

VM3COP29.12 – Goods Out - Shipping Pallets

Pallets are stored in the sheds in the rear garden. Approximately 20 are used per year; stock needs to be maintained. The keys for the sheds are located in the key cupboard and are labelled for ease.

The most common pallet size used is 1.2x1 m; smaller pallets can be used as necessary. Any received pallets can be recycled and stored in the sheds.

The maximum height for a UK pallet is 2 m, do not build them higher than this. Aim to use air freight wherever possible for export pallets as road freight takes a very long time. The maximum height for air freight is 1.6 m.

1. Collect a pallet from the sheds and place in Goods Out area 2.



2. Gather the required stock and scan to the order as per VM3COP29.03.
3. Arrange the stock next to the pallet by weight.
4. Cover the base of the pallet with a card sheet and staple to the pallet using a staple gun.



5. Fill the pallet with the goods.
 - The heaviest items should be placed at the bottom to prevent the pallet tipping or falling.



- Smaller items can be placed in a box.



- ENSURE that nothing is hanging over the edge of the pallet and it does not exceed the maximum height.
- String can be used to secure the goods until the wrapping stage
- Try not to make the top of the pallet flat. Keeping it uneven prevents freight forwarders from stacking another pallet on top of it.
- See example on page 5



6. Add card corners where appropriate.



7. Strap the pallet from front to back twice. From under the top layer of the pallet, over the top of the goods. Use the strap binding/tensioner tool to tighten the strapping to a snug but not crushing fit, ensuring that the corners prevent any damage to the boxes.



8. Use a metal seal, secured with the crimping tool to seal the strapping to prevent any movement.



9. Strap from side to side once or twice as required



10. Wrap the pallet using the shrink wrap. To begin, tie the wrap to the corner of the pallet.



Walk around the pallet with the wrap ensuring that all edges of the boxes are wrapped including the top. Use a minimum of one layer.



11. Check that the goods cannot move excessively.



12. Use the pallet truck to move the pallet to a secure location.

Pallets should be stored where there is room, either in Goods Out area 2 or stock room 11 as appropriate.



13. Affix, "Handle with care", "do not stack" and, Viamed stickers to every side of the pallet and ensure they are visible.



14. Complete the shipping process as per VM3COP29.03.

Example Pallet – Infant Resuscitation Cabinets x 3

Cabinets have been placed at the bottom with the radiant warmer arms. Above those are the blenders and head units.



Smaller items can be placed in a box, the box at the top on this image contain the APGAR timers, suction control units, Tom Thumb infant resuscitators, VacSax, hoses and 'V' mount clamps.

