

Dangerous Goods Preparer's Manual

Section 1

IATA DGR Guidance as per GACAR Part 109

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SMSA EXPRESS

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Kingdom of Saudi Arabia

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Statement

I hereby confirm that this manual is in compliance with GACAR Part 109 at all times

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IATA DGR GUIDANCE SECTION

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Applicability (Chapter 1.2.1 IATA DGR Regulations)

- All Airlines which are Members or Associate Members of IATA;
- All Airlines which are party to the IATA Multilateral Interline Traffic Agreement—Cargo; and
- All Shippers and Agents that offer consignments of dangerous goods to these operators.

Due to SMSA Express being an Agent who offers dangerous goods for Transport, the IATA DGR Regulations is applicable in its entirety.

1) CLASSIFICATION OF DANGEROUS GOODS**IATA DGR 3.0.1 Classifying Dangerous Goods has reference.**

IATA DGR 3.0.1.1 Dangerous goods are defined as those goods which meet the criteria of one or more of nine UN hazard classes and, where applicable, to one of three UN Packing Groups according to the provisions of this section. The nine classes relate to the *type of hazard* whereas the packing groups relate to the applicable sub *degree of danger* within the class.

Substances (including mixtures and solutions) and articles subject to the provisions of IATA DGR are assigned to one of the classes 1-9 according to the hazard or the most predominant of the hazards they present. Some of these classes are subdivided into divisions. These classes or divisions are as listed below:

Class 1: Explosives

Division 1.1: substances and articles which have a mass explosion hazard

Division 1.2: substances and articles which have a projection hazard but not a mass explosion hazard

Division 1.3: substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard

Division 1.4: substances and articles which present no significant hazard

Division 1.5: very insensitive substances which have a mass explosion hazard

Division 1.6: extremely insensitive articles which do not have a mass explosion hazard

Class 2: Gases

Class 2.1: flammable gases

Class 2.2: non-flammable, non-toxic gases

Class 2.3: toxic gases

Class 3: Flammable liquids

Class 4: Flammable solids; substances liable to spontaneous combustion; substances which, in contact with water, emit flammable gases

Class 4.1: flammable solids, self-reactive substances and desensitized explosives

Class 4.2: substances liable to spontaneous combustion

Class 4.3: substances which, in contact with water, emit flammable gases

Class 5: Oxidizing substances and organic peroxides

Class 5.1: oxidizing substances

Class 5.2: organic peroxides

Class 6: Toxic and infectious substances

Class 6.1: toxic substances

Class 6.2: infectious substances

Class 7: Radioactive material

Class 8: Corrosive substances

Class 9: Miscellaneous dangerous substances and articles

Packing Groups, Classifying Criteria

For packing purposes, dangerous goods belonging to all classes, except for class 1, 2, 6.2 and 7 have been divided into three “packing groups” depending on the degree of danger they represent:

- Packing Group I – High level of danger
- Packing Group II – Medium level of danger
- Packing Group III – Low level of danger

2) LISTING OF DANGEROUS GOODS**IATA DGR 4.0.2 List of Dangerous Goods**

IATA DGR 4.0.2.1 The List of Dangerous Goods, Subsection 4.2, contains approximately 3000 articles and substances most likely to be shipped by air. The list is not all inclusive, therefore it contains a number of generic or not otherwise specified (n.o.s.) names or entries, under which unlisted items may be transported. A detailed description of the List, which is also referred to in these Regulations as the “List of Dangerous Goods”, is found in 4.1.6. These substances or articles may be transported only after they have been classified according to the class definitions and test criteria set out in Section 3 and the name in the Dangerous Goods List which most appropriately describes the substance that must be used. The classification must be made by the appropriate national authority when so required or may otherwise be made by the shipper. Once the substance or article has been so classified, all conditions contained in these Regulations must be applied. Any substance or article having or suspected of having explosive characteristics must first be considered for inclusion in Class 1.

3) VERIFYING COMPLIANCE WITH LIMITATIONS & RECOGNITION OF UNDECLARED DANGEROUS GOODS

IATA DGR SECTION 2—LIMITATIONS

Reference must be made to all Chapters under this Section for compliance with limitations.

Forbidden Dangerous Goods

Some dangerous goods are not permitted to be transported on Aircraft. To check the List of Dangerous Goods must be consulted in the IATA DGR (4.2) against its Proper Shipping Name and UN Number if it is shown as forbidden.

Dangerous Goods forbidden unless Exempted

The list shown in 2.1.2 of the IATA DGR (a-f) must not be carried unless exemption is obtained from the States under 1.2.6.1

Hidden Dangerous Goods

Dangerous Goods are not always apparent. For this reason trained staff members are required to check all shipments, whether declared as dangerous goods or not. Staff will check for any GHS pictograms (Table B.4.A in Appendices), hazard labels used in transport (diamond shaped

hazard class labels in 7.3.0). Staff will also check general descriptions that may indicate dangerous goods.

Commodities as provided in examples 2.2.4 must be checked for dangerous goods.

