

# AMXL External Vendor & Direct Fulfilment Loading Standards

Date Completed	22/01/2021	<p>In order to guarantee a regular load securing, all used trucks are either equipped with Swap bodies (interchangeable Inbound/Outbound containers), hard cases or HeavyBulky enabled detached trailers. These trailers have to follow DIN EN 12642 (Technical certification for trailers in the XL business) and the included load security code "XL". This certification has to be available with the driver at all times. This requirement, which is standard since several years across the whole Amazon EU network (including the UK), needs to be followed for all In-Bound trucks. This includes following weight bearing levels to ensure essential safety level for all traffic participants, also as an Amazon necessity. It includes certain protection and durability during load movements or accidents, which is mentioned below:</p> <ul style="list-style-type: none"> <li>• 50% of payload can be consumed by the headboard.</li> <li>• 40% of payload can be consumed by each sidewall.</li> <li>• 30% of payload can be consumed by the tailboard.</li> </ul>
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## Truck Inspection

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- All trucks need to be checked if the floors and walls are undamaged prior to loading.
- Ensure the truck has enough equipment for load securing (bars, straps etc.).

## Loading Requirements

Due to COVID-19 Restrictions some additional rules are deployed until further notice to avoid Two Person (2P) Operations inside the trailer. These restrictions include the following points:

- Palletize all sofas.
- Palletize any unit above dimensions: Height > 200cm, min dim >60cm (excluding any Major Domestic Appliances (MDA) or TVs).
- Put all long and flat items upright in the trailer (e.g. Sheds, Multibox, furniture).
- 2nd level stacking only allowed for items up to 45kg.
- One side of 2nd level ASIN should be in excess of the distance from floor to the 2nd level ASIN to ensure TPS can be used.
- Secure loads to pallet using straps.
- Secure items in trailer by following the general load securing guidance (e.g. use bars, use interlocking/tight fit, fill up gaps).

Only if our loading is compliant with that guideline we can ensure One Person (1P) loading/unloading downstream the whole process to follow the general prohibition of 2P working in one trailer at the same time.

## Palletize Sofas

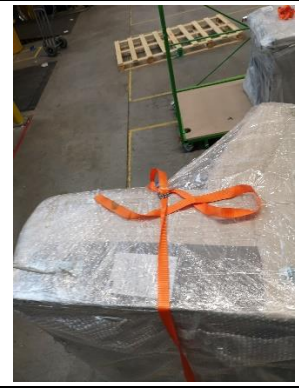
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- Palletize any sofa as shown in Step 2-4.
- If applicable: Follow the “store-upright” guidance on the packaging.
- Use textile strap (2-3) to secure unit to pallet and create a stable connection.

## Load Items Upright

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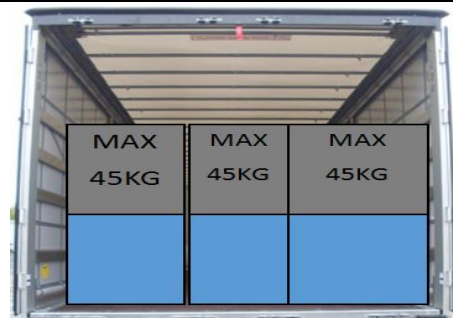
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- If applicable: Tilt all long and flat items as well as sofas in upright position. Goods should not be loaded in trailers as shown in Step 5. They should be in the upright position as shown in steps 6 and 7.
- Load all those items (e.g. Sheds, Multibox and Furniture) to the side of the trailer and keep them upright.

## 2nd Level Stacking

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- 2nd level stacking only allowed for items up to 45kg
- Stack to a max height of 1.8m to maintain good ergonomics and safe operations. No 2nd level stacking allowed for MDA units. *Exception of SDEV (double stacked MDA can be unloaded using clamp truck).*
- If the destination downstream has the ability to use Powered Industrial Trucks (PIT) (please see equipment table in appendix for equipment availability throughout the network) or mechanical down stacking support like a pallet de-stacker, the max unit weight on the second layer can be above 45kg. For sites downstream (e.g. German delivery stations) where there is no PIT available the second layers max weight has to be at 45 kg and the units length being larger than the first layers height to enable One Person to de-stack those units.

## Standard Load Securing Equipment

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- **Load Bars:** Aluminum (preferred option) or wooden load bars need to be used to create a securing wall in the middle or at the end of the trailer.
- If there is an uneven ending of the goods due to different dimensions you can also use a pallet to secure different goods.

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- **Straps:** can be used to secure items on pallets, to sidewalls of trailers or like load bars. Reusable and sustainable textile straps are the preferred option.

(Optional)

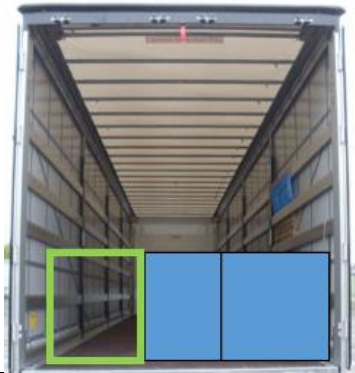
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- Remaining gaps with more than 25 cm should be removed by rearranging the items to ensure a proper form fit OR air pillows / buffer material can be used to fill up those gaps (if available)

## Load securing – Floor loading

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- Load has to be secured using interlocking with each other (form fit) on both sides of the truck and at the end of the loading.

