



WORKING PAPER

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

Atlantic City, United States, 4 to 8 April 2011

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 2013-2014 Edition

2.7: Part 7 — Operator's Responsibilities

RETENTION OF TRANSPORT DOCUMENTS FOR REJECTED SHIPMENTS

(Presented by M. Paquette)

SUMMARY

The following paper proposes the retention of a copy of transport documents and associated checklists when a shipment of dangerous goods is rejected by an operator.

Action by the DGP-WG is in paragraph 2.

1. INTRODUCTION

1.1 State oversight responsibilities in regards to auditing shippers were discussed during DGP-WG/10-WP/34. It was acknowledged by the working group that auditing shippers represented a difficulty due to their sheer number. A common practice, in many States, is to identify problematic shippers through the review of what has been referred to as the “reject files”. Under this concept of the “reject files”, when a shipment of dangerous goods is offered for transport and refused, the air operator returns the original shipping documents and the completed checklists to the shipper and also retains a copy of the rejected documents and checklists in a separate file.

1.2 Part 7;4.10 of the Technical Instructions requires operators to ensure that at least one copy of the documents appropriate to the transport by air of a consignment of dangerous goods is retained.

4.10 RETENTION OF DOCUMENTS

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 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.

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

1.3 Identifying problematic shippers may enable States to allocate resources more effectively by concentrating on shippers that may not have the necessary knowledge and/or skills required to prepare dangerous goods shipments for transport by air in compliance with the Technical Instructions. It could also confirm the quality of the acceptance process by the air operator.

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.

2.2 The addition of the following text following 7;4.10:

4.10 RETENTION OF DOCUMENTS

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 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.

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

4.10.2 For each package or overpack containing dangerous goods or freight container containing radioactive material or unit load device or other type of pallet containing dangerous goods as described in 1.4 that was not accepted by an operator, a copy of the transport document as well as the completed acceptance checklist should be retained for a minimum period of three months after the completion of the acceptance checklist.

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