


ECAA/OPS/DG/003



Dangerous Goods Guidance For Shippers

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Air Operators Certification and Surveillance
Directorate

	Company Name Ethiopian Civil Aviation Authority	Document No. ECAA/OPS/DG/003	
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This guidance helps the shipper to know their responsibility, regulation, handling, and shipping of dangerous goods.

The director general of Ethiopian Civil Aviation Authority has here approved this guidance by the power given on proclamation No.616/2008. The guidance can be amended from time to time up on introduction of new method, techniques and regulation by the International Civil Aviation Authority.

Approved by:

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Dangerous Goods

Dangerous goods are articles or substances, which are capable of posing a significant risk to health, safety, property or the environment when transported by air. The International Civil Aviation Organization (ICAO) classified dangerous goods in 9 classes, which are:

Class 1	Explosives
Class 2	Gases
Class 3	Flammable liquids
Class 4	Flammable solids; substances liable to spontaneous combustion; substances which, in contact with water, emit flammable gases
Class 5	Oxidizing substances and organic peroxides
Class 6	Toxic and infectious substances
Class 7	Radioactive material
Class 8	Corrosive substances
Class 9	Miscellaneous dangerous substances and articles


Minimum Training Requirements

Minimum requirements training for shippers are:-

- Categorized as follows
- General requirements for shippers
- List of D.G
- General packing requirements
- Packing Instructions
- Shippers declaration & other relevant documentation
- Storage & loading procedure
- Provisions for passenger of crew
- Emergency procedure

Shipper's Responsibilities

- a. No person shall offer a package, over pack or freight container containing dangerous goods for shipment by air unless that person has, in accordance with the Technical Instructions, ensured that the dangerous goods are properly:-
 - 1) Classified;
 - 2) Packed;
 - 3) Labeled and
 - 4) Accompanied by a properly executed dangerous goods transport document.
- b. In completing the dangerous goods transport document for the AOC holder, the shipper shall, in accordance with the Technical Instructions and any other regulations of [STATE]:
 - 1) Declare that the dangerous goods are fully and accurately described by their proper shipping names;
 - 2) Declare that the dangerous goods are classified, packed, marked and labeled and in the proper condition for transport;
 - 3) Complete the form in both the language of [STATE] and in English when the dangerous goods are to be carried either wholly or partly

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- 4) outside [STATE]; and
- 5) Sign the form.

DANGEROUS GOODS SECURITY PROVISIONS

- a) Each shipper, operator and other individuals engaged in the transport of dangerous goods by air shall establish security measures, consistent with these regulations, to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment.

1. Regulations that a Shipper or a Forwarder Should Comply with When Offering or Handling Dangerous Goods for Air carriage

Under the Dangerous Goods (Consignment by Air) (Safety) Regulations of ECAA, consignors i.e. shippers and freight forwarders must ensure all dangerous goods are properly classified, packed, marked, labeled and documented before they are offered for air transportation. A person who contravenes these regulations commits an offence and is liable to a fine. Every director and every officer concerned in the management of the company may be convicted of the like offence. Even if you do not physically handle the dangerous goods for air carriage, you may still be liable for an offence committed by other persons under Dangerous Goods (Consignment by Air) (Safety) Regulations. Therefore, you have to adopt measures to ensure the dangerous goods are in proper condition

A. As a shipper, you must assure yourself that the shipment complies with various modal requirements.

B. The modal requirements may affect the following:


1. Packaging
2. Quantity per package
3. Markings
4. Shipping documentation

STEP 5 – Determine and select the proper packaging

A. Packaging requirements will vary according to modes of transportation.

B. Some exemptions for packaging may apply. For a full explanation of exemptions refer to Part 1 and Schedule 2 of the TDG Regulations. For example, Section 1.15 (150 kg Gross Mass) and Section 1.17 (Limited Quantities).

C. If packaged by a prior shipper, make sure the packaging is correct and in proper Condition for transportation

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STEP 6 – Prepare the shipping document


- A. The basic requirements for the shipping document include: Shipping name, class, UN number, total quantity, packing group, 24 hour emergency response telephone number, date, name and address of the shipper.
- B. Make all entries on the shipping document legible using the information required and in proper order.
- C. For additional requirements, see Part 3 of the TDG Regulations, or read Part 2 of this document.
- D. A copy of the shipping document must be retained for 2 years by the consignor and carrier.