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- Large appliances have to be loaded first and moved as close as possible to the drivers cabin
- Rest of the units (including TVs) will be loaded after all the Large items have been moved into the truck.
- TV always have to be loaded parallel to the side walls of the trailer so that the smallest side is facing towards the trailers door
- Secure those items either with more than one loading strap/loading bar or with other supporting items which prevent movements (e.g. Air Pillows)

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- Remaining gaps with more than 25 cm should be removed by rearranging the items to ensure a proper form fit OR air pillows / buffer material can be used to fill up those gaps (if available)
- If there is an uneven ending of the goods due to different dimensions, you can also use a pallet (picture 2) to secure different goods.
- If you use pallets to secure the load, please also secure pallets with straps (picture 1) or load securing bars (picture 2).



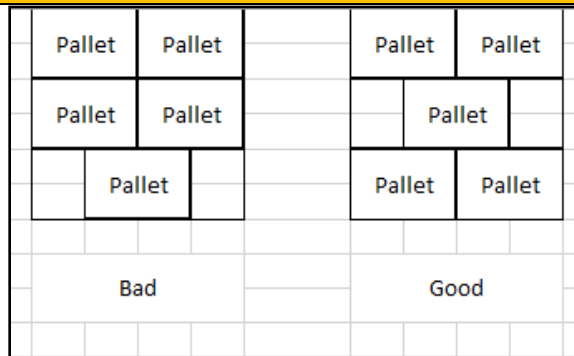
- For extremely fragile and flat items like white boards, grease boards and cork boards, load and strap onto the sides of the trailer to avoid damage in transit.

### Load Securing – Floor Loading Double Stacked



- For MDA and similar: Stack at most two layers on each other. For flat packages (e.g. furniture): Stack to a max height of 1.8m to maintain good ergonomics and safe operations.
- If the destination downstream has the ability to use Powered Industrial Truck (PIT) or mechanical downs tacking support like a pallet destacker, the max unit weight on the second layer can be up to 68kg. For sites downstream (e.g. in Germany) where there is no PIT available the second layers max weight has to be at 45 kg (Teamlift threshold).
- Secure each layer against slipping or tipping with proper load securing equipment (e.g. aluminum bars).

### Load Securing – Pallet Loading



- Pallets have to be loaded using the same interlocking mechanism to ensure stability during transport.
- Please always ensure an even ending of the load to be able to properly secure the pallets and make a good use of intersection.

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- Units shall not protrude the pallet to avoid any damages and to ensure a proper pallet loading using form fit .
- Single units on pallets have to be secured using load securing straps (Preferred option) OR shrink wrap.
- If shrink wrap is used, please stick to the criss-cross method (details in appendix).
- Except UK (where pallet destacker is available), pallets must not be double stacked.

### Load securing - Pallet loading double stacked









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- Pallets can be loaded and stacked with ASINS greater than 45kg for countries where mechanical equipment like shown destacker is available in all the stations (e.g. UK) as long as:
  - a) each ASIN in the stack is separated by another pallet,
  - b) the base/bottom of the top pallet does not exceed 135cm (see photo above)
  - c) the overall height of the stack does not exceed 180cm
  - d) **all pallets used are baseless pallets.**
- The stack must then be strapped from top to bottom ensuring the straps go through the pallets.

## Appendix

### Criss-Cross Method for Pallet wrapping

			
Ensure the pallet is palletized, secure and stable before beginning to wrap.	Start wrapping from the bottom of the pallet to the top.	Using the 5x3x5 technique, wrap the bottom of the pallet 5 times before moving to the middle. This will ensure the items are secured to the pallet.	Using the 5x3x5 technique, wrap the middle of the pallet 3 times around before moving to the top.
			
Using the 5x3x5 technique, wrap the top of the pallet 5 times before moving to the "Criss-Cross" method over the top.	At the top of the pallet, pull the wrap around one corner and proceed to pull the wrap in a diagonal direction toward the opposite corner over the top of all other items on the pallet.	Repeat the previous step, using the opposite corner, creating the "X" shape on top.	This is what the final product should look like. This helps secure items to the pallet for items on the top, middle, and bottom.

## Frequently Asked Questions:

### Who is responsible to ensure a proper load securing following this document?

For Germany and UK, the warehouse team is responsible to ensure a proper load securing. However, the truck driver has to double check and confirm the compliant load securing according to the standards. In Southern EU the truck drivers are responsible for the load securing themselves and the warehouse personnel have to make sure that the driver is aware of the responsibility and executes as described.

### For Middle Mile: Do LH arrive with straps already inside? Or is it expected for a Sort Centre (e.g. STN7) to have a store of straps etc? And continually order replacements.

Some Straps will come already with IB Linehaul if send by a 3PL or Amazon owned Fulfilment Center. For Direct Fulfilment vendors (for the Sort Centre use-case) the SC would eventually need to apply those and therefore it's recommended to have a stock of safety straps on site. Straps can be ordered from <https://shop.fega.de/> (Pos.-No. 14879975; 14879987; 14879997) or any similar strap with similar specifications.