

# Standard Operating Procedure (SOP)

## Selection and Inspection of Shipping Containers or Pallets

### 1. Purpose

This SOP details the **selection and inspection of shipping containers or pallets**, encompassing criteria for choosing appropriate containers or pallets based on cargo type, weight, and destination. It outlines procedures for inspecting structural integrity, cleanliness, and compliance with industry standards to ensure safe and secure transportation. The purpose is to prevent damage to goods, ensure compliance with shipping regulations, and optimize handling efficiency.

### 2. Scope

This procedure applies to all employees involved in the selection and inspection of shipping containers or pallets at [Company Name], regardless of cargo type or shipping destination.

### 3. Responsibilities

- **Warehouse/Logistics Staff:** Perform the selection and inspection process and document findings.
- **Supervisors:** Ensure compliance with this SOP and resolve any identified issues.
- **Quality Assurance:** Perform regular audits to verify adherence to inspection standards.

### 4. Selection Criteria

Criteria	Description
Cargo Type	Choose containers/pallets suitable for the specific nature (e.g., hazardous, perishable, fragile) of the cargo.
Weight	Ensure container/pallet rating meets or exceeds cargo weight, with allowance for safe handling.
Size/Dimensions	Container/pallet size must match cargo requirements and transportation mode limitations.
Destination Requirements	Ensure compliance with destination country/region regulations (e.g., ISPM-15 for wooden pallets).

### 5. Inspection Procedure

1. **Visual Inspection:**
  - Check for cracks, holes, rust, or deformities in container/pallet structure.
  - Inspect corners, welds, slats, and fastenings for integrity.
2. **Cleanliness:**
  - Ensure interior surfaces are free of dirt, contaminants, pests, and residues from prior cargo.
3. **Compliance Check:**
  - Verify containers/pallets bear required certification and markings (e.g., ISPM-15 stamp for wooden pallets).
  - Confirm compliance with company and industry safety standards.
4. **Functionality:**
  - Check doors, hinges, latches, or strapping points for proper operation.
  - Ensure pallets are stackable and liftable by handling equipment.
5. **Documentation:**
  - Record inspection date, container/pallet ID, inspector's name, observed defects, and corrective actions taken.

## 6. Acceptance & Rejection Criteria

- **Accepted:** Containers/pallets meeting all requirements and in good condition.
- **Rejected:** Containers/pallets showing damage, contamination, non-compliance, or functional impairment.

## 7. Corrective Actions

- Segregate rejected containers/pallets and label as "Do Not Use."
- Report significant or recurring issues to supervisors and quality assurance.
- Arrange for repair, cleaning, or disposal as appropriate.

## 8. Records and Documentation

- Maintain inspection logs for each batch/lot shipped.
- Store records for a minimum period as per company policy or regulatory requirement.

## 9. References

- Industry standards (e.g., ISPM-15, ISO standards for containers and pallets)
- Company shipping and handling policies
- Relevant transportation regulations

## 10. Revision History

Version	Date	Description
1.0	[Date]	Initial Release