



SMSA Express Transportation Co., Ltd.
P.O. Box 63259 Riyadh 11526, K.S.A.

Dangerous Goods Procedures Manual

Owner: BDM Dangerous Goods

Department: Sales

Dangerous Goods Procedures Air/Sea Export

SMSA EXPRESS

Kingdom of Saudi Arabia

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Important Note:

This Procedures Manual must be used in conjunction with the applicable Air or Sea DG Manuals following and attached to this Manual. The major reference for DG remains the current IATA Dangerous Goods Regulations Manual and the current IMDG Code for ALL shipments containing dangerous goods.



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Statement

SMSA Express Service provides Dangerous Goods Shipping and Logistics Services for its Customers. SMSA Express adheres to stringent Local and International Regulations for the movement of dangerous goods.

Purpose

This Manual provides guidelines when collecting and providing correct information that will assist in formulating quotations. For shipments, the Manual provides guidelines to prepare a shipment for export.

Definition

Dangerous goods are substances or articles that pose a risk to people, property or the environment, due to their chemical or physical properties. They are usually classified with reference to their immediate risk.

This is different from the definition of a hazardous substance which is defined in terms of the chronic or acute harm caused to the health of people exposed to the substance.

Reference

Air: SMSA Express adheres to the current **IATA Dangerous Goods Regulations** for dangerous goods by Air.

Sea: SMSA Express adheres to the current **IMDG Code** for dangerous goods by Sea.

QUOTATION INFORMATION REQUIRED

Below information must be collected from Shippers to ensure sufficient information is available to complete a quote. This must be collected using the DANGEROUS GOODS QUOTE-INFORMATION REQUEST FORM, DGQ001.

- Shippers reference
- Shipment details
- Incoterm
- Quantity
- Weight
- Volume
- Hazard Class
- UN number
- Destination
- Final destination
- MSDS
- Mode of shipment (Air, Sea)

- Packaging specs

AIRFREIGHT EXPORT QUOTE PROCEDURES**Step 1**

With PSN, UN and PG and the other information received using the DGQ001 form, check IATA Manual DGR Pages columns A to N to identify correct Product and procedure

Step 2

Check if quantity/weight qualifies for PAX or CAO only or both

Step 3

Check if possible in LTD Qty and EQ if shipment is small (especially when no UN certified packaging is used)

Step 4

Check Packing Instructions of applicable option to be sure that packaging is correct for shipment

Step 5

Check Special Provisions for any special requirements to be met

Step 6

Send request to Airlines confirming the manner in which shipment is to be quoted on, i.e. PAX, CAO, LTD QTY, EQ. Confirm type of packaging. Confirm any SP's met. Confirm any exemptions. Confirm any Permission. Confirm any Permits.

Step 7

If shipment is door to door obtain rates from destination agent utilizing the same info as Step 6 to request the destination charges.

Step 8

Collect all costs and quote Customer

AIRFREIGHT EXPORT SHIPMENT PROCEDURES

Step 1

Collect documents from Shipper:

- Commercial Invoice
- Packing List
- Dangerous Goods Declaration
- MSDS
- Any Permits
- Any other KSA required documents for Customs purposes

Step 2

Collect cargo from Shipper

Step 3

Check packaging complies with IATA DGR UN Packaging or approved packaging when exempt under DGR column F & G

Step 4

If not compliant offer Shipper our DG packaging at our selling prices

Step 5

Check marks and labels with IATA DGR to see if it is compliant for shipment.

Step 6

If not, inform Shipper that SMSA can provide labeling at additional costs.

Step 7

Once shipment is compliant follow normal export and booking procedures

Step 8

Complete attached IATA DGR Checklist for Radioactive or non-Radioactive shipments.

Step 9

Ensure delivery from Shipper to/from Airport is completed with a DG Compliant vehicle.

SEAFREIGHT EXPORT QUOTE PROCEDURES**Step 1**

With PSN, UN and PG obtained from DGQ001 form, check IMDG CODE DGL Pages columns 1 to 18 to identify correct Product and procedure

Step 2

Check if quantity/weight qualifies against column 8 for normal DG shipment

Step 3

Check if possible in LTD Qty and EQ if shipment is small (especially when no UN certified packaging is used)

Step 4

Check Packing Instructions of applicable option to be sure that packaging is correct for shipment

Step 5

Check Special Provisions for any special requirements to be met

Step 6

Check segregation and compatibility if more than one DG in Container

Step 7

Send request to Shipping Lines confirming the manner in which shipment is to be quoted on, i.e. DG FCL 1 x UN or multiple UN's, LTD QTY, EQ. Confirm type of packaging. Confirm any SP's met. Confirm compatibility for more than 1 DG in a container. Confirm any exemptions. Confirm any Permission. Confirm any Permits.

Step 7

If shipment is door to door obtain rates from destination agent utilizing the same info as Step 6 to request the destination charges.

Step 8

Collect all costs and quote Customer

SEAFREIGHT EXPORT SHIPMENT PROCEDURES

Step 1

Collect documents from Shipper:

- Commercial Invoice
- Packing List
- Dangerous Goods Declaration
- MSDS
- Any Permits
- Any other KSA required documents for Customs purposes

Step 2

Collect cargo from Shipper

Step 3

For small shipments, check packaging complies with IMDG Code, UN Packaging or approved packaging when exempt under IMDG Code columns 7a and 7b

Step 4

If not compliant offer Shipper our DG packaging at our selling prices

Step 5

Check marks and labels with IMDG Code to ensure compliance for shipment. If not, inform Shipper that SMSA can provide labeling at additional costs.

Step 6

For containerized shipments, check that container is correctly placarded, if not, advise Shipper of costs to supply correct placarding

Step 7

Ensure a DG Dec is available for each container. Check DG Dec is correct. When not containerized, ensure DG Dec is available for cargo.

Step 8

Once shipment is compliant, follow normal export and booking procedures with Shipping Lines.

Step 9

Ensure Road Transport to/from Customer and Port or packing facility (e.g. groupage agent) is completed with compliant and DG equipped vehicles.