

SITPRO

International Trade Guides

Dangerous Goods Note Completion Guide

DANGEROUS GOODS NOTE

Exporter BATHUNT (UK) PLC PO BOX 830 CROYDON SURREY CR9 9NZ		1 Customs reference/status 3GB 214832591000-T63981		2	
		3 Booking number BN001251		4 Exporters reference T6-3981	
				5 Forwarder's reference ARG 4367H	
6 Consignee CASILLA BOX S.A. CASILLA DE CORRERO 6091 BUENOS AIRES ARGENTINA		DSHA Notification (in accordance with DSHA regulations (as amended) given by:			
		Shipper	Cargo agent X	Transport operator	Shipping line
Freight forwarder FORREST FORWARD COMPANY VENTURA BUSINESS PARK STAFFORDSHIRE DE15 4ZY		7 International carrier ORCHARD SHIPPING			
		For use of receiving authority only			
9 Other UK transport details (e.g. ICD, terminal, vehicle bkg, ref, receiving dates) DELIVER TO CONTAINERBASE MANCHESTER BY 5/6/03		10A I hereby declare that the contents of this consignment are fully and accurately described below by proper shipping name, and are classified, packaged, marked and labelled/placarded and are in all respects in proper condition for transport according to the applicable international and national governmental regulations and in accordance with the provisions shown overleaf. The shipper must complete and sign box 17			
Vessel ORCHARD EMPRESS	Port of loading LIVERPOOL	10			
Port of discharge BUENOS AIRES	Destination	11 TO THE RECEIVING AUTHORITY: Please receive for shipment the goods described below subject to your published regulations and conditions (including those as to liability)			
Shipping marks SPECIFY: Proper Shipping Name*, Hazard Class, UN No Additional Information (if applicable) see overleaf For RID/ADR/CDG Road requirements see notes overleaf		12 Net weight (kg) of goods	13 Gross weight (kg) of goods	13A Cube (m ³) of goods	14
CB CONTAINING 11821 BUENOS AIRES UN 1098 ALLYL ALCOHOL, 6.1(3), I (21°C c.c.) Carriage in accordance with 1.1.4.2.1		1 PALLET 10X200L DRUMS ALLYL ALCOHOL	1,800	2,000	4.00
* Proper Shipping Name - Trade names alone are unacceptable					
CONTAINER/VEHICLE PACKING CERTIFICATE I hereby declare that the goods described above have been packed/loaded into the container/vehicle identified below in accordance with the provisions shown overleaf. THIS DECLARATION MUST BE COMPLETED AND SIGNED FOR ALL CONTAINER/VEHICLE LOADS BY THE PERSON RESPONSIBLE FOR PACKING/LOADING		Name of Company Name/Status of Declarant Place and date Signature of Declarant		15 Total gross weight of goods 2,000 Total cube of goods 4.00	
Container identification number/vehicle registration number STPU284152/5		16 Seal number(s) 238795	16A Container/vehicle size and type 40' GENERAL STANDARD HEIGHT		16B Tare (kg) 2,500
				16C Total gross weight (including tare) (kg) 4,500	16D
HAULIER DETAILS Hauliers name Vehicle reg. no. Drivers signature		RECEIVING AUTHORITY REMARKS Received the above number of packages/containers/trailers in apparent good order and condition unless stated hereon. Receiving authority signature and date		Name and telephone number of shipper preparing this note BATHUNT (UK) PLC 020 8000 0000 Name/status of declarant A POTTS SHIPPING CLERK Place and date CROYDON 20/5/03 Signature of declarant	

630 Non-completion of any boxes is a subject for resolution by the contracting parties.

Dangerous Goods Note Completion Guide

This guide has been produced jointly by SITPRO and Freight Transport Association (FTA) as an aid to the completion of the SITPRO Dangerous Goods Note (DGN). It does not replace or in any way change the legal obligations of the trader under the appropriate legislation concerning the transport of dangerous goods.

