

ELECTRIC VEHICLE (EV) IMPORT HANDLING CHECKLIST

1. SHIPPING LINE RESPONSIBILITIES

Pre-Loading / Voyage Preparation

- ☐ Battery State of Charge (SoC) verified within agreed safe transport limits.
- ☐ Vehicle declared and documented as EV cargo.
- ☐ IMDG and dangerous goods requirements complied with.
- ☐ Vehicle inspected for visible damage prior to loading.
- ☐ Any damaged or suspect EV rejected or declared to the Port and Importer.
- ☐ Crew briefed on EV fire, thermal runaway and emergency procedures.
- ☐ Clear acceptance criteria applied to damaged, non-driving, flooded, recalled, prototype or suspect vehicles.

During Voyage

- ☐ EVs stowed in designated areas.
- ☐ Access maintained for emergency response.
- ☐ Thermal monitoring systems operational (where fitted).
- ☐ Ventilation arrangements confirmed.
- ☐ Emergency firefighting equipment available and serviceable.
- ☐ Suspected battery damage, overheating or fire incidents reported immediately to the receiving Port and Importer.

Prior to Arrival

- ☐ Any incident involving impact, overheating, flooding, smoke, vapour release or fire reported to the Port before arrival.
- ☐ List of damaged or quarantined vehicles provided to the Port and Importer.
- ☐ Pre-arrival information includes VIN, make/model, propulsion type, vehicle location, nature of concern and any movement restrictions.

2. PORT RESPONSIBILITIES

Arrival & Discharge

- ☐ EV handling risk assessment completed.
- ☐ Port personnel trained in EV and lithium-ion battery hazards.
- ☐ Quarantine area designated and available.
- ☐ Thermal imaging equipment available and operational.
- ☐ Procedures in place for damaged EV identification.
- ☐ Emergency response plan includes EV thermal runaway incidents.
- ☐ Clear authority established to stop discharge, refuse movement or direct a vehicle to quarantine.

Vehicle Inspection

- ☐ Visual inspection undertaken during or immediately after discharge.
- ☐ Underside/floorpan checked for signs of impact damage.
- ☐ Any warning indicators, smoke, vapour or unusual heat investigated.
- ☐ Damaged or suspect vehicles isolated immediately.

Storage

- ☐ EV storage area monitored for heat build-up.
- ☐ Separation distances maintained where practicable.
- ☐ Clear emergency access routes maintained.
- ☐ Vehicles involved in incidents segregated from other cargo.

Emergency Preparedness

- ☐ Local Fire and Rescue Service informed of EV operations.
- ☐ Joint emergency exercises completed.
- ☐ Windssocks provided and operational.
- ☐ Temperature monitoring arrangements in place for quarantined vehicles.

- ☐ Procedures established for contaminated firefighting water management.
- ☐ Reignition monitoring arrangements established for isolated vehicles.

Handover & Release

- ☐ Formal handover point and responsibility defined between the Shipping Line, Port and Importer.

3. MANUFACTURER / IMPORTER RESPONSIBILITIES

Pre-Shipment

- ☐ Vehicle conformity and certification verified.
- ☐ Vehicle inspected before dispatch.
- ☐ Battery condition confirmed as satisfactory.
- ☐ Recommended transport State of Charge verified.
- ☐ Any known battery defects or recalls disclosed.
- ☐ Emergency response guide, battery location, approved isolation method, towing and lifting restrictions available for each model.

Arrival Inspection

- ☐ Vehicle inspected upon arrival.
- ☐ Battery Management System (BMS) warnings checked.
- ☐ Any transport damage reported immediately.
- ☐ Damaged vehicles removed to quarantine area.
- ☐ Customs and certification documentation verified.
- ☐ Vehicles exposed to flooding or salt water automatically referred for specialist assessment.

Release & Distribution

- ☐ Main battery condition checked.
- ☐ Auxiliary battery condition checked.
- ☐ Charging system and charging port inspected.
- ☐ Software and battery management updates applied where required.
- ☐ Transport and delivery drivers briefed on EV handling requirements.
- ☐ Any vehicle with suspected battery damage prevented from onward movement until assessed by a competent person.

Incident Management

- ☐ Manufacturer technical support available for battery-related incidents.
- ☐ Recovery and disposal arrangements in place for damaged vehicles.
- ☐ Battery monitoring and recall information shared with the Port where relevant.

4. REGULATOR / INDUSTRY RESPONSIBILITIES

- ☐ Minimum pre-arrival information requirements agreed across manufacturers, shipping lines, Ports and Importers.
- ☐ Anonymised EV incidents, battery faults, fires and near-miss learning shared across the industry.

Sign-Off

Shipping Line Representative: _____ Date: _____

Port Representative: _____ Date: _____

Manufacturer / Importer Representative: _____ Date: _____