



# Workshop on Dangerous goods

## 07 – Shipper's responsibilities



European Union Aviation Safety Agency

EU-ASEAN Sustainable Connectivity Package Aviation Partnership Project  
(EU-ASEAN SCOPE APP)

This project is funded by the European Union and implemented by  
the European Union Aviation Safety Agency (EASA)

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## 07 – Shipper's responsibilities



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## 07 – Shipper's responsibilities

1. **General**
2. **Marking & labelling (see presentation 06)**
3. **Documentation**
4. **Dealing with incident/accident involving DGs**

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## 07 – Shipper's responsibilities

1. **General**
2. **Marking & labelling (see presentation 06)**
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## 07 – Shipper's responsibilities

### 01 – General

#### General requirements

Before offering any package or overpack of DG for transport by air, the shipper must ensure that:

- the goods are properly classified and not forbidden for transport by air;
- the DGs are packaged in compliance with all the applicable air transport requirements (inner/outer/single packaging, maximum quantity per package, compatibility, absorbent material, etc.);
- the DGs are properly marked and labelled;
- the transport document has been properly executed and the declaration signed (>> see dedicated chapter);
- the overpack does not contain packages of dangerous goods which require segregation (>> see presentation 09);
- when an overpack is used, packages must be secured within the overpack.

Additional provisions may apply to specific DG (e.g. Class 7).

Category	Sub-category	Packaging type	Permissible quantities (kg)		Permissible quantities (L)	
			Net	Gross	Net	Gross
Infectious substances	Category A	UN3291	1	1	1	1
	Category B	UN3292	1	1	1	1
Toxic substances	Category 1	UN3077	1	1	1	1
	Category 2	UN3077	1	1	1	1
Flammable liquids	Category 1	UN1203	1	1	1	1
	Category 2	UN1203	1	1	1	1
Flammable solids	Category 1	UN3029	1	1	1	1
	Category 2	UN3029	1	1	1	1
Oxidizing substances	Category 1	UN3024	1	1	1	1
	Category 2	UN3024	1	1	1	1
Corrosive substances	Category 1	UN3025	1	1	1	1
	Category 2	UN3025	1	1	1	1
Poisonous substances	Category 1	UN3075	1	1	1	1
	Category 2	UN3075	1	1	1	1
Miscellaneous dangerous substances	Category 1	UN3082	1	1	1	1
	Category 2	UN3082	1	1	1	1



## 07 – Shipper's responsibilities

### 01 – General

#### Empty packaging



Other than for Class 7, a packaging which previously contained dangerous goods must be identified, marked, labelled and placarded as required for those dangerous goods unless steps such as cleaning, purging of vapours or refilling with a non-dangerous substance are taken to nullify any hazard.

Before an empty packaging which had previously contained an **infectious substance** is returned to the shipper, or sent elsewhere, it must be disinfected or sterilized to nullify any hazard, and any label or mark indicating that it had contained an infectious substance must be removed or obliterated.

Freight containers as well as other packaging and overpacks used for the transport of **radioactive material** must not be used for the storage or transport of other goods unless decontaminated.

## 07 – Shipper's responsibilities

### 01 – General

#### Information to employees

A shipper must provide such information to employees as will enable them to carry out the functions for which they are responsible with regard to the transport of dangerous goods by air.

#### Training

All relevant persons involved in the preparation of a shipment of DG must have received training to enable them to carry out the functions for which they are responsible.

Where a shipper does not have trained staff, the "relevant persons" may be interpreted as applying to those employed to act on the shipper's behalf and to undertake the shipper's responsibilities in the preparation of the consignment.

## 07 – Shipper's responsibilities

1. General
2. Marking & labelling (see presentation 06)
3. Documentation
4. Dealing with incident/accident involving DGs

## 07 – Shipper's responsibilities

### 03 – Documentation

#### General

The shipper must provide to the operator the information applicable the consignment.

It may be provided on a paper document or, where an agreement exists with the operator, by EDP or EDI techniques.

UNLESS otherwise specified in the TIs (e.g.  ).

- Where a paper document is used, the person who offers dangerous goods for transport by air must provide to the operator **two copies** of the dangerous goods transport document, completed and signed.
- Where the dangerous goods transport information is provided by EDP or EDI techniques the data must be able to be produced as a paper document without delay.

EDP - electronic data processing

EDI - electronic data interchange

## 07 – Shipper's responsibilities

### 03 – Documentation

#### Dangerous goods transport document

ICAO: A dangerous goods transport document may be in any form, provided it contains all of the information required by the Technical Instructions.

IATA: "Shipper's Declaration for Dangerous Goods" - DGD:



The form is titled "SHIPPER'S DECLARATION FOR DANGEROUS GOODS" and features the IATA logo. It is divided into several sections:
 

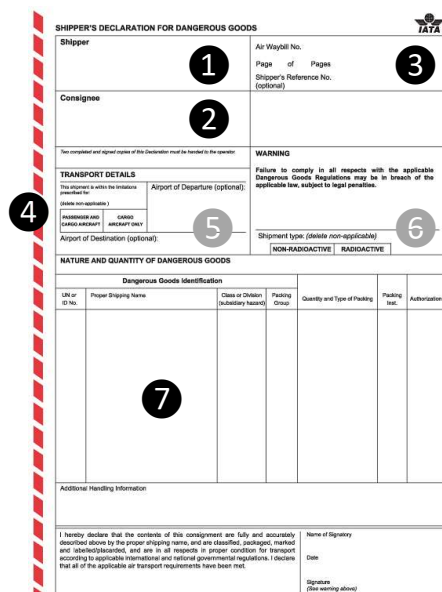
- Shipper:** Includes fields for the shipper's name, address, and contact information.
- Consignee:** Includes fields for the consignee's name, address, and contact information.
- Transport Details:** Includes fields for the aircraft type, flight number, and date of shipment.
- Warnings:** A section for the shipper to provide additional warnings or instructions.
- Nature and Quantity of Dangerous Goods:** A table with columns for the ICAO ID number, proper shipping name, hazard class, packing group, quantity, and net weight.
- Additional Handling Information:** A section for the shipper to provide any special handling instructions.
- Signature and Date:** A section for the shipper to sign and date the declaration.

## 07 – Shipper's responsibilities

### 03 – Documentation

#### DG transport document

- 1 Shipper's name and address
- 2 Consignee's name and address
- 3 Page number (required if more than one)  
IATA - AWB number
- 4 Aircraft restriction (PAX / CAO)
- 5 IATA - Departure and arrival airports
- 6 IATA - Radioactive / non-radioactive
- 7 For each dangerous good, in this order:
  - UN/ID number preceded by the letters "UN" or "ID";
  - Proper shipping name, incl. the technical name in brackets;
  - cl./div. main risk and subsidiary risk(s);
  - packing group;
  - number and type of packages;
  - quantity per package;
  - packing instructions.



The form is titled 'SHIPPER'S DECLARATION FOR DANGEROUS GOODS' and features the IATA logo. It is divided into several sections:
 

- Shipper:** Includes fields for Shipper's name, Air Waybill No., Page of Pages, and Shipper's Reference No. (optional).
- Consignee:** Field for the consignee's name.
- TRANSPORT DETAILS:** Includes 'This document is within the limitations prescribed by (delete non-applicable):', 'Airport of Departure (optional):', 'AIRPORTS AND (delete non-applicable):', 'CAO (delete non-applicable):', and 'Airport of Destination (optional):'.
- WARNING:** A section with a warning icon and text: 'Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.'
- SHIPMENT TYPE:** Fields for 'NON-RADIOACTIVE' and 'RADIOACTIVE'.
- NATURE AND QUANTITY OF DANGEROUS GOODS:** A table for 'Dangerous Goods Identification' with columns for UN or ID No., Proper Shipping Name, Class or Division (Subsidiary hazard), Packing Group, Quantity and Type of Packing, Packing Inst., and Authorization.
- Additional Handling Information:** A text field for additional instructions.
- Declaration:** A statement: 'I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/identified, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.'
- Signature:** Fields for Name of Signatory, Date, and Signature (Date written above).

## 07 – Shipper's responsibilities

### 03 – Documentation

#### DG transport document

- 7 Where applicable:
  - reference to special provisions A1, A2, A4, A5, A51, A78,
  - A190, A191, A201, A202, A208, A211 or A212;
  - approval / exemption;
  - indication of the use of an overpack;
  - "Q" value rounded up to the 10<sup>th</sup>;
  - special requirements depending on the DG (e.g. Cl.7).



English should be used ("must" for IATA) in addition to any languages required by the country of origin.



This is the same IATA form as in slide 11. A callout '7' points to the 'Additional Handling Information' field, which is used for special provisions, approvals, exemptions, overpacks, Q-values, and special requirements.

## 07 – Shipper's responsibilities

## 03 – Documentation


## DG transport document

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NATURE AND QUANTITY OF DANGEROUS GOODS					
Dangerous Goods Identification					
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and type of packing	Packing Inst.
UN1203	Motor Spirit	3	PGII	1 Steel drum x 4 L 2 Plastic Jerricans x 2 L	353
UN1950	Aerosols, flammable	2.1		1 Fibreboard box x 5 kg Overpack used	203
UN1992	Flammable liquid, toxic, n.e.	3 (6.1)	III	1 Fibreboard box x 1 L	Y343

UN1950	Aerosols, non-flammable	2.2		5 kg	Y203
UN2653	Benzyl iodide	6.1	II	0.3 L	Y841
UN2049	Diethylbenzene	3	III	0.5 L	Y344
All packed in one wooden box. Q=0.4 Total Gross Weight: 10 kg G					

NATURE AND QUANTITY OF DANGEROUS GOODS					
Dangerous Goods Identification					
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and type of packing	Packing Inst.
UN 3450	Lithium ion batteries	9		1 Fibreboard box x 5.5 kg	965

**SHIPPER'S DECLARATION FOR DANGEROUS GOODS** 

<b>Shipper</b> Air Waybill No.: Page of Pages Shipper's Reference No. (optional)															
<b>Consignee</b>															
Not completed and signed copies of this Declaration must be handed to the operator.															
<b>TRANSPORT DETAILS</b> This document is valid for the following description: (delete non-applicable) AIRCRAFT ONLY (delete non-applicable) AIRPORT OF DEPARTURE (optional): AIRPORT OF DESTINATION (optional):	<b>WARNING</b> Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. Shipment type: (delete non-applicable) NON-RADIOACTIVE RADIOACTIVE														
<b>NATURE AND QUANTITY OF DANGEROUS GOODS</b>															
<table border="1"> <thead> <tr> <th>UN or ID No.</th> <th>Proper Shipping Name</th> <th>Class or Division (Subsidiary Hazard)</th> <th>Packing Group</th> <th>Quantity and Type of Packing</th> <th>Packing Inst.</th> <th>Authorization</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization							
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<b>Additional Handling Information</b>															
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/coded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.															
Name of Signatory Date Signature (Date written above)															

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## 07 – Shipper's responsibilities

## 03 – Documentation

## DG transport document

- 8 Additional handling information (e.g. keep away from heat) (see Fr7: emergency contact details)
- 9 Declaration of honor (pre-filled in IATA form)
- 10 Date and signature

**SHIPPER'S DECLARATION FOR DANGEROUS GOODS** 

<b>Shipper</b> Air Waybill No.: Page of Pages Shipper's Reference No. (optional)															
<b>Consignee</b>															
Not completed and signed copies of this Declaration must be handed to the operator.															
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Name of Signatory Date Signature (Date written above)															

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## 07 – Shipper's responsibilities

### 03 – Documentation

#### Airway bill (AWB)

When an air waybill is issued for a consignment for which a dangerous goods transport document is required, the air waybill must contain a statement to indicate that the dangerous goods are described on an accompanying dangerous goods transport document.

An air waybill issued for a consignment must, when applicable, indicate that the consignment must be loaded on cargo aircraft only.

Airport of Destination		Requested Flight/Date		Amount of Insurance		INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information Dangerous Goods as per attached DGD - Cargo Aircraft Only							
No. of Pieces RCP	Gross Weight	kg	Rate Class	Chargeable Weight	Rate	Charge	Total
		lb	Commodity Item No.				
Nature and Quantity of Goods (incl. Dimensions or Volume)							
Ammunition							SCI

No. of Pieces RCP	Gross Weight	kg	Rate Class	Chargeable Weight	Rate	Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
		lb	Commodity Item No.					
								Lithium ion batteries in compliance with Section II of P1965 CAO

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IATA AWB

The IATA Air Waybill form is a complex document with multiple sections. It includes fields for shipper, carrier, and consignee information, as well as a table for items. The dangerous goods section is highlighted, showing fields for hazard class, packing group, and other relevant information. The form is labeled 'ORIGINAL 3 (FOR SHIPPER)'.

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## 07 – Shipper's responsibilities

### 03 – Documentation

#### Additional documentation (other than CI.7)

When dangerous goods are shipped as authorized by **Special Provision A1 or A2**, they must be accompanied by a copy of the document(s) of approval, showing the quantity limitations, the packing requirements and, in the case of A2, the labelling requirements.

When dangerous goods are shipped under **exemption** a copy of the exemption must accompany the consignment. Where more than one State has granted an exemption for a particular consignment, the documents that need to accompany it are the exemptions granted by the States of Origin, Transit (if relevant) and Destination.

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## 07 – Shipper's responsibilities

### 03 – Documentation

#### Retention of information

The shipper must retain a copy of the dangerous goods transport document and additional information and documentation as specified in the Technical Instructions, for a minimum period of **three months**.



When the documents are kept electronically or in a computer system, the shipper must be able to reproduce them in a printed form.



## 07 – Shipper's responsibilities

1. General
2. Marking & labelling (see presentation 06)
3. Documentation
4. Dealing with incident/accident involving DGs

## 07 – Shipper's responsibilities

### 04 – Dealing with incident/accident involving DGs

#### Procedures

##### 07 – Shipper's responsibilities

###### 01 – General

###### Information to employees

A shipper must provide such information to employees as will enable them to carry out the functions for which they are responsible with regard to the transport of dangerous goods by air.

###### Training

All relevant persons involved in the preparation of a shipment of DG must have received training to enable them to carry out the functions for which they are responsible.

Where a shipper does not have trained staff, the "relevant persons" may be interpreted as applying to those employed to act on the shipper's behalf and to undertake the shipper's responsibilities in the preparation of the consignment.

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It also includes procedures to be followed in case of incident/accident

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## 07 – Shipper's responsibilities

### 04 – Dealing with incident/accident involving DGs

#### Reporting of DG accidents, incidents and occurrences



1-7-1

#### Chapter 7

#### INCIDENT AND ACCIDENT REPORTING

Entities other than operators who are in possession of dangerous goods at the time a dangerous goods accident or incident occurs or at the time a dangerous goods incident is discovered to have occurred should follow the reporting requirements of Part 7.4.4. Entities other than operators who discover undeclared or misdeclared dangerous goods should follow the reporting requirements of Part 7.4.5. These entities may include, but are not limited to, freight forwarders, customs authorities and security screening providers.

>> See presentation 09 – Operator's responsibilities

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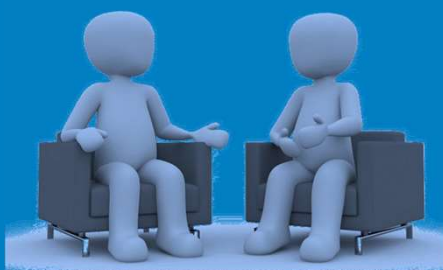
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07 – Shipper's responsibilities



Thank you for your attention



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