Issue 1, 2025 Internal Management Communication

Important Reminder

As we continue to face challenges with Dangerous Goods (DG) irregularities, it is important to restate and highlight the process to ensure compliance and safety in all shipments. Below is a summary of the key steps:

Import

Visual Inspection of Shipment:

- Confirm DG & Handling labels are correctly affixed.
- Look for any visible signs of damage to the shipment.

Verify Shipment Details:

• Ensure the shipment received matches the waybill details.

Build-Up

Review Build-Up Instructions:

• Ensure thorough understanding of the build-up guidelines.

Retrieve DG Shipment:

Collect DG from the designated DG location.

Inspect Shipment for Damage:

• Visually inspect the shipment again for any signs of damage.

IATA Compliance:

• Complete the build-up following the IATA DG regulations for safe handling.

Storage of DG:

- Store all Dangerous Goods in their designated DG storage location.
- Follow the approved segregation chart for proper classification.

Confirm with DG Coordinator/Supervisor:

• Ensure that all DG listed in the buildup instructions has been inspected, loaded, and secured properly.

Final Check Before Shipment Departs:

 Prior to the shipment leaving the warehouse, the DG Coordinator/ Supervisor must verify all DG is loaded, manifested, and in compliance with build-up instructions.

By following these detailed steps, we can reduce potential irregularities and enhance safety during DG handling. **Remember, compliance and careful attention to detail are key in ensuring the safe transportation of Dangerous Goods.**

We must all be vigilant about the cargo coming through our warehouses and ramps.

If you are unsure, it is better to assume the cargo is dangerous goods.

We have Dangerous Goods Specialists on duty to answer any questions or concerns. If additional training is needed, please contact your immediate supervisor to request.



Dangerous Goods/

Hazardous Materials cargo

and their labels look like this:

WCH

CHOICE AVIATION SERVICES



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