STEP 7 – Select the proper safety marks and apply as required

- A. Refer to the TDG Regulations, Part 4, for required labels or placards.
- B. For a small means of containment (capacity less than or equal to 450 liters), the shipping name and UN number should be printed on the package.
- C. Unless the vehicle is already correctly placarded according to Part 4 of the TDG Regulations, the consignor must provide the required placards.

STEP 8 – Loading, blocking and bracing

If the shipper loads the freight container or transport vehicle, the shipper is responsible for the proper loading, blocking, and bracing of the materials in accordance with the requirements for mode of transport.

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8. GUIDE FOR DANGEROUS GOODS CARRIERS

If the shipment is packaged and loaded by the shipper, it may be difficult for the carrier to examine it physically. Therefore, it is very important to carefully review the shipping documents. Always visually inspect the transport vehicle or freight container for leaks or potential problems.


STEP 1 – Determine Employee Qualifications

An employer is required to ensure employees who have any responsibility for handling or transporting of dangerous goods are thoroughly trained. The following suggestions will help to meet this requirement:

- A. Identify all personnel who have dangerous goods handling or transportation responsibility.
- B. Determine training needs. Training for dangerous goods includes the following criteria:
 - a. classification, nature and characteristics of dangerous goods;
 - b. packaging requirements;
 - c. safety marking requirements;
 - d. documentation requirements;
 - e. special precaution requirements;
 - f. reporting requirements;
 - g. emergency action requirements;
 - h. proper equipment use;
 - i. safety equipment use.
- C. Ensure that those needing training receive training specific to their duties.
- D. Issue training certificates to the trained personnel

Specify the aspects of training received.

- E. Maintain records of training for 2 years from the date of expiration of the certificate.
- F. Review training whenever necessary. New training certificates must be issued to trained employees every 3 years. Old training certificates must be retained by the employer for two years after expiry.

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STEP 2 – Determine condition of transport vehicle


- A. Ensure that the cargo space is suitable for loading. It should be free of nails and other protruding sharp objects.
- B. Ensure the type of vehicle is suitable for the material to be loaded. It must be in compliance with the Traffic Safety Act.

STEP 3 – Is the shipment acceptable for transport?

- A. Determine if the shipping document is accurate and complete.
- B. Determine the proper placards and UN numbers are displayed if required.
- C. Determine that each package is properly marked and labeled as required.
- D. Try to determine whether authorized packaging has been used and whether it is in proper condition for transportation.
- E. The freight is adequately blocked and braced to prevent movement and damage in transit.

STEP 4 – Is the shipment to be interlined?

- A. An interlined shipment is one in which the mode of transport will change before the shipment reaches its destination; e.g., from road transport to air transport. Properly prepare the material so the secondary carrier will accept it from you.
- B. Changes in the mode of transport may affect the following requirements
 1. packaging;
 2. quantity per packaging;
 3. marking;
 4. labeling;
 5. shipping documentation.


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STEP 5 – Prior to loading the shipment

- A. Determine documentation matches the shipment.
- B. Check for damaged or leaking packages.
- C. Proper placards and UN numbers are displayed, if required.
- D. Ensure the required documentation is provided to the driver/pilot/conductor/captain.
- E. Avoid loading toxic substances with foodstuffs.


STEP 6 – Incident Reports

The person in charge of the dangerous goods at the time of the incident is responsible to report a dangerous occurrence as defined in Part 8, section 8.1 of the TDG Regulations.

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DESTINATION (City-Town)		CONSIGNOR				
Name:		Name:				
Address:		Address:				
Name of Carrier		Prepaid Collect		Transport Unit Number		
Point of Origin		Shipping Date		Shipper's No.		
REGULATED DANGEROUS GOODS		24-Hour Number:				
		ERAP Reference _____ and Telephone Number _____				
Shipping Name	Primary Class	Subsidiary Class	UNNumber	Packing Group	Quantity	Packages Requiring Labels
This is to certify that the above named articles are properly classified, described, packaged, marked and labelled and are in proper condition for transportation according to the <i>Transportation of Dangerous Goods Regulations</i> .						
Special Instructions						
NON-REGULATED GOODS						
Packages	Description of Articles			Weight		
Received in apparent good order		Consignee Signature			Shipper's Signature	
Received in Apparent Good Order		Driver's Signature			Driver's No.	

Please note that this sample shipping document contains some information that is not required in the TDG Regulations. The additional information reflects current industry practices

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DANGEROUS GOODS SHIPPING DOCUMENT FOR ROAD TRANSPORT




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 Ethiopian Civil Aviation Authority