Security type Dangerous Goods

Security type equipment as described in 2.3.1.1 to 2.3.1.5 are totally forbidden, unless they are permitted under 2.3.2.6

4) PACKING OF DANGEROUS GOODS

IATA DGR SECTION 5—PACKING

IATA DGR Chapter 5.0.1 Shipper's Responsibility

The shipper is responsible for all aspects of the packing of dangerous goods in compliance with these Regulations.

All Chapters under this Section must be considered for compliance with the packing of dangerous goods. No dangerous goods packages will be accepted if the packaging is checked against this Section and found to be non-compliant. Only packages, their use and limits that have been tested and approved will be accepted. Where SMSA is requested to perform the packing function on behalf of the Shipper, this Chapter must be applied to ensure compliance.

5) MARKING and LABELING

IATA DGR SECTION 7—MARKING AND LABELING

7.0.1 Shipper's General Responsibility

The shipper is responsible for all necessary marking and labelling of each package of dangerous goods, and each overpack containing dangerous goods, in compliance with these Regulations. Each package must be of such a size that there is adequate space to affix all required markings and labels (see IATA DGR 5.0.2.13.4).

7.1.1 Shipper's Specific Responsibilities

For each such package and overpack requiring marking, the shipper must:

- (a)** check that any relevant marking on the package or overpack already on the package is in the correct location and meets the quality and specification requirements of the Regulations;
- (b)** remove or obliterate any irrelevant marking already on the package or overpack;
- (c)** ensure that each outer or single packaging used for dangerous goods, for which specification packaging **(c)** able to withstand open weather exposure without a is required in Section 5, bears the specification markings as specified in 6.0.4;
- (d)** apply any appropriate new marking in the correct location, and ensure that it is of durable quality and correct specification;
- (e)** ensure that his responsibilities for marking are completely fulfilled when the package or overpack is presented to the operator for shipment.

SMSA may provide the necessary marks and labels to the Shipper for the shipment to be made compliant.

Quality and specification of Marks

No marks may be covered or obscured. The quality must be as per the instructions of 7.1.3.2 a to d in the IATA DGR and must be in the English language and any other additional language as may be required by the State of Origin.

Hazard Label Specifications

This section: **Chapter 7.3** of the IATA DGR is consulted for size and design of the labels required to be placed on Dangerous Goods shipments.

Marks and Labels examples



Dangerous Goods Hazard and Handling Labels

Hazard Labels

Class 1



Class 2



Class 3



Class 4



Class 5



* Articles bearing the Explosive labels shown above and falling into Divisions 1.1, 1.2, 1.4F, 1.5 and 1.6 are normally forbidden.

Class 6



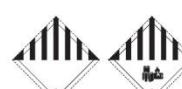
Class 7



Class 8



Class 9



Handling Labels and Markings



MARK

LABEL

CAUTION!



Minimum size for hazard labels 100 x 100 mm. For full information on hazard and handling labels for dangerous goods refer to the current edition of the IATA Dangerous Goods Regulations.

For further information on Dangerous Goods, contact us at dangerous@iata.org. Order products online at www.iataonline.com or visit www.iata.org.

*Note: the Lithium Battery handling label may continue to be used until 31 December 2016.

www.iata.org/labels

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6) PROVISION OF INFORMATION TO PASSENGERS AND CREW

Although this is not directly applicable to SMSA as a cargo Agent, this information will be provided for staff training as part of the Category 6 DGR Training requirements.

IATA DGR 2.3.0.1 Dangerous goods, including excepted packages of radioactive material, must not be carried by passengers or crew:

- as or in checked baggage;
- as or in carry-on baggage; or
- on their person

Except as noted in IATA DGR Chapters 2.3.2 to 2.3.5.

Further information is provided in Table 2.3A, Provisions for Dangerous Goods Carried by Passengers or Crew (Subsection 2.3)

Dangerous goods must not be carried in or as passengers or crew, checked or carry-on baggage, except as otherwise provided in Table 2.3A of the IATA DGR. Dangerous goods permitted in carry-on baggage are also not permitted “on ones person”, except where otherwise specified.

7) STORING AND LOADING

9.1.3 Acceptance Checklist

An operator must not accept a package or overpack containing dangerous goods or a unit load device or other type of pallet containing dangerous goods as described in 9.1.4 nor a freight container containing radioactive material for transport aboard an aircraft unless:

- (a) it is accompanied by two copies of the “Shipper's Declaration for Dangerous Goods”;
- (b) or the information applicable to the consignment is provided in electronic form; or
- (c) it is accompanied, where permitted, by alternative documentation.

It is therefore a requirement for SMSA's checking staff to ensure that we receive the same from the Shipper before we hand over the shipment to the Operators.

An **Acceptance Checklist** will be completed for all shipments following the procedures under IATA DGR Chapter 9.1.3, including Table 9.1A (9.1.3.3)

For further storing and loading procedures the IATA DGR **SECTION 9** will be consulted under all Chapters covering storage and loading of dangerous goods.

Storing and loading at SMSA facilities will be guided by the information provided in the Storage of Dangerous Goods Manual.

