

包装指导 Packing Guideline

为了保证货物在运输、装卸中的安全，确保将快件安全、准时的派送到收件人手中，降低在运输、装卸中的货物破损和丢失，规范货物包装的操作和管理，要求所有服务中心遵照此包装指导对货物进行包装。

In order to ensure shipments being safe and delivered on time, to minimize shipment damage and lost and to standardize packing process, all OPS staff is required to follow the packing guideline when packing shipments.

一、包装原则：

Packing Principle:

适合运输：包装的目地在于防止和避免在运输中由于冲击或震动所产生的破损，兼顾防潮和防盗功能；

Suitable for transportation: Packing shipments aims at preventing them from damage and lost which may be caused by stroke or shake during transit, and preventing shipments from being affected by damp and being stolen as well.

便于装卸：完好的包装将有利于货物的装卸，将有效地提高货物的装卸效率，同时能够避免由于第三方的野蛮装卸而可能给货物带来的损害；

Easy Load and Unload: Well packed shipments are easy to load and unload, which could improve our working efficiency. It can also minimize the damage caused by third party's rough handling.

适度包装：对货物进行包装时，要根据货物尺寸、重量和运输特性选用大小合适的包装箱及包装填充物，要尽量避免不足包装造成的货物破损和过度包装造成的包材浪费；

Moderate packing: Proper packing and filling material should be used according to shipments' weight and dimension, which not only can avoid damage caused by insufficient packing but also waste of packing materials.

保护产品、防盗：包装在保证快件内容的使用特性和外观特性不被损坏的情况下，更要注意防盗——特别是对于高价值货物的包装；

Shipment Protection: When packing a shipment, we should not only try to keep the shipment in good condition, but also we should pay attention to making it theft proof, especially for high value shipments.

包装件成一体：外包装要和快件的保护材料、缓冲材料和内容物成为一体，内容物之间（一个外包装内含有多个内容物时）或内容物与外包装内壁之间不应有磨擦、碰撞和挤压；

Packing and filling materials fitting the shipment: We should make sure that there is no attrition, bump or extrusion within contents of a shipment (assume that there are many contents in one package) or between contents and packing material.

注意方向：对于有放置方向要求的货物，在包装、储存和运输过程中必须保证按照外包装上的箭头标识正确放置货物，杜绝侧放和倒放。

Direction of shipments: Be sure to lay shipments according to the arrow direction on the package during transit and storage.

重心中心合一：包装件的重心和其几何中心应该合一或比较接近，这样可以防止货物在运输过程中由于起、转弯和刹车给货物带来的损失；

The gravity center of a shipment should be identical to its geometry center: This is to avoid damage when vehicle start-up, swerve, or brake during transportation.

二、包装方针:

Packing guideline:

绳索、带子

STRING OR ROPE

不接受使用绳索或带子捆扎施封的包装。必须去除这些绳索或带子，使用胶带进行封箱。

No string or rope may be used to seal packages. String or rope must be removed and the packages taped securely using an approved tape before accepting the shipment.



胶带

TAPE

不接受使用玻璃纸胶带、医用胶布施封的包装。建议客人去除该施封胶带并使用 DHL 胶带进行封箱。

One of our biggest problems is the shipper's choice of binding. Discourage shipper's from using cellophane tape, masking tape, or water activated tape. These tapes will not survive the sort system. Overtape with plastic or plastic fibre-reinforced tape prior to acceptance.

使用过的箱体

REUSED BOXES AND CONTAINERS

不接受客户使用有压垮痕迹、有破洞及有油渍、水渍的使用过的箱子对货物进行包装。将其货物或连同箱子一起置入合格之外包装内。对于可接受的使用过的包装，必须去除包装外侧所有标签、号码、地址信息及一切有可能影响操作人员识别的粘贴物品和信息。

Reused cartons, boxes and containers with crushed corners, holes, tear, torn flaps, oil or water stains should not be accepted. Reused cartons must have all flaps intact and all old labels, addresses, and other information marked out or removed.



易破损材料

STYROFOAM

不接受客户使用易破损材料作为外包装的货物。如保丽龙箱、塑料等，将其置入合格之外包装内。

Due to the weakness of the material, Styrofoam containers are unacceptable. Styrofoam packages must be overpacked in sturdy, corrugated cartons. The ONLY exception is Styrofoam packages approved by IATA or DHL. Customers who use Styrofoam must have a letter saying their packaging has been approved. Do not use Styrofoam for packaging magnetic or computer tapes.

内容物保护

INNER PROTECTION

从客户手中收到包装好的货物时，稍加晃动，如能听到内容物发出相互碰撞之声音，向客户提出检查包裹之要求，并建议客户使用足够的填充物，以适合长途转运操作，避免内容物相互碰撞破损。

If you can hear the contents rattle, the inner packaging should be



inspected prior to accepting the package. Be sure the inner packing is sufficient to protect the contents while traveling through the system.



易碎物品
GLASS ITEMS

对于瓷器和玻璃制品必须在包装内部六个面加垫防震材料，且箱体内每一件瓷器或玻璃制品必须单独使用泡沫或其它材料进行包装。

Wine bottles or glass products **MUST** be individually cushioned inside the package. Glass items must be individually wrapped with bubble wrap to separate each item at the top, sides, and bottom, or each item must be placed securely in form-fitting Styrofoam material.

小件之内容物
SMALL ITEMS IN LARGE QUANTITIES

不接受大量小件之内容物零散置于包裹中。如螺栓、螺钉、螺母、钉子等物品，必须先以麻布袋包裹后，再置入合格之外包装中。

Nut, bolts, nails, screws, fittings, etc. must be packaged first in burlap bags and then within a sturdy box. If the box tear or splits open, the contents are contained.



公文包、行李袋等
BRIEFCASES, LUGGAGE, GARMENT BAGS, AND REUSABLE CASES

不接受公文包、行李袋作为外包装的货物。将其置入合格之外包装中。对于大行李箱，如客户同意使用其作为外包装，必须要求客户对箱体加锁，操作人员不得用墨头笔做任何标记。

Cases whose finish might be damaged by adhesive labels should be over-packed in a protective container for shipment. Do not write routing codes or other codes on customer's 'custom' shipping cases (e.g. suit cased, trade show cases, etc.). For Air Waybills and other shipping documents, uses the Tie-on-Airbill packing-list envelop.