Moving fragile item checklist

Plan protective packing and clearly marked handling needs.

Three steps

1. Check packing requirements
2. Use appropriate protection
3. Label and verify contents

A worked example

Item	Glassware
Packing material	Suitable padding
Box label	F01
Checked	No

Fragile glassware needs secure packaging.

Follow safe lifting practices.

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Use one row per item or decision. Start with what you know.

Item	Packing material	Box label	Checked

My next action / when