

# Dangerous Goods Shipper Inspections

Regional Seminar/Workshop on the Safe Transport of Dangerous Goods

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## Shipper Inspections

- **INSPECTION TECHNIQUES:**
  - **OBSERVATION**
  - **DOCUMENT REVIEW**
  - **INTERVIEW**

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## OBSERVATION

Where do Inspectors Observe Shippers?

- |                           |                                |
|---------------------------|--------------------------------|
| ■ On-Site Facilities      | ■ Customs Facilities           |
| ■ Off-Site Facilities     | ■ Freight Forwarding Companies |
| ■ Airport Facilities      | ■ Freight Packaging Companies  |
| ■ Air Operator Facilities |                                |
| ■ Logistics Providers     |                                |

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## OBSERVE DG PACKAGES OFFERED TO OPERATOR

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## INSPECTION TECHNIQUES

- Locate and assess the compliance of dangerous goods packages prepared by the shipper or shipper's agent for tendering to an air operator.
- Document the name and address of the shipper of record. Also include the hazard class, UN Number, quantity, package marking, labeling, and name of the employee who signed the certification for this shipment. When you conduct a Shipper's Assessment, you should focus on this particular shipment and employee's training record.

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## PACKAGE REVIEW

1. Is each package tendered acceptable for transport by air?
2. If transported by passenger aircraft, are the dangerous goods within the specified quantity limits for Passenger aircraft?
3. Are the dangerous goods within the specified quantity limits for Cargo Aircraft?

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## PACKAGE REVIEW

4. If the shipment is in cargo aircraft quantities per item # 3, is a 'Cargo Aircraft Only' label applied.
5. Has a dangerous goods transport document been properly executed and the certification signed?
6. If the limited quantity exception is being used, is the package and transport document annotated with the term 'Limited Quantity' or 'LTD QTY'?
7. Is the dangerous goods package properly marked?

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## PACKAGE REVIEW

8. Is the dangerous goods package permanently marked with the required UN Specification Package code?
9. Is the dangerous goods package properly labeled?
10. Are overpacks containing liquid dangerous goods labeled with orientation arrows indicating the direction of the inner packaging opening?

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## PACKAGE REVIEW

11. Has the package and documentation been prepared using "English" unless otherwise specified in a National Program?
12. If the shipment contains an **infectious substance**, have **prior arrangements** been made between the **shipper** and the **operator**?

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# DOCUMENT REVIEWS

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- ### What Documents Inspectors Review?
- DG Transport Document
  - Master Air Waybills
  - House Air Waybills
  - Invoices
  - Manifests
  - Shippers Letter of Instructions (SLI)
  - Training Programs and Records

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- ### DG TRAINING PROGRAM
1. Did the shipper establish and maintain an initial and recurrent training program?
  2. Is DG training program reviewed and approved by appropriate authority?
    - ◆ Not Required
    - ◆ ICAO 1;4.1.2 recommends
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- ICAO 1;4.1

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## Who Should Be Trained?

- Shipping Clerks ICAO 5:1.5
- Warehouse Employees
- Export Personnel
- Import Personnel
- Agents of the Shipper
- Relevant Persons

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## DG TRAINING PROGRAM

3. Does the training program include:
  - a) General familiarization training
  - b) Function-specific training
  - c) Safety training
  
4. Does the training program require understanding of the training be verified by a test and certificate issued to verify satisfactory completion?

ICAO 1;4.2.1  
1;4.2.3

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## DG TRAINING RECORDS

1. Did the shipper provide training for each employee or agent involved in the preparation of packages & documents tendered for air transport?
  - Package, mark, label, sign & execute transport document
  
2. Is recurrent training provided within 24 months of previous training to ensure knowledge is current?

ICAO 1;4.2 &  
5;1.5

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## DG TRAINING RECORDS

3. Does the shipper retain a record of dangerous goods training for each employee/agent you observed performing DG-related function?

4. Is the training record and test current? **(Conducted within the past two-(2) years?)**

ICAO 1;4.2

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## DG TRAINING RECORDS

5. Do the training records include the following?

- a) Individual's name
- b) Most recent training date
- c) Description, copy, or reference to training material
- d) Name and address of organization providing
- e) Copy of certification issued when individual trained which shows test completed satisfactorily

ICAO 1;4.2.4

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## DG TRAINING RECORDS

6. Did the shipper provide training records upon request?



ICAO 1;4.2.4

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## DG REGULATION MANUAL

1. Does the shipper have a current copy of the ICAO TI, IATA Manual, or other DG regulatory document?
2. Is the manual available to the employees who perform dangerous goods functions?
  - ◆ Recommendation – not required by ICAO TI



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## INTERVIEW

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## Who Do Inspectors Interview?

- Shipping Clerks
- Warehouse Employees
- Export Personnel
- Import Personnel
- Agents of the Shipper
- Customer Service
- Relevant Persons

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## INTERVIEW

What type of questions should be asked during interviews?

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## INTERVIEW

- What is your most recent training date?
- What is DG?
- Are you allowed to handle DG?
- What classes of DG does your company ship?
- How do you ensure a shipment is compliant?
- What do you do if there is a problem with a shipment?

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## QUESTIONS?

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