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Industrial Packaging Checklist

A detailed pre-shipment guide for machinery, equipment, industrial components and export cargo.

01	Product information	Capture dimensions, weight, sensitivity and handling details.
02	Packaging preparation	Prepare the product before it enters the crate or protective system.
03	Handling and loading	Confirm forklift, crane, truck and container requirements.
04	Export readiness	Review moisture, labelling, documentation and destination requirements.
05	Final inspection	Complete a release check before the shipment leaves your facility.

Designed for: manufacturers, engineering companies, exporters, logistics teams and industrial buyers.

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SECTION 01

Project and Product Information

Complete this section before requesting a packaging quotation. Accurate information helps determine the correct crate format, base strength, handling points, internal supports and protection level.

Company / project name	
Contact person	
Email and telephone	
Product or equipment description	
Quantity	
Required completion date	
Local delivery or export	
Destination	
Transport method	Road / sea / air / courier / other

Product dimensions and weight

Length	Width	Height	Total weight

Product characteristics

Fragile, sensitive or high-value product	Painted, polished or finished surfaces
Uneven weight distribution	Moving parts that must be locked or restrained
Known centre of gravity	Sensitive electronics or instrumentation
Protruding parts, pipes or sensitive edges	Residual fluids, oil, moisture or contamination risk

Additional product notes

SECTION 02

Packaging Preparation Checklist

Prepare the product before it enters the packaging system. This reduces delays, prevents contamination and ensures the correct areas receive support and protection.

A. Product preparation

	Product is clean and dry before packing
	Loose components, accessories and cables are secured
	Fluids are drained, sealed or declared where required
	Sharp edges and protrusions are identified
	Sensitive surfaces are wrapped or protected
	Moving parts are locked, blocked or restrained
	Doors, panels and removable sections are secured
	Pre-packing photographs are taken

B. Internal protection

	Primary load-bearing and contact points are identified
	Product weight is supported by the base, not fragile components
	Internal supports prevent movement in every direction
	Corners, edges and finished surfaces are protected
	Cushioning is suitable for the product weight
	Void spaces are controlled without excessive loose fill
	Sensitive items are separated from crate walls
	Moisture or corrosion protection is included where required

C. Documentation and identification

	Product name, model and serial number are recorded
	Packing list is complete and accessible
	Handling, fragile and orientation labels are prepared
	Centre of gravity and lifting points are clearly marked
	Destination and consignee details are confirmed
	Photographs of internal packing are retained

SECTION 03

Handling and Loading Guide

The packaging must work with the equipment used to move it. Confirm how the load will be lifted, transferred, restrained and offloaded before packaging is manufactured.

A. Forklift and pallet-jack handling

	Fork-entry direction is confirmed
	Fork spacing and clearance are suitable
	Base is designed for the total packed load
	Fork pockets do not interfere with the product
	Load remains stable when lifted
	Minimum forklift capacity is confirmed

B. Crane and rigging handling

	Approved lifting points are identified
	Centre of gravity is marked
	Slings will not crush or damage crate walls
	Rigging clearance is available
	Spreader beams are specified where required
	A lifting plan is approved for unusual or heavy loads

C. Truck and container loading

	Packed dimensions fit the vehicle or container
	Tie-down and restraint points are accessible
	Load cannot shift during braking or cornering
	Stacking limitations are visible
	Weather exposure during loading is considered
	Offloading method is confirmed at the destination

Loading notes

SECTION 04

Export Packaging Checklist

Use this section for machinery, equipment or components travelling internationally. Export shipments face longer routes, repeated handling, climate changes and destination-specific requirements.

Destination country and shipping route are confirmed	Moisture barrier, desiccant or corrosion protection is considered
Road, sea or air-freight conditions are known	Customs inspection access is possible without compromising protection
Packed dimensions suit container, aircraft or vehicle limits	Packing list and export documents are complete
Final gross weight is calculated and recorded	Handling, orientation and destination labels are applied
Timber components, if used, meet applicable export requirements	Crate or pallet identification matches shipping documents
ISPM 15 treatment and marking are confirmed where applicable	Product is secured for multiple transfers and handling points

Important: Export requirements differ by destination, transport mode and packaging material. Confirm current requirements with your freight forwarder, customs agent or relevant authority before shipping.

Export preparation notes

SECTION 05

Final Packaging Inspection

Complete this inspection after packing and before loading. A documented release check helps identify closure, base, labelling or product-movement issues before transport.

	Packaging matches the approved design or quotation
	Product is correctly positioned and fully supported
	No internal movement is visible or audible
	Internal blocking, bracing and cushioning are secure
	Fasteners, closures, lids and removable panels are secure
	Base is level, stable and free from visible damage
	Forklift and crane handling points are unobstructed
	External walls and corners are free from major damage
	Handling, fragile and orientation labels are visible
	Centre of gravity is marked where required
	Packed dimensions and final gross weight are verified
	Post-packing photographs are taken
	Shipping documentation matches the packed unit
	Responsible person has approved release for transport

Inspection completed by		Date	
Approved for loading by		Date	
Shipment / project reference			
Comments			

SECTION 06

Information Rebul Needs for a Faster Quote

Send the information below with your enquiry. Complete details help us recommend the correct crate type, base, structural thickness, handling features and internal protection more quickly.

Product dimensions: length, width and height	Transport method: road, sea or air
Total product weight	Handling method: forklift, crane, pallet jack or manual
Centre of gravity, if known	Fragility, finish and sensitive components
Clear photographs from several angles	Storage duration and environmental conditions
Quantity required	Required completion or delivery date
Local or export destination	Drawings or technical information, where available

Need industrial packaging designed around your product?

Rebul designs freight crates, hybrid crates, honeycomb protection and custom industrial packaging around product dimensions, handling requirements and destination.

Request a quote: rebul.co.za/industrial-packaging/

Email: info@rebul.co.za

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This checklist is a practical preparation aid and does not replace project-specific engineering, freight-forwarding, customs or safety advice.