

# Logistics and Transport Standard

## Pallets, Bins and Crates

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### 1. Purpose

- 1.1. This Standard sets out the service standards for pallets, bins and crates used in the supply of groceries.
- 1.2. The requirements in this Standard ensure safe handling, product integrity, operational efficiency, reliable delivery, and compatibility with fixtures and fittings and compliance with the Grocery Supply Code.

### 2. Scope

- 2.1. This Standard applies to all suppliers, carriers and logistics providers involved in the supply and transport of products to Foodstuffs South Island's Distribution Centres and/or stores.

### 3. General Principles

- 3.1. Pallets, bins and crates must be fit for purpose, safe and suitable for the type of product being stored and transported.
- 3.2. All pallets, bins and crates must comply with the requirements below and any other applicable health and safety, food safety and biosecurity requirements.

### 4. Pallet Requirements

- 4.1. Pallet Specifications:
  - Pallets must be 1200 (L) x 1000 (W) mm.
  - Pallets must support four way forklift entry.
- 4.2. Condition and Quality:
  - Pallets must be clean, structurally sound and free from broken or missing boards, protruding nails, splinters or sharp edges.
- 4.3. Load and Height Limits:
  - Pallets must not exceed 1000 kg gross weight (including pallet). Note there may be an additional allowance by mutual agreement with the supplier and Foodstuffs South Island.
  - The maximum pallet height for ambient goods is 1.40 m (including pallet).
  - The maximum pallet height for chilled and frozen goods is 1.20 m (including pallet).

### 5. Pallet Wrapping and Stability

- 5.1. All pallets must be securely wrapped or otherwise stabilised to prevent movement or collapse during transport and handling.

### 6. Carton, Bin and Crate Requirements

- 6.1. Standard Cartons:
  - Cartons must not exceed 16 kg in gross weight and must have appropriate barcodes as outlined on the Foodstuffs South Island Exchange website.
- 6.2. Produce Bins:
  - Produce bins must be structurally sound, clean and hygienic and suitable for stacking, transport and mechanical handling.
  - Produce bins must not exceed 1000 kg in weight (including pallet and bin).
  - The maximum produce bin height is 1.30 m.

- 6.3. Crates:
- Crates must be structurally sound, clean and hygienic and suitable for stacking, transport and mechanical handling.
  - Crates must be collapsible and delivered on a pallet.
- 6.4. Any exceptions to these requirements must be pre-agreed by Foodstuffs South Island.

## **7. Operational Network Requirements**

- 7.1. Providers must be capable of supporting the operational requirements of Foodstuffs South Island's network, including:
- Collection and recovery of pallets, bins and crates;
  - Maintenance of sufficient inventory volumes to support supply continuity;
  - Provision of replacement, repair and maintenance services;
  - Compatibility with Foodstuffs South Island's handling, storage and transport processes;
  - Compliance with relevant health and safety, food safety and biosecurity requirements; and
  - Participation in inventory management, reconciliation and reporting processes where required.

## **8. Provider Approval Requirements**

- 8.1. Foodstuffs South Island will only accept pallets, bins and crates supplied through a provider that has a mutually agreed written contract with Foodstuffs South Island.
- 8.2. A mutually agreed written contract is required to establish commercial, operational, inventory management, returns management, other responsibilities, liabilities, reporting and other arrangements necessary to support Foodstuffs South Island's logistics network.
- 8.3. Foodstuffs South Island may enter into contracts with one or more pallet, bin or crate providers from time to time.
- 8.4. Any provider seeking to supply pallet, bins or crates for use within the Foodstuffs South Island network may approach Foodstuffs South Island to discuss potential arrangements.
- 8.5. Nothing in this Standard prevents a supplier and/or a pallet, bin and crate provider from reaching a mutual agreement with an individual store owner on their own direct to store pallet, bin or crate arrangements. With this arrangement, the crate, bin or pallet provider is responsible for the reverse logistics.

## **9. Right to Reject**

- 9.1. Foodstuffs South Island reserves the right to reject deliveries that do not comply with this Standard, including but not limited to where:
- Pallets, crates or bins are unsafe, damaged or unfit for purpose;
  - Load, height or weight limits are exceeded without prior approval from Foodstuffs South Island.

## **10. Review and Updates**

- 10.1. This Standard will be reviewed and updated from time to time to reflect operational changes, safety requirements or regulatory developments. Any material changes will be communicated to the relevant parties in accordance with the Grocery Supply Code.