

## 2009

### DANGEROUS GOODS CHECKLIST FOR A NON-RADIOACTIVE SHIPMENT

The recommended checklist appearing on the following pages is intended to verify shipments at origin.

Never accept or refuse a shipment before all items have been checked.

Is the following information correct for each entry?

#### SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)

	YES	NO*	N/A
1. Two copies in English and in the IATA format [8.1.1, 8.1.2].....	<input type="checkbox"/>	<input type="checkbox"/>	
2. Full name and address of Shipper and Consignee [8.1.6.1, 8.1.6.2] .....	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the Air Waybill number is not shown, enter it. [8.1.6.3] .....	<input type="checkbox"/>		
4. The number of pages shown [8.1.6.4] .....	<input type="checkbox"/>	<input type="checkbox"/>	
5. The non-applicable Aircraft Type Deleted [8.1.6.5].....	<input type="checkbox"/>		
6. If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7] .....	<input type="checkbox"/>	<input type="checkbox"/>	
7. The word "Radioactive" deleted [8.1.6.8] .....	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Identification</b>			
8. UN or ID Number, preceded by prefix [8.1.6.9.1, Step 1] .....	<input type="checkbox"/>	<input type="checkbox"/>	
9. Proper Shipping Name and the technical name in brackets for asterisked entries [8.1.6.9.1, Step 2] .....	<input type="checkbox"/>	<input type="checkbox"/>	
10. Class or Division, and for Class 1, the Compatibility Group, [8.1.6.9.1, Step 3].....	<input type="checkbox"/>	<input type="checkbox"/>	
11. Subsidiary Risk, in parentheses, immediately following Class or Division [8.1.6.9.1, Step 4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Packing Group [8.1.6.9.1, Step 5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.			
<b>Quantity and Type of Packing</b>			
13. Number and Type of Packages [8.1.6.9.2, Step 6] .....	<input type="checkbox"/>	<input type="checkbox"/>	
14. Quantity and unit of measure (net, or gross followed by "G", as applicable) within per package limit [8.1.6.9.2, Step 6] .....	<input type="checkbox"/>	<input type="checkbox"/>	
15. When different dangerous goods are packed in one outer packaging, the following rules are complied with:			
– Compatible according to Table 9.3.A. (note exception for chemical kits/first aid kits. See Packing Instructions 915 and Y915).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– UN packages containing Division 6.2 [5.0.2.11(c)] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– "All packed in one (type of packaging)" [8.1.6.9.2, Step 6(f)] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Calculation of "Q" value must not exceed 1 [5.0.2.11; 5.0.3.2; 8.1.6.9.2, Step 6(g)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Overpack			
– Wording "Overpack Used" [8.1.6.9.2, Step 7] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Compatible according to Table 9.3.A. [5.0.1.5.1 and 5.0.1.5.3] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Packing Instructions</b>			
17. Packing Instruction Number [8.1.6.9.3, Step 8].....	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Authorizations</b>			
18. Wording "Limited Quantity" or "Ltd. Qty." if "Y" packing instruction used [8.1.6.9.4, Step 9] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Confirm application of relevant special provisions, the Special Provision Number if A1, A2, A51, A81 or A109 [8.1.6.9.4, Step 9] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Indication that governmental authorization is attached, including a copy in English [8.1.6.9.4, Step 9].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Additional approvals for other items under [8.1.6.9.4, Step 9] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Handling Information</b>			
22. The mandatory statement shown for self-reactive and related substances of Division 4.1 and organic peroxides of Division 5.2, or samples thereof and for PBE [8.1.6.11.1, 8.1.6.11.2 and 8.1.6.11.3] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Name and Telephone Number of a responsible person for Division 6.2 Infectious Substance shipment [8.1.6.11.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The air transport statement included [8.1.6.12].....	<input type="checkbox"/>	<input type="checkbox"/>	
25. <b>Name and Title (or Department) of Signatory, Place and Date</b> indicated [8.1.6.13 and 8.1.6.14] .....	<input type="checkbox"/>	<input type="checkbox"/>	
26. <b>Signature</b> of Shipper [8.1.6.15] .....	<input type="checkbox"/>	<input type="checkbox"/>	
27. <b>Amendment</b> or alteration signed by Shipper [8.1.2.6].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Dangerous Goods Regulations

YES NO\* N/A

### AIR WAYBILL – HANDLING INFORMATION

- 28. The statement: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [8.2.1(a)].....
- 29. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)] .....
- 30. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2].....

### PACKAGE(S) AND OVERPACKS

- 31. Packaging conforms with packing instruction and is free from damage or leakage [9.1.1.3 and the relevant PI] .
- 32. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.1.3].....

### Markings

- 33. UN Specification Packaging, marked according to 6.0.4 and 6.0.5:
  - Symbol and Specification Code.....
  - X, Y or Z meets or exceeds Packing Group/Packing Instruction requirements.....
  - Gross Weight within limits (Solids or Inner Packagings).....
  - Infectious substance package marking [6.0.6].....
- 34. The UN or ID number(s) [7.1.5.1(a)].....
- 35. The Proper Shipping Name(s) including technical name where required [7.1.5.1(a)].....
- 36. The full name(s) and Address(es) of Shipper and Consignee [7.1.5.1(b)].....
- 37. The Net Quantity of Explosives and Gross Weight of the package for Class 1 items [7.1.5.1(c)].....
- 38. For consignments of more than one package of Classes 2 to 6 & 8 the net quantity, or gross weight followed by "G", as applicable, marked on the packages [7.1.5.1(d)].....
- 39. Carbon Dioxide, Solid (Dry Ice), the net quantity marked on the packages [7.1.5.1(e)].....
- 40. The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.5.1(f)].....
- 41. The Special Marking requirements shown for Packing Instruction 202 [7.1.5.1(g)].....
- 42. Limited Quantity packagings marked: "LIMITED QUANTITY" or "LTD. QTY." [7.1.5.3].....

### Labelling

- 43. The label(s) identifying the Primary risk as per 4.2, Column D [7.2.3.2; 7.2.3.3(b)].....
- 44. The label(s) identifying the Subsidiary risk next to Primary risk label(s), as per 4.2, Column D [7.2.3.2; 7.2.6.2.3].....
- 45. Cargo Aircraft Only label, on the same surface near the Hazard label(s) [7.2.4.2; 7.2.6.3].....
- 46. "Orientation" labels, if applicable [7.2.4.4].....
- 47. "Magnetized Material" label, if applicable [4.2, Column D, 7.2.3.10 and 7.2.4.1].....
- 48. "Cryogenic Liquid" labels, if applicable [7.2.4.3].....
- 49. "Keep Away From Heat" label, if applicable [7.2.4.5].....
- 50. All above labels correctly affixed [7.2.6] and all irrelevant marks and labels removed [7.1.1; 7.2.1].....

### For Overpacks

- 51. Packaging Use markings and hazard and handling labels, as required must be clearly visible or reproduced on the outside of the overpack [7.1.4.1, 7.2.7].....
- 52. The word "Overpack" marked if all markings and labels are not visible [7.1.4].....
- 53. "Cargo Aircraft Only" restrictions [5.0.1.5.3].....

### GENERAL

- 54. State and Operator variations complied with [2.9].....
- 55. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors.....

Comments: \_\_\_\_\_

Checked by: \_\_\_\_\_

Place: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**\*IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.**