



Dangerous Goods Export Policy and Procedures

Owner Department: Sales

SMSA Express Transportation Co., Ltd.

P.O. Box 63529 Riyadh 11526, K.S.A.

Brief	SMSA Express Transportation is required to comply with International Regulations for the shipping of Dangerous Goods by Air and Sea
Purpose	Following the Procedures and guidelines as set out in the Manual for Air and Sea export will allow SMSA Express staff to adhere to the International Regulations and manage shipments with the necessary care as required by these Regulations.
Persons Affected	All SFD Operations staff involved in the booking and shipping of Dangerous Goods.
Responsibilities	<p>SFD Operations Teams follow Steps and Guidelines for Air and Sea Exports to complete quotes and bookings.</p> <p>Quotes are registered and recorded by SFD with the responsible person's name providing the quote</p> <p>File is opened for DG shipments and registered with the responsible person's name for registering and handling the shipment.</p> <p>For Air or Sea Export the Airfreight Manual and Seafreight Manual must be followed.</p> <p>A checklist must be made against the Airfreight/Seafreight Export Procedures Steps (1-9), followed and completed, and pasted on the inside cover of the shipping file.</p> <p>A checklist must be made against the IATA DGR Guidance Section/IMDG Code Guidance Section, (contents 1-9), followed and completed, and pasted on the inside cover of the shipping file.</p>
Guidelines	<p><i>SFD Operational Team</i> follows the instructional Steps in the DANGEROUS GOODS PROCEDURES AIR/SEA Manual.</p> <ol style="list-style-type: none"> 1. For Air Export Quotes 2. For Air Export Shipments 3. For Sea Export Quotes 4. For Sea Export Shipments
Guidelines	<p><i>SFD Operational Team</i> follows the Guidelines in the DANGEROUS GOODS AIRFREIGHT MANUAL and the DANGEROUS GOODS SEA FREIGHT MANUAL.</p> <ol style="list-style-type: none"> 1. For Air Export Quotes 2. For Air Export Shipments 3. For Sea Export Quotes 4. For Sea Export Shipments



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Procedure:

Quotes

1. SFD operational team member receive enquiry from internal or external Customer.
2. SFD ops checks that all the information for DG is provided on the **DANGEROUS GOODS QUOTE – INFORMATION REQUEST FORM (DGQ001)**
3. SFD follows the Steps for Export Quote Procedures for Air and Sea (Steps 1-8) and check IATA DGR or IMDG Code.
4. SFD prepares the quote on the SFD quote template.
5. SFD sends the quote to the customer based on the information provided.
6. SFD registers the quote in the quote register.

Shipments

7. If quote is accepted SFD ops follows the Procedures for Export, Air and Sea (1-9)
8. SFD ops registers the shipment in the Export Register
9. SFD follows Procedural Steps in the Dangerous Goods Procedures for Air and Sea and checks IATA DGR or IMDG Code to verify requirements and compliance
10. SFD ensures all documentation (Shipper Declaration) and any Permits are in place.
11. SFD ensures all packaging are in accordance with UN packaging requirements or meets the applicable requirements where needed.
12. SFD ensures all hazardous labeling or placarding on packages or on containers in accordance with IATA or IMDG are correct and in place. If not SFD must provide the necessary labels or placards to the Shipper or stick it on the package or containers.
13. SFD must ensure that all correct markings on packages are there or provide the necessary or place it on the packages and remove any that are not applicable.
14. SFD books shipments with Carrier
15. SFD arranges customs clearance
16. SFD arranges delivery of shipment to Carrier
17. SFD coordinate with DG Agents in receiving Countries for any clearance and final delivery