8) HANDLING EMERGENCIES

IATA DGR Chapter 9.5.1.2 (Emergency Response Information)

The operator must ensure that for consignments requiring a Shipper's Declaration for Dangerous Goods, appropriate information is immediately available at all times for use in emergency response to accidents and incidents involving dangerous goods in air transport. The information must be available to the pilot-in-command and can be provided by:

- *The Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods* (ICAO Doc. 9481-AN/928); or
- any other document, which provides appropriate information concerning dangerous goods on board.

For this reason SMSA will ensure that the Shipper Declaration and all other documentation is accurately checked when received from the Shipper and compared with the cargo prior to delivering the cargo to the Operator. This will assist the Pilot and Crew to determine the necessary procedures during an emergency by referring to the correct information provided.

Emergencies at SMSA Facilities will follow the guidelines provided in the Emergency Procedures Manual specific to the area (e.g. warehouse) where the incident occurs.

9) REPORTING OF INCIDENTS AND ACCIDENTS

Dangerous Goods Reporting Requirements

(a) *Reporting dangerous goods incidents and accidents.* SMSA staff will report in writing all dangerous goods incidents and accidents to the GACA and the appropriate authority in the state

where the accident or incident occurred.

(b) *Reporting undeclared or misdeclared dangerous goods.* SMSA staff will report in writing the finding of undeclared or misdeclared dangerous goods discovered at its facilities, on to the GACA and arrival to its facilities to the appropriate authority in the state where the accident or incident occurred.

(c) Written reports made under this section must be in a format approved by the President and contain the information specified in Appendix A of GACAR Part 109 (Contents of Reports):

- (1) Date of the incident or accident or the finding of undeclared or misdeclared dangerous goods;
- (2) Location, the flight number, and flight date;
- (3) Description of the goods and the reference number of the air waybill, pouch, baggage tag, ticket or other identifier;
- (4) Proper shipping name (including the technical name, if appropriate) and UN/ID number¹, when known;
- (5) Class or division and any subsidiary risk;
- (6) Type of packaging, and the packaging specification marking on it;
- (7) Quantity;
- (8) Name and address of the shipper, passenger, or other involved person;
- (9) Any other relevant details;
- (10) Suspected cause of the incident or accident;
- (11) Action taken;
- (12) Any other reporting action taken; and
- (13) Name, title, address, and telephone number of the person making the report.

- (1) Date of the incident or accident or the finding of undeclared or misdeclared dangerous goods;
- (2) Location, the flight number, and flight date;
- (3) Description of the goods and the reference number of the air waybill, pouch, baggage tag, ticket or other identifier;
- (4) Proper shipping name (including the technical name, if appropriate) and UN/ID number¹, when known;
- (5) Class or division and any subsidiary risk;
- (6) Type of packaging, and the packaging specification marking on it;
- (7) Quantity;
- (8) Name and address of the shipper, passenger, or other involved person;
- (9) Any other relevant details;
- (10) Suspected cause of the incident or accident;
- (11) Action taken;

- (12) Any other reporting action taken; and
- (13) Name, title, address, and telephone number of the person making the report.

Copies of relevant documents and any photographs taken should be attached to a report.

(d) First reports must be submitted within 72 hours of the event or discovery, unless exceptional circumstances prevent this, and include the details that are known at that time. If necessary, a subsequent report must be made as soon as possible giving all the details that were not known at the time the first report was sent. If a report has been made verbally, written confirmation must be sent as soon as possible.

Dangerous Goods Discrepancy Report

(a) Each person who discovers a discrepancy, as defined in paragraph (b) of this section, relative to the shipment of a dangerous good following its acceptance for transportation aboard an aircraft must, as soon as practicable, notify the GACA by telephone or electronically and must provide the following information:

- (1) Name and telephone number of the person reporting the discrepancy,
- (2) Name of the operator,
- (3) Specific location of the shipment concerned,
- (4) Name of the shipper,
- (5) Nature of the discrepancy, and address of the shipper or person responsible for the discrepancy, if known.

(b) Discrepancies that must be reported under paragraph (a) of this section are those involving dangerous goods which are improperly—

- (1) Described in the dangerous goods transport document;
- (2) Certified on the declaration attached to the dangerous goods transport document; or
- (3) Labeled, marked or packaged in a manner making their status as dangerous goods not ascertainable when accepted under the provisions of GACAR 109.61, including packages and baggage that are found to contain dangerous goods subsequent to their being offered and accepted as other than dangerous goods.

10) TRAINING CATEGORIES and TRAINING PROGRAMS

In Compliance with GACAR Part 109 SMSA Express provides Dangerous Goods Awareness training to its warehouse staff in compliance with Category 5 training as required by Table 1.5A of the IATA DGR. Instructors are compliant and DGR Cat 6 Certified and hold IATA DGR Trainer Certificates. Cat 6 Training Programs are undertaken by GACA recognized Training Institutes; Gulf Center for Aviation Studies in the UAE.

TRAINING PROGRAMS

- SMSA conducts awareness training for all new staff. Refresher training is conducted for all warehouse staff annually.
- All operators undertake Category 3 or Category 6 training every 2 years to remain compliant through recognized training Institutes.

11) TRAINING RECORDS

Our SMSA Training Department is responsible to ensure that all training records are retained for a minimum period of 36 months.