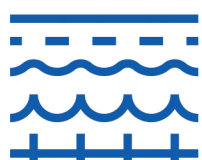


# Manual on handling and transporting used vehicles

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The Association  
of European  
Vehicle Logistics

## **Manual on handling and transporting used vehicles**

### **1) Background**

ECG's Quality Working group has received a request to look at the transport and handling of used cars in a separate manual compared to the existing ECG Operations Quality Manuals<sup>1</sup>. A small sub-group was convened with representatives of the various transport modes to work on a dedicated manual.

The manual drafted by the group is providing instructions on the handling and transport of used vehicles. Please note, however, that the manual is not providing any concrete definition of used vehicles as that of the OEMs or the logistics operators has to be taken into account.

### **2) Vehicle categories referred to in the document**

- Cars
- Vans
- Truck (tractor unit)
- Trailers (not self-propelled unit)
- High & Heavy equipment

### **3) General conditions of used vehicles for transport**

- The vehicle delivered must be in an acceptable condition to be safely driven or towed.
- Vehicles with prior malfunctions or defects on axles/suspension, steering mechanism, brakes, engine, fuel or oil reservoirs, electronical system, clutch and gearbox (forward and reverse gear must be operational) will not be accepted, unless loaded on another mode of transport, e.g. trailer or mafi.
- In case of malfunctions on the above appearing after delivery, the vehicle will be blocked for loading and the shipper be requested to perform repairs prior to loading.
- In the following cases the vehicle may not be accepted for transport:
  - Any heavily damaged vehicle if it has:
    - severe structural damages,
    - parts and wires hanging loose,
    - both front doors not being functional,
    - any mechanical problem that prevents safe driving of the vehicle (e.g. malfunctioning axles, suspension, steering, brakes, clutch-gearbox, etc.).
  - The transport of car wrecks or vehicles with structural losses and missing parts are prohibited;
  - Any vehicle with any kind of leakage;
  - Vehicles with a missing fuel tank cap will be refused loading until the opening has been properly covered;
  - Any vehicle with windscreen or front side windows broken not providing safe visibility for driver;
  - Any vehicle producing excessive exhaust smoke, odour and/or noise which can cause health and/or safety problems;
  - Any vehicle with its chassis-plate missing;
  - Any vehicle which has clear signs of fire damages.
- All vehicles must be able to open both front doors /bonnet / boot and/or any load compartment doors to have free access and to allow visual inspection in a safe manner / battery presence and compartment needs be clear and accessible.
- All vehicles must have at least either both side mirrors or interior rear view mirrors in place and in good condition in order to allow the driver to have sufficient rear visibility during handling.
- Vehicles should have a sufficient State of Charge, fuel or hydrogen level to ensure loading and unloading for the entire transport of the vehicle. Rectification is for the consignor's account.

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<sup>1</sup> <https://www.ecgassociation.eu/publications-and-reports/quality-manuals/>

- It is recommended that the vehicle is accompanied by a minimum of two keys, unless otherwise informed.
- All vehicles will have to be compliant with any local and international rules and regulations concerning Health & Safety and the environment
- Any vehicle with a red warning light on the dashboard should be investigated.

#### 4) General conditions applicable to vans, trucks, trailers and High & Heavy

- All such units must be self-propelled (except trailers) and capable of all loading and discharging procedures. All cargo has to be in a good and safe working condition.
- If a unit can't be started due to missing fuel or a dead battery the shipper has to be informed.
- Operating manuals and instructions should be available in the driving cabin at the time of delivery.
- Vans, trucks, trailers and High & Heavy cargo may be weighed and measured upon arriving to the terminal.
- In case of a mis-declared dimension or weight the shipping company has the right to reject the unit for loading.

#### 5) Road transport

- A used car is expected to operate in the same way as a new vehicle, subject to wear and tear and age of the vehicle.
- The used passenger cars are different from new vehicles from various perspectives, e.g. they are not in transport mode so the 12V battery might run flat more easily;
- The basis for used passenger car handling (loading, lashing, etc.) is based on ECG's Operations Quality Manual for Cars & LCVs.
- Wheels and tyres should be in good condition.
- Loose/additional items are difficult to note so liability should not be accepted, unless a detailed list is provided. These items should ideally be contained in a closed bag and stored in the boot. No item that could be classified as dangerous should be present.
- No liability can be accepted for any document or personal item left inside the vehicle, except for those documents which are contractually agreed.

#### 6) Rail transport

- International loading guidelines and the operating instructions of the wagon manufacturers do not distinguish between new / used vehicles for regular rail traffics.
- The basis for used passenger car handling (loading, lashing, etc.) is based on ECG's Operations Quality Manual for Cars & LCVs.

#### 7) Maritime transport & marine terminal

##### 7.1 Booking requirements

- The shipper is responsible for providing accurate measurements and weight of all units in the booking process.
- Units requiring specific driving/handling instructions must be clearly advised by shippers and accepted during booking.
- Most shipping lines apply their own rules for the transport of used Alternative Fuel Vehicles.
- If the used vehicle is not self-propelled, i.e. it has to be towed, this has to be communicated at the time of booking.
- For used trailer units, the size of the kingpin should be communicated upon booking (as this can be different for European and American units). This is to ensure that the terminal tractor can move the trailer without delay.

##### 7.2 Other requirements

- It is recommended that all vehicles classified as cars and LCVs be equipped with a towing eye in operational condition as it might be needed for towing.

- Batteries should be accessible at all times in order to jump start if needed and should be secured and placed as per manufacturer's specifications.
- In case a battery switch is fitted in trucks/High & Heavy equipment, this has to be in good working condition to enable switching off the battery on board after stowage.
- All petrol or diesel cars and vans, as well as trucks and High & Heavy units should be delivered with, sufficient fuel for loading and discharging operations
- Nothing can be carried inside a used vehicle, without the prior acceptance of the shipping line.
- Used tank trailers must be certified empty and cleaned.
- The battery disconnection process (if this is requested) should be made available to the shipping line upon booking (the battery can be at different locations in different models.) In case of disconnection, the battery cables and/or the battery's negative pole should be protected by plastic caps to avoid electrical faults.

### 7.3 Windows and doors

- All doors and all load and engine compartments must be unlocked at all times and fully accessible. No compartment can be sealed (with foam or any other material) or locked.
- The windows of the vehicles must be operational – they need to be closed at all times. If a window is missing or gets broken during handling, it must be replaced by a transparent plastic cover to prevent water ingress. The shipper should be contacted if needed to receive instructions on how to proceed.

### 7.4 Lashing & securing

- For lashing and securing the relevant ECG Operations Quality Manuals can be used as a reference (OQM for Cars & LCVs, OQM for Commercial Vehicles and OQM for High & Heavy).
- For any special instructions the shipper should discuss with the port and the vessel operator.

## 8) Vehicle inspection

- An extended visual inspection should be conducted as per the Visual Inspection Guidelines<sup>2</sup> and, if possible, images should be taken as a matter of good practice.
- These images should cover the entire exterior, from all 4 sides. One should be taken of the driver's area (including dashboard and the keys) and of the interior of the vehicle to confirm any personal items.
- These will be sufficient to record the condition of the vehicle (existing damages, big items) and prevent the carrier from claims.
- The inspection could also cover checking for leakage (and potential short circuits), as well as engine noises if this is requested by the customer.
- The report is then shared with the port and the carrier. No countersignature is needed from the shipper.

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<sup>2</sup> <https://www.ecgassociation.eu/publications-and-reports/ecg-inspection/>





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