How to Use the SITPRO DGN

When dangerous goods are transported, the consignment must be accompanied by a document that contains information declaring the nature of the dangers of the goods. The SITPRO DGN enables the shipper to complete one standard document for all consignments irrespective of port or inland depot. By doing so, it provides the receiving authority with complete, accurate and timely information as well as providing all those with an interest in the consignment with adequate information at each stage of the transport movement. The greatest benefit of using the DGN is that receiving authorities have clear and precise information on the way the goods should be handled.

The DGN has been widely and successfully used throughout the UK and has now been updated to take account of modern transport techniques, cargo handling practices and changes in control procedures and documentation.

Remember: Any inaccuracies and omissions in the data you provide may compromise safety, result in confusion, add extra costs and delay consignments.

International Transport

The 1999 SITPRO DGN reflects the documentary requirements of the Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulations and the International Maritime Dangerous Goods (IMDG) Code (current versions). Additionally the DGN reflects the documentary requirements of the Regulations concerning the International Carriage of Dangerous Goods by Rail (RID), the European Agreement concerning the international carriage of dangerous goods by road (ADR).

The DGN is based on the example of a multimodal dangerous goods form that is published, in virtually the same format, in UN Recommendation 11 - Documentary Aspects of the International Transport of Dangerous Goods and all three of the international regulations for the surface modes of transport.

Domestic Transport

For dangerous goods transported solely within the United Kingdom the national regulations must be followed for procedures and documentation. Domestic movements by sea within the UK **MUST** already comply with the provisions of the IMDG Code.

Within Great Britain and Northern Ireland there are domestic regulations that require compliance with the provisions of RID for rail and ADR for road. These include complying with the documentation requirements of RID and ADR as appropriate.

A provision of the Great Britain and Northern Ireland domestic regulations is that the carrier is required to ensure that a transport document accompanies the consignment of dangerous goods. Further the carrier is required to keep a written record of the information contained within the transport document and to retain it for 3 months. Although the onus is on the carrier to retain the information about the transport movement it is good practice for the trader similarly to keep a copy of the transport document for the same period.

A similar provision does **NOT** apply to the domestic sea transport of dangerous goods.

Guidance on Using the DGN

It is most important to follow the booking and receiving procedures specified by shipping lines, carriers and receiving authorities. Further points to consider in completing the DGN are given below:

- If a DGN is used to document a consignment containing compatible dangerous and non-dangerous goods, the dangerous goods should be listed first, or otherwise emphasised. Wherever possible, the SITPRO Standard Shipping Note or equivalent consignment document should be used for non-dangerous goods
- The non-completion of any boxes on the DGN is a subject for resolution between the contracting parties
- The DGN must, wherever possible, be completed mechanically i.e. by typewriter, aligned documentation systems or computer. Hand-written documents are often illegible and prone to inaccuracies
- Only goods for one shipment or journey may be shown on one DGN
- If necessary continuation sheets attached to each copy of the DGN may be used and should be page numbered
- Page numbers from the international regulations should **NOT** appear on dangerous goods documentation

- For sea transport, Emergency Schedule numbers (EmS) and Medical First Aid Guide table number (MFAG) need not be provided by shippers except in the comparatively few instances where specified in the IMDG Code. However, for commercial purposes some carriers require the information to be provided. Exporters (Shippers) should check with the freight forwarder or shipping line.

DGN Availability

DGNs in gummed sets for typewriter or impact printer completion are available from SITPRO approved printers, the FTA or a wide range of retailers. DGNs printed on special, heavier weight, selfcopy paper for use with photocopier or laser printer systems are also available from these printers. The printers are authorised to overprint notes with exporters'/forwarders' logos and standard details, and to supply them in specialised make-up such as continuous stationery.

There are a number of computer software packages available that allow for the completion of aligned documents including the DGN, usually producing the documents on laser printers. Please visit the SITPRO website (www.sitpro.org.uk/documents) for a list of both SITPRO licensed printers and companies licensed to sell software that produces SITPRO aligned documents.

