

EV Transportation Storage and Logistics Checklist

Electric Vehicle & Charging Station Industry

CRITICAL – BATTERY HANDLING & PACKAGING

Battery packs are shipped in OEM-approved containers or crates with insulation and cushioning.

☐ Yes☐ No☐ NA

All battery terminals are covered or insulated to prevent short circuits.

☐ Yes☐ No☐ NA

Packaging material is non-flammable and shock-resistant.

☐ Yes☐ No☐ NA

Batteries are stored and transported at safe SOC levels (30–50%).

☐ Yes☐ No☐ NA

Defective or damaged batteries are segregated and clearly labeled “For Disposal.”

☐ Yes☐ No☐ NA

Temperature and humidity during transport are monitored using data loggers.

☐ Yes☐ No☐ NA

No liquids or flammable materials are transported alongside batteries.

☐ Yes☐ No☐ NA

Proper lifting equipment is used for heavy battery modules.

Yes

No

NA

Packaging labels include manufacturer name, model number, voltage, and hazard class.

Yes

No

NA

DOCUMENTATION & TRACEABILITY

Shipping documents include serial numbers, battery IDs, and destination.

Yes

No

NA

Logistics partner and transporter details recorded for each shipment.

Yes

No

NA

Battery condition checklist completed before dispatch and after delivery.

Yes

No

NA

Transport audit conducted quarterly to verify compliance with safety standards.

Yes

No

NA

LOGISTICS - LOADING & UNLOADING PROCEDURES

Trained personnel supervise loading and unloading of EVs or batteries.

Yes

No

NA

Batteries are loaded securely using straps, clamps, or anti-slip mats.

Yes

No

NA

Stacking height and weight limits are followed as per packaging design.

Yes

No

NA

Forklift operators are trained and certified for handling battery shipments.

Yes

No

NA

No dragging or tilting of battery crates during movement.

Yes

No

NA

Vehicle parking brakes engaged during loading/unloading.

Yes

No

NA

MAINTENANCE – TRANSPORT VEHICLE SAFETY

Transport vehicle fire extinguishers (Class D, CO₂, or foam) are present and serviced.

Yes

No

NA

Emergency shutdown switch or battery isolation point available in the transport vehicle.

Yes

No

NA

Vehicle ventilation or cooling system functional for long battery hauls.

Yes

No

NA

Vehicle floor and securing points are non-conductive and corrosion-free.

Yes

No

NA

Fire blankets and spill containment kits available in vehicle.

☐

Yes

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No

☐

NA

Driver's cabin separated from cargo area by fire-retardant partition.

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Yes

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No

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NA

SAFETY & EMERGENCY PREPAREDNESS

Emergency response plan displayed in warehouse and transport office.

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Yes

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No

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NA

Staff trained in battery fire and chemical spill response.

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Yes

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No

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NA

Mock drills for fire and evacuation conducted quarterly.

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Yes

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No

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NA

STORAGE - WAREHOUSE & FACILITY

Storage area temperature maintained between 15°C and 30°C.

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Yes

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No

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NA

Humidity in storage maintained below 50% RH.

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Yes

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No

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NA

Storage racks are labeled with load rating and material ID.

☐

Yes

☐

No

☐

NA

Warehouse flooring is clean, level, and anti-static.

☐ Yes☐ No☐ NA

Fire detection and alarm systems functional in storage zones.

☐ Yes☐ No☐ NA

Segregation between active, defective, and scrap battery storage areas maintained.

☐ Yes☐ No☐ NA

No combustible or explosive items stored near battery stock.

☐ Yes☐ No☐ NA

SUPER CRITICAL – TRANSPORT AUTHORIZATION & COMPLIANCE

All vehicle and battery shipments comply with UN38.3, IATA, and ADR transport regulations.

☐ Yes☐ No☐ NA

Transport vehicles carrying lithium batteries are DG (Dangerous Goods) certified.

☐ Yes☐ No☐ NA

Transport manifests include correct classification, packaging group, and hazard labels.

☐ Yes☐ No☐ NA

Drivers are trained in handling EV batteries and emergency response procedures.

☐ Yes☐ No☐ NA

Insurance coverage for EVs and batteries includes fire, damage, and leakage

incidents.

Yes

No

NA