preferred satellite dishes packaging methods

18. Over Dimensional and Out of Gauge Freight

Any cargo that is outside the following guidelines should be checked with the Operations Department for approval prior to acceptance, to ensure the freight can be handled safely and efficiently as well as get it to its destination on time.

For Line Haul Vessels

Any cargo that is over 6 metres long, 2.4 metres wide, and/or 2.8 metres high, and with a weight greater than 10 ton is over dimensional or out of gauge.

For Landing Craft

The following dimensions apply:

- Any cargo over 2.5t
- Any container over 8 feet and 2.5t
- Any roofing or long lengths up to 6m (600cm) long
- Light bundles of PVC pipe etc. are acceptable up to 6mL (600cm)
- Any large trucks, equipment and roll-on roll-off (RoRo) cargo except for vehicles and boats measuring up to 6 metres.
- Any single consignment over 6 pallets except for foodstuff and fuel. This cargo may be separated due to deck space constraints.

All Over Dimensional or Out of Gauge Freight pricing **must be reviewed by an Account Manager**.

19. Waste Materials.

All waste freight is to be presented for shipment to Sea Swift in compliance with Department of Environment and Science (DES) regulations, with a waste transport certificate completed by the customer.

To assist in preparing commercial and construction waste for transport, Sea Swift recommend that all waste be shipped in 3m³ skip bins with lids or approved containers. All waste is to travel in suitable containers approved by the relevant government authorities.



Approved methods

Not approved method

- Commercial and Construction waste that is placed in the bins must not exceed 3.5T.
- The lids must be able to close and be secured.
- No wet waste is to be placed in these bins.



- For any items that cannot fit in the recommended bins, then they must be secured by the customer to an appropriate pallet that a forklift can lift.
- Any items over 6 metres or greater than 3.5T will be deemed 'out of gauge' and special handling requirements will need to be arranged.
- Any waste that is classified as DG must travel separately and in appropriate approved containers and comply with the relevant DG transport requirements. This includes Asbestos; waste oils; fuels & coolants.

19.1 Asbestos.

The transportation of Asbestos Waste must follow certain legal requirements.

Detailed below are the requirements to be adhered to when processing Asbestos Waste as freight at Sea Swift:

PACKAGING

All Asbestos Containing Materials (ACM) must be packaged in accordance with the WH&S QLD Code of Practice – How to safely remove asbestos (Asbestos Waste is to be double wrapped in 0.2mm thick plastic bags or sheeting, sealed with tape and **labelled** as Asbestos Waste).

All wrapping or bags must have appropriate signed warning such as:



Once the Asbestos Waste has been packaged in accordance with the aforementioned requirements, it must be sealed in a container supplied by the customer sending the freight. The container must be clearly labelled and collected from a Sea Swift depot by an authorised 3rd party contractor **as soon as possible** upon arrival at the nominated destination wharf.

It is the consignor's responsibility to ensure that Sea Swift has been provided with all necessary paperwork.

19.2 Recycling

For several years, Sea Swift has been involved in recycling programs in Cape York and throughout the Torres Straits.

All recycling freight must be forwarded to the Account Manager for review.