

### Module 3:

### Preparing the goods – Standard loads



Start Module



## Learning objectives

At the end of 'Module 3: Preparing the goods – Standard loads' you will be able to:

1

Define standard and unusual loads

2

Summarise how to prepare palletised loads



3

Describe how to safely relocate loads

4

Match common standard load types to appropriate vehicles

## Standard vs. unusual loads

Preparing the goods for loading is an important first step.



Make effective use of **available space** in the storage area and on the vehicle

### Standard loads



Help to **prevent damage** to the goods while in transit

### Unusual loads



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## Cargo symbols

Check the goods for any **cargo symbols** that indicate specific handling instructions:



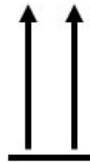
FRAGILE  
HANDLE WITH CARE



USE NO HOOKS



KEEP DRY



THIS WAY UP



KEEP AWAY  
FROM HEAT



SLING HERE



HEAVY WEIGHT  
THIS END



...KG MAX.



CENTRE OF MASS



DANGEROUS GOODS  
CLASS LABELS



## Standard loads

It is often easier to **contain** standard loads



Loading the goods loose into a vehicle with a **contained area**

Also common to **bind** standard loads into:

### Unitised loads

- Multiple items can be **bound** together
- Easier to **handle** and to **restrain**
- **Banding, strapping, gluing, stretch wrapping** or **shrink wrapping**
- Method used:
  - be **appropriate**
  - ensure that the individual items **won't move**
  - be **strong enough** to withstand handling and transport.

### Packs

- Multiple **layers** or **stacks** of material, or **bundles** of individual lengths
- Same banding, strapping, gluing and wrapping methods
- Individual items or layers within the pack can **slide** or become **dislodged**
  - **Additional** restraint methods must be used

### Pallets

- Most **common** method used to prevent damage to the load
- **Prepare** pallets for loading by **stacking** and **securing** the goods so that no movement occurs

## Selecting the appropriate pallet

There are many factors that need to be taken into account:

What is the type, size and weight of the goods?

Are the goods in cartons or individual items?

Are the goods fragile?



Can the goods be stacked and withstand heavy weight?

How can the goods be secured?

Is the pallet strong enough to carry the load?

There are a **variety** of **pallet types** to suit different stock and transport requirements:

Standard timber pallet

Plastic pallets

Steel cages

Bin style pallets

Custom built pallets



## Stacking pallets

You should ensure the loaded pallet:



## Stacking pallets

Different **patterns** that can be used when stacking goods onto a pallet that can maximise the **stability** and packing **density**:  
*Click each pattern to find out more.*

[Column](#)[Brick](#)[Row](#)[Pinwheel](#)[Irregular](#)[Replay](#) [« Prev](#) Page



## Stacking pallets

Different **patterns** that can be used when stacking goods onto a pallet that can maximise the **stability** and packing **density**:  
*Click each pattern to find out more.*

**Column** ✓

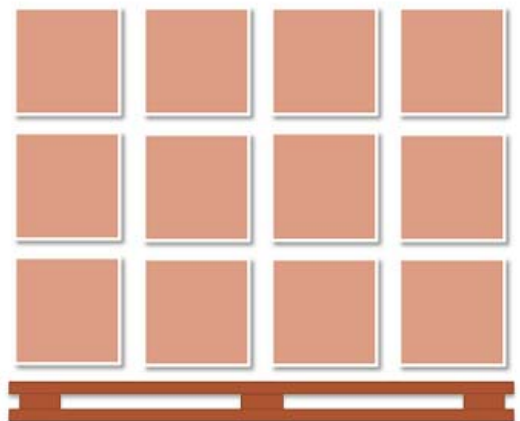
**Brick** ✓

**Row** ✓

**Pinwheel** ✓

**Irregular** ✓

- Most commonly used for **square** items
- Stacked in **columns**, side by side, covering the area of the pallet
- Ensure the columns are **not** stacked too high
- Line up the **vertical edges** of the items



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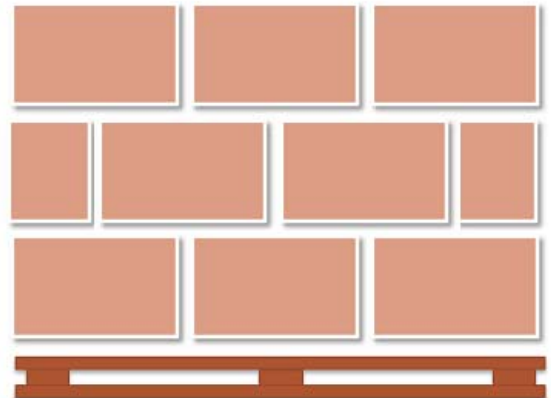
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## Stacking pallets

Different **patterns** that can be used when stacking goods onto a pallet that can maximise the **stability** and packing **density**:  
*Click each pattern to find out more.*

[Column](#) ✓[Brick](#) ✓[Row](#) ✓[Pinwheel](#) ✓[Irregular](#) ✓

- Most **common** pattern used
- Suitable for **rectangular** items of the same size
- Each layer is placed at a **right angle** to the layer above and below it
- **Interlocking pattern** provides bonding between the layers, which increases the **stability** of the load
- Can **reduce** the **load bearing strength** of the stack

