

Best Practice Pre-shipment Instructions – Containers

December 2017

A) Origin pre-shipment sampling:

- All testing to be carried out by appropriately qualified persons
- Equipment to be used for moisture testing is the 'Aqua Boy' for individual bags with a composite sample from each 25 MT lot to be tested using 'Dickey John'. The moisture meters must be calibrated to "Tropical Conditions" and certified annually.
- 100% of bags must be tested for moisture levels by Aqua Boy probe test from every 25 MT lot immediately prior to stuffing into export container.
- If found to be over 7% moisture the bags are to be rejected. No bags having over 7% moisture can be loaded.

B) Container inspections:

External:

- There are to be minimum dents, no holes or splits. If present - reject.
- Look for International Maritime Dangerous Goods (IMDG) code labels and if present - reject the container. Look also for any indication of labels having been present / areas painted over on the sides of containers and if suspected – reject.

Internal:

- No rust, foreign odours, foreign substances or dirty floors and if present - reject.
- Floor moisture levels to be checked in 9 areas throughout the container and if found to be above 12% at any testing point - reject.
- If doors seals are missing or do not seal correctly – reject.
- Holes – reject.
- Vents to be left open unless otherwise instructed.

All containers should be fumigated before use.

C) Dressing Systems:

"U Box" System:

Supplied by Deisterwelle Wellpappenwerk in Germany:

This system effectively creates a closed heavy duty corrugated cardboard carton within the container. One Box comprises 7 sections (assuming a 40' container). Each section is pre-folded on to in the correct order for ease of installation. Each set comes complete with heavy duty tape to seal joints etc.

All the cardboard used is virgin material to avoid issues with MOSH & MOAH.

Cardboard & Dry Bags:

- The corrugated cardboard supplied must be virgin material, free of mineral oil and a certificate issued by an accredited laboratory is to be presented prior to loading to confirm this.
- Dressing of containers must be done as close to stuffing as possible.
- Double wall corrugated cardboard or two single wall corrugated cardboard are to be used to cover all containers surfaces and to be long enough to fold round the bags to overlap in front of the door area. There must be no gaps, the cardboard to overlap or be taped where sheets but up against each other. A layer of double wall corrugated cardboard or two single wall corrugated cardboard are to be placed over top layer of bags. This should overlap and leave no exposed gaps at the side
- The brand/type/ingredients of the dry bags to be used must be approved by Ecom prior to loading and be at least within 3 months of the expiry date at time of shipment.
- Multiple dry bags are to be uniformly positioned overhead in 40' containers.
- Dry bags are to be fixed into containers with the following quantities to be used;
 - West Africa to Europe- minimum of 52 kg of desiccant (calcium chloride),
 - West Africa to Far East - minimum of 80 kg of desiccant (calcium chloride).
- If using 20' containers 50% of the above desiccant requirement.

D) Configuration of bags in containers

- Containers must be dressed exactly as directed with as little metal surface showing as possible.
- Any ventilation holes, however few or small should not be covered or taped over.
- A minimum of 200 bags should be loaded in a 20' container and 400 bags in a 40' container.
- The bags should be stowed lengthwise in the container i.e. the mouth or base of the bag should face the container front or doors.
- Only 4 bags should be placed across the width of a container on the bottom layer. An even space should be left along both sides of the container along the entire length.
- The second and subsequent layers should be 5 bags wide.
- At little space as possible should be left between the bags in the container.
- No bag should ever be in direct contact with the metal surfaces of the container.
- Throughout loading, records should be kept of the container details, loaded quality, number of bags and weight, the date of loading, time started and time completed. If possible any third party warehouse agent, forwarder, haulier etc. should also sign the records.
- No wooden dunnage should ever be used on the container floor.

E) Transportation to the container terminal:

Once the container has been loaded and sealed transportation to the port terminal is to be arranged immediately. All cocoa shall be properly packed (as per the contract, these instructions and the applicable trade rules) and secured by Seller to enable them to reach their destination in good condition and be accompanied by all relevant shipping and delivery documentation (including without limitation consignment notes and bills of lading) specifying the documents, the order number and any special storage instructions.