SITPRO DGN Box by Box Completion Guidelines

Guidelines are common to all conditions and modes of transport except where differences are indicated by ✱(asterisk)

IMPORTANT NOTE- Combined Transport Movements

For combined sea and road/rail transport, in accordance with the provisions of Chapter 1.1.4.2 of the ADR Agreement and RID Regulations (consignments that fully meet the requirements of the IMDG Code for packing, mixed packing, marking and labelling shall be accepted for carriage under ADR/RID in a transport chain including maritime transport), a statement shall be included in the transport document as follows; **"Carriage in accordance with 1.1.4.2.1"**

A provision of ADR and RID allows that, for the carriage in a transport chain, including a maritime movement, the Dangerous Goods transport documentation required under ADR and RID may instead be substituted by the Dangerous Goods transport documentation required by the IMDG Code. A 1999 SITPRO DGN fully completed under IMDG will thus be acceptable for the documentation and information requirement under ADR and RID.

Box	Completion Instructions
1	Exporter (Shipper, Consignor, Sender) Name and address including postcode.
2	Customs reference/status This box should be used by the exporter to declare the Unique Consignment Reference (UCR) for the export movement. The construction of the declaration UCR (DUCR) should follow the format required by HM Revenue & Customs, including the use of alpha, numeric characters and spaces and hyphens - see HM Revenue & Customs Tariff and Public Notice No. 276. Exporters should NOT use this box for the purpose of quoting just the commercial reference of the consignment (see Box 4 below). This box should NOT be used for declaring the Master UCR (MUCR) - see Box 12 below - or consignments in FREE CIRCULATION moving solely within the EU.
3	Booking number Booking reference number of carrier (shipping line, combined transport operator).
4	Exporter's reference Consignment reference designated by the exporter - optional if already quoted as part of the DUCR in Box 2.
5	Forwarder's reference Consignment reference designated by the forwarder (if any).
6	Consignee Should be used for name and address of the consignee/importer.
6A	DSHA Notification (in accordance with DSHA regulations (as amended) given by There is a requirement under DSHA (Dangerous Substances in Harbour Areas) regulations to pre-notify the movement of dangerous goods into harbour areas to the Harbour Master. A cross ("X") should be placed in the box of the person responsible for pre-notification.
7	Freight Forwarder Name, address of freight forwarder (if any), including postcode.

Box	Completion Instructions
8 ★	International Carrier Name of shipping line or combined transport operator. Not required by sea for short sea roll on/roll off consignments
9	Other UK transport details Information required in this box will differ depending on the consignment in question and the specific information and procedural requirements of receiving authorities and shipping lines e.g. delivery address, ICD terminal, vehicle booking reference, receiving dates, name of receiving authority, haulier's collection instructions.
10	Vessel and port of loading. Vessel name and the port of loading e.g. MV Canadian Explorer, Liverpool.
11	Port of discharge and destination. Name of the port of discharge and the ultimate destination (if inland carriage is included) e.g. Casablanca, Marrakech.
12 ★	Consignment Information <ol style="list-style-type: none"> the UN Number preceded by the letters "UN". the Proper Shipping Name (supplemented when applicable with the technical name). Trade names alone are not acceptable. the Class, or when assigned the division of the goods, including for Class 1 the compatibility group letter followed by any subsidiary hazard class which should be shown in brackets; the Packing Group, where assigned, for the substance which may be preceded with the letters "PG" (e.g. PG II) the Sequence of the Information - a, b, c, d Examples "UN1098 ALLYL ALCOHOL, 6.1 (3), I" or "UN 1098 ALLYL ALCOHOL, 6.1 (3), PG I" <ol style="list-style-type: none"> The Number and Kind of Packagings e.g. 2 x 250 L steel drums; 3 x fibreboard boxes each containing 48 kg. (There is no need to specify details of inner receptacles or inner packagings).