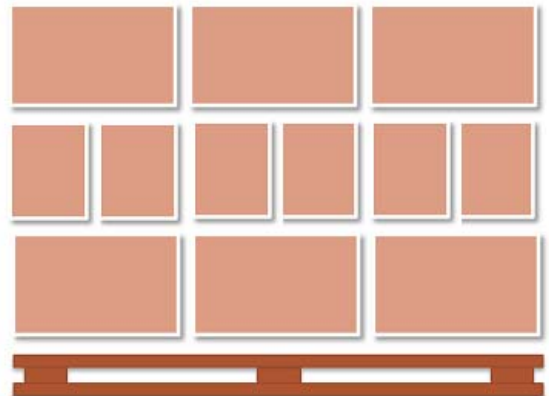
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## Stacking pallets

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[Column](#) ✓[Brick](#) ✓[Row](#) ✓[Pinwheel](#) ✓[Irregular](#) ✓

- Suitable for **rectangular** items
- Layered in rows, with each row alternating **length-wise** and then **width-wise**

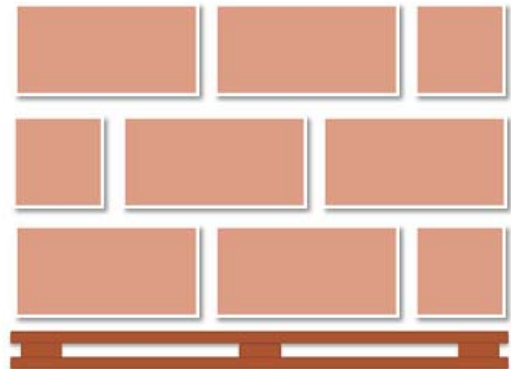
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## Stacking pallets

Different **patterns** that can be used when stacking goods onto a pallet that can maximise the **stability** and packing **density**:  
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[Column](#) ✓[Brick](#) ✓[Row](#) ✓[Pinwheel](#) ✓[Irregular](#) ✓

- Suitable for **rectangular** items
- Good **stability** and each layer is bonded together
- A small amount of space may **remain unused** in the **centre** of the pallet

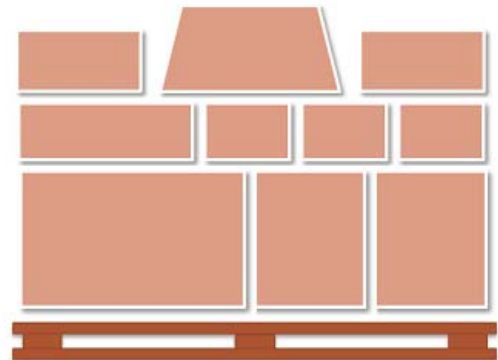
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## Stacking pallets

Different **patterns** that can be used when stacking goods onto a pallet that can maximise the **stability** and packing **density**:  
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[Column](#) ✓[Brick](#) ✓[Row](#) ✓[Pinwheel](#) ✓[Irregular](#) ✓

- Used when stacking items of **different sizes**
- You should:
  - place **heavy** items and/or large items on the **bottom**
  - stack items of **similar** height **together**
  - place **irregular** shaped items on **top** of the stack

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## Securing goods to the pallet

The next step is to **secure** the goods to the pallet:



### Natural force

- Uses the forces created by the pallet stacking pattern
- Doesn't use any additional restraint method
- Not usually recommended



### Banding or strapping

- Using tape or metal straps to secure the goods to the pallet



### Stretch or shrink wrapping

- Stretch wrapping involves winding a stretched plastic film around the goods to secure them to the pallet
- Shrink wrapping involves applying heat to the plastic film around the goods

- Be appropriate for the **type** of load
- Ensure that the individual items **won't move** within the pack during transport
- Be **strong enough** to withstand handling and transport without breaking or failing



## Relocating the load

You may need to **relocate** the load to a **new location**:



New location at the **current site**



Transport to a **new site**

*Plan the relocation of the load carefully*

*Check where and how the relocated load should be placed*

*Ensure the relocated load has safe weight and dimensions*

*Check if the relocated load is being added to an existing load*



*Consider how the existing load may be affected and whether either load may become crushed*

*Decide which route is the safest and most efficient*

*Decide whether you can safely relocate the load alone or whether you need help*



## Selecting the right vehicle for the load

Selecting the right vehicle for the load:

Appropriate vehicle  Size  Shape  Weight  Special requirements

The vehicle must:

- 1 Be a suitable **design** for the load
- 2 Have sufficient **space** for the load
- 3 Have adequate load-carrying **capacity**

**Different items**



Check the **actual** mass and dimensions match those recorded on the **label** or **con-note**

**Identical items**



You do not need to check every piece





## Selecting the right vehicle for the load

Standard loads are usually either transported:

### Loose







### Palletised



## Summary

Congratulations! You have now completed 'Module 3: Preparing the goods – Standard loads'.

You should now be able to:

-  Define standard and unusual loads
-  Summarise how to prepare palletised loads
-  Describe how to safely relocate loads
-  Match common standard loads to appropriate vehicles



You can now return to the home page and move on to the next module which will look at preparing unusual loads.

