

### 1.0 Purpose

This document describes the process to verify the gross mass of a packed container via calculation (or “Method 2” as named in IMO’s guideline).

### 2.0 Responsibility

*Operation Team* is responsible to stuff of a container with cargo which is intended to be shipped overseas and obtain the verified gross mass of the container after packed.

### 3.0 Procedure

3.1 Operation staff obtains the weight of

- i) each cargo item to be packed in the container,
- ii) packing material used (quantity x unit mass),
- iii) packaging material used (quantity x unit mass),
- iv) securing material used (quantity x unit mass), and
- v) dunnage used (quantity x unit mass).

3.2 Operation staff enters above information in the Container Weight Calculation Sheet.

3.3 Operation staff enters the tare weight of the container in the Container Weight Calculation Sheet.

3.4 Operation staff sums up all individual weight figures to obtain the gross mass of the packed container which will be used as the Verified Gross Mass of the container for declaration.

3.5 Responsible operation staff to sign on the calculation sheet and file as record.

### 4.0 Reference

4.1 “Guidelines on the Verification of Gross Mass of a Container with Cargo Packed in Hong Kong” issued by Marine Department.

4.2 Guidance document “Verification of Gross Mass of a Container Carrying Cargo by Method 2” issued by Marine Department.

### 5.0 Weighing Equipment

Name	Weighing range
Weighing scale (electronic) Brand: XYZ	1000 kg
Weighing scale (mechanical) Brand: Guangzhou	200 kg

(Company Stamp)