Box	Completion Instructions
<p>* * *</p>	<p>g. Additional Information - It is necessary to provide supplementary information in certain circumstances These are detailed in Chapter 5.4 of the IMDG Code, ADR and RID and also shown on the reverse of the DGN. Particular attention should be paid to the following:</p> <ul style="list-style-type: none"> • Requirements for Specific Classes, including infectious and radioactive material. • Salvage Packaging, Waste, Elevated Temperatures. • Empty Uncleaned Packagings and Tanks. There are some differences between the road, rail and sea regulations. • For Sea only - Limited Quantities, Marine Pollutants, and Flashpoint. • For Road or Rail only - Exemption Limits, Tanks, IBCs, Piggyback transport by rail. <p>h. Customs - Where a consignment forms part of a consolidation or groupage movement this box should also be used to declare the Master UCR (MUCR). The consolidator or groupage operator should construct the MUCR in accordance with the format prescribed by HM Revenue & Customs , including the use of alpha, numeric characters and spaces, hypens and forward slashes - see HM Revenue & Customs Tariff and Public Notice No. 276. The consolidator or groupage operator should normally add the MUCR to a Standard Shipping Note already completed by the Exporter.</p>
13	<p>i. Net weight (kg) of goods</p> <p>The net weight (kg) for each separate dangerous goods description.</p>
13A	<p>i. Gross weight (kg) of goods</p> <p>The weight of the merchandise in its export packaging in kilograms for each separate goods description included on the DGN</p> <p>ii. Total gross weight of goods</p> <p>The total gross weight in kilograms of the goods should be entered. For containerised goods this excludes the weight of the container.</p>
14 *	<p>i. Cube (m3) of goods</p> <p>Measurement of goods in cubic metres for each separate goods description indicating whether pallet measurements are included</p>

Box	Completion Instructions
*	<p>ii. Total cube of goods</p> <p>The total cubic measurement of the goods. Package dimensions of abnormal loads. Not required by sea for short sea roll on/roll off consignments</p>
15 *	<p>Container/vehicle packing certificate and declaration (CVPC)</p> <p>Note: the CVPC is at present required only for sea transport, including combined journeys.</p> <p>For container/vehicle loads - name of company, name/status of declarant, place and date (where and when signed), signature of person responsible for the packing/loading of the dangerous goods into the container/vehicle.</p> <p>NB: The container/vehicle packing certificate and declaration serves a separate function to the dangerous goods declaration, and the two are very often signed by different people. However, for the sake of convenience the two declarations are included in the same document. The consignor (exporter) of the goods is responsible for signing the dangerous goods declaration (box 17), but the declaration under the container/vehicle packing certificate (box 15) must be signed by whoever is responsible for packing/loading the dangerous goods into the container/vehicle. It is clearly inappropriate for the consignor to sign the packing certificate (box 15), if the packing/loading of the container/vehicle is undertaken elsewhere - e.g. at a groupage or consolidation depot, or at an outside warehouse.</p>
16	<p>Container identification number/vehicle registration number</p> <p>e.g. ACLU 269687/4.</p>
16A	<p>Seal Number(s)</p> <p>The number as shown on exporter's and/or Customs' seals used to secure the container/trailer.</p>
16B	<p>Container/vehicle size and type</p> <p>e.g. 40ft GP. The ISO code for container size/type may also be used (although this is not mandatory).</p>

Box	Completion Instructions
16C	Tare (kg) The tare weight as marked on the container safety convention (CSC) plate.
16D	Total gross weight (including tare) (kg) Total weight of boxes 13A and 16C.

NOTE: Boxes 16-16D will normally need to be completed by the haulier or carrier

Box	Completion Instructions
17	<p>i. Name and telephone number of shipper preparing this note</p> <p>ii. Name/status of declarant - name and position within the company of the person preparing the DGN.</p> <p>iii. Place and date - place and date of signature</p> <p>Signature of declarant - signature of a responsible person who is familiar with the nature of the danger(s) of the goods and with the legal requirements and liabilities which apply to the shipment of dangerous goods (see box 10A of the DGN - the Dangerous Goods Declaration).</p>

Further Information

SITPRO

For further information about documents and procedures for the international movement of goods, contact the SITPRO Helpdesk:

- Tel: 020 7215 8150
- Email: info@sitpro.org.uk
- Website: www.sitpro.org.uk

Freight Transport Association

Advice and guidance on all aspects of compliance with both UK and International Dangerous Goods Regulations and Codes is available to members of the Freight Transport Association. Members can also obtain training on dangerous goods procedures and documentation.

For further information about the benefits of FTA membership telephone 01892 526171 or visit the website www.fta.co.uk.



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Documents

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