



WORKING PAPER

**DANGEROUS GOODS PANEL (DGP)
MEETING OF THE WORKING GROUP OF THE WHOLE**

Memphis, 30 April to 4 May 2007

Agenda Item 2: Development of recommendations for amendments to the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc 9284) for incorporation in the 2009/2010 Edition

Agenda Item 2.7: Part 7 — Operator's Responsibilities

RETENTION OF REJECTED TRANSPORT DOCUMENTS

(Presented by G. Branscombe)

SUMMARY

The following paper proposes the retention of a copy of transport documents and associated checklist when a consignment is rejected.

Action by the DGP-WG is in paragraph 2.

1. INTRODUCTION

1.1 In the *Technical Instructions for the Safe Transport of Dangerous Goods by Air 2007-2008 Edition* (Doc 9284), paragraph 7.4.10 requires the operator to ensure that at least one copy of the documents appropriate to the transport by air of a consignment of dangerous goods is retained for a minimum period of three months, or such other period as specified by the States concerned, after the flight on which the dangerous goods were transported. As a minimum, the documents, which must be retained are the dangerous goods transport documents, the acceptance checklist (when this is in a form which requires physical completion) and the written information to the pilot-in-command.

1.2 The qualification “after the flight on which the dangerous goods were transported” negates the need to retain copies of rejected documents.

1.3 As an analysis of a copy of a rejected document can provide information on the knowledge (training) of a shipper, as well as the quality of the acceptance process, it would be beneficial to both an air operator and the State's Inspectors to have a copy of documents available for rejected shipments available for inspection.

1.4 Additionally, in certain States where the retention of rejected documents is required, most air operators keep these in a separate file for inspection. This would greatly facilitate the inspection process.

2. ACTION BY THE DGP-WG

2.1 The DGP-WG is invited to consider the following new text requiring the retention of rejected transport document:

2.1.1 **Proposal 1:** The addition of the following text following 7;4.10:

4.10.1 The operator must ensure that at least one copy of the documents appropriate to the transport by air of a consignment of dangerous goods is retained for a minimum period of three months, or such other period as specified by the States concerned, after the flight on which the dangerous goods were transported. As a minimum, the documents which must be retained are the dangerous goods transport documents, the acceptance checklist (when this is in a form which requires physical completion) and the written information to the pilot-in-command.

4.10.2 For each rejected consignment, a copy of the transport documents as well as the completed acceptance checklist must be retained.

Note.— Where the documents are kept electronically or in a computer system, they should be capable of being reproduced in a printed manner.

2.1.2 **Proposal 2:** The addition of the following wording requiring the copies of rejected documents to be retained separate from the accepted consignments.

4.10.2 For each rejected consignment, a copy of the transport documents, as well as the completed acceptance checklist, must be retained separately from the documents for accepted